

Conversations About Women in the Workplace: Breakout Group Notes

Session 4: Success & Likeability

2/6/14 in Franklin Lobby 1

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Participants were divided into groups and given topics from the *Lean In Discussion Guide* (<http://bit.ly/19VY12a>).

The groups were asked to answer the questions and to share a few takeaways about their topic at the end of the meeting. Takeaways included observations, tactics, and motivational statements.

Topic 1: Pleasing others

How have you seen women leaders at UCOP negotiate the need to please others?

1. Find your voice; say what you DO want and don't worry about pleasing others.
2. Make sure you know what's involved in saying "yes" to something.
3. Know the line between being decisive and being collaborative: "I'm in charge but I want to hear dissenting opinions."
4. Practice saying "thank you" and taking credit. Resist the temptation to credit everyone else who was involved.
5. It's easier to establish a new pattern than to break an old one. Take a risk and follow your gut.

Topic 2: Self promotion

Have you ever down-played an accomplishment because you worried about being viewed as bragging or criticized for self-promotion?

1. Create a "kudos folder" to save accomplishments for your annual review.
2. Use SMART approach (specific, measurable, actionable/achievable, realistic, timely) to document your accomplishments.
3. State your accomplishments as a fact. You are not looking for praise.
4. Forward thank you notes you receive to your supervisor.

Topic 3: Gender and role discount problem

Do you feel that different things are expected of you than colleagues of different genders or different roles? What ways have you found to set boundaries?

1. Be direct. Ask if someone else would do a task.
2. Too much helping out (e.g., volunteering to take meeting notes) can give the impression that you are a "cleaner upper" and not a leader.
3. Volunteer strategically as a way to gain control of a situation and influence the outcome.

4. A good leader will encourage you to push yourself outside your comfort zone (e.g., if you always buy the party cake and circulate the card, she might suggest everyone in the office take turns doing this.)
5. Let go of control to allow others to help; be willing to be fine with the results. It may not be your way, but it's done.

Topic 4: Successful negotiation

What have your experiences been? What might you change or do differently going forward?

1. Ask for what you want. Don't take it personally.
2. Don't be afraid to counter an offer.
3. Ask for recommendations of what you can do to get what you desire.
4. Never stop asking.
5. Don't aim for the minimum; aim for what you want.
6. Be your own best advocate.
7. Stick to the facts.
8. Have a deadline for resolving an issue.
9. You know your value better than anyone else.

Reference

Article: *Best Advice: Work for Yourself, Not Others* (LinkedIn 2/25/14)

<https://www.linkedin.com/today/post/article/20140225112927-320476128-best-advice-work-for-yourself-not-others>

"The important thing is that you work for yourself, not for my approval. Not for my praise. But that you come to feel that doing well matters to you, and you become your most loyal fan, as well as your most severe critic."