



**Toolkit for the Emerging Regulatory Leader  
Monday, 1 October 2018**

<b>8:00 am</b>	<b>Registration, Continental Breakfast and Networking</b>
<b>9:00 am</b>	<p><b>Welcome, Introductions and Starting Strong:</b></p> <ul style="list-style-type: none"> <li>• Get to know your colleagues' background and experience</li> <li>• Learn how to establish Ground Rules: a simple tool for working well with others</li> <li>• Refereeing the Team: How to call fouls and coach in the moment</li> </ul> <p><b>Jennifer Owen-O'Quill</b>, Voltage Leadership Consulting</p>
<b>9:35 am</b>	<p><b>Rounding: A Communication Tool for Meetings People Love to Attend</b></p> <ul style="list-style-type: none"> <li>• How to be sure every voice at the table is heard</li> <li>• Start with Success: What has been your biggest success in 2018?</li> <li>• Practice Scenarios: leading project-based wrap-up rounds with your teams</li> </ul> <p><b>Jennifer Owen-O'Quill</b>, Voltage Leadership Consulting</p>
<b>10:00 am</b>	<p><b>Industry Leader Insights: What I Wish I Had Known Then that I Know Now</b></p> <ul style="list-style-type: none"> <li>• Ask your questions: Q and A Session with an industry leader</li> <li>• Learn essential success skills for your career path</li> </ul> <p><b>Minnie Baylor-Henry</b>, B-Henry and Associates</p>
<b>10:30 am</b>	<b>Refreshment Break</b>
<b>11:00 am</b>	<p><b>How to Motivate and Engage Employees, Teams and Colleagues</b></p> <ul style="list-style-type: none"> <li>• Learn the Engagement Pyramid and how to scale it</li> <li>• Setting Clear Expectations: the conversations and questions that get things done</li> </ul> <p><b>Jennifer Owen-O'Quill</b>, Voltage Leadership Consulting</p>
<b>11:30 am</b>	<p><b>Delegating Deliberately: The How and What of Delegation</b></p> <ul style="list-style-type: none"> <li>• Learn the Deliberate Delegation model for effectively managing assignments</li> <li>• Explore the 5 Levels of Delegation and the 4 Levels of Priority and apply them to your current projects</li> </ul> <p><b>Jennifer Owen-O'Quill</b>, Voltage Leadership <b>Minnie Baylor-Henry</b>, B-Henry and Associates</p>



12:00 pm	<p><b>Developing Desired Outcomes and AM Session Communication Recap</b></p> <ul style="list-style-type: none"> <li>• How to develop clear, specific desired outcomes</li> <li>• The Aspirational Conversation: why they matter and how to have one</li> <li>• AM Session Recap and PM Desired Outcomes</li> </ul> <p><b>Jennifer Owen-O’Quill</b>, Voltage Leadership Consulting</p>
12:30 pm	<p><b>Lunch</b></p>
1:30 pm	<p><b>The Obstacle Course! 3 Teams. One Objective.</b></p> <ul style="list-style-type: none"> <li>• Apply you learned this morning in a real-time team exercise</li> </ul> <p>Jennifer Owen-O’Quill, Voltage Leadership Consulting</p>
2:15 pm	<p><b>Time Design and Prioritization 101</b></p> <ul style="list-style-type: none"> <li>• Overwhelmed? Discover time metabolism the power of the Calendar Gut-Checklist</li> <li>• Reflect on the meeting rhythm that best meets your current team’s needs</li> <li>• Understand the difference between task and attention management</li> <li>• Harness productivity with To-Do and To Don’t list</li> </ul> <p><b>Jennifer Owen-O’Quill</b>, Voltage Leadership Consulting</p>
3:00 pm	<p><b>Refreshment Break</b></p>
3:30 pm	<p><b>The Real-Time Lab</b></p> <ul style="list-style-type: none"> <li>• Bring your current difficult situations to the floor for table discussions with industry leaders and colleagues</li> </ul> <p><b>Minnie Baylor-Henry</b>, B-Henry and Associates</p>
4:15 pm	<p><b>The Stop, Start, Continue Framework and Closing Round</b></p> <ul style="list-style-type: none"> <li>• Apply the Stop, Start, Continue process to our learning today</li> <li>• Work with your colleagues to decide what to apply when you get back to work</li> </ul> <p><b>Jennifer Owen-O’Quill</b>, Voltage Leadership Consulting  <b>Minnie Baylor-Henry</b>, B-Henry Associates</p>
5:00 pm	<p><b>Adjourn</b></p>