



**Toolkit for the Emerging Regulatory Leader
Tuesday, 2 October 2018**

7:00 am	Registration, Continental Breakfast and Networking
8:00 am	<p>Welcome, Introductions and Starting Strong:</p> <ul style="list-style-type: none"> • Get to know your colleagues' background and experience • Learn how to establish Ground Rules: a simple tool for working well with others • Refereeing the Team: How to call fouls and coach in the moment <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
8:35 am	<p>Rounding: A Communication Tool for Meetings People Love to Attend</p> <ul style="list-style-type: none"> • How to be sure every voice at the table is heard • Start with Success: What has been your biggest success in 2018? • Practice Scenarios: leading project-based wrap-up rounds with your teams <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
9:00 am	<p>Industry Leader Insights: What I Wish I Had Known Then that I Know Now</p> <ul style="list-style-type: none"> • Ask your questions: Q and A Session with an industry leader • Learn essential success skills for your career path <p>Minnie Baylor-Henry, B-Henry and Associates</p>
9:30 am	Refreshment Break
10:00 am	<p>How to Motivate and Engage Employees, Teams and Colleagues</p> <ul style="list-style-type: none"> • Learn the Engagement Pyramid and how to scale it • Setting Clear Expectations: the conversations and questions that get things done <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
10:30 am	<p>Delegating Deliberately: The How and What of Delegation</p> <ul style="list-style-type: none"> • Learn the Deliberate Delegation model for effectively managing assignments • Explore the 5 Levels of Delegation and the 4 Levels of Priority and apply them to your current projects <p>Jennifer Owen-O'Quill, Voltage Leadership Minnie Baylor-Henry, B-Henry and Associates</p>
11:00 am	Energy Break



11:15 am	<p>Developing Desired Outcomes and AM Session Communication Recap</p> <ul style="list-style-type: none"> • How to develop clear, specific desired outcomes • The Aspirational Conversation: why they matter and how to have one • AM Session Recap and PM Desired Outcomes <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
12:00 pm	<p>Lunch</p>
1:00 pm	<p>The Obstacle Course! 3 Teams. One Objective.</p> <ul style="list-style-type: none"> • Apply you learned this morning in a real-time team exercise <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
1:40 pm	<p>Time Design and Prioritization 101</p> <ul style="list-style-type: none"> • Overwhelmed? Discover time metabolism the power of the Calendar Gut-Checklist • Reflect on the meeting rhythm that best meets your current team's needs • Understand the difference between task and attention management • Harness productivity with To-Do and To Don't list <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting</p>
2:15 pm	<p>Refreshment Break</p>
2:45 pm	<p>The Real-Time Lab</p> <ul style="list-style-type: none"> • Bring your current difficult situations to the floor for table discussions with industry leaders and colleagues <p>Minnie Baylor-Henry, B-Henry and Associates</p>
3:30 pm	<p>The Stop, Start, Continue Framework and Closing Round</p> <ul style="list-style-type: none"> • Apply the Stop, Start, Continue process to our learning today • Work with your colleagues to decide what to apply when you get back to work <p>Jennifer Owen-O'Quill, Voltage Leadership Consulting Minnie Baylor-Henry, B-Henry Associates</p>
4:00 pm	<p>Adjourn</p>