



Whole Person Leadership for Women 2018

FIELD GUIDE

Welcome to Whole Person Leadership for Women

In preparation for our time together we've included guidelines for optimal success of the sessions during the Journey. Please review the "Field Guide" thoroughly.

What is in this document:

- I. Course Overview
- II. Online Learning Support
- III. Agreements & Guidelines
- IV. Partner Calls
- V. Tips for Participation
- VI. Getting Help

In gratitude,

Patricia and the WPL Team

*Connect more deeply to the power of your purpose to
lead more fully from a whole person perspective.*

I. COURSE OVERVIEW

5 Virtual Sessions + 2-day Closing Retreat/Summit

January 22, February 15, March 15, April 12, May 10
2-hour Zoom sessions
9:00am-11:00am Central US [World Clock](#)

You will receive two reminder emails from us for each session - one 24 hours ahead of time and one about an hour before we start. The Zoom link will be in the reminder emails.
All sessions are recorded for review.

May 31-June 1 Closing Retreat/Summit
8:30 am – 4:30 pm Central US

Location: [Oak Ridge Hotel & Conference Center](#), Chaska, MN.
Your course fee provides a (ample) continental breakfast + lunch each day.
Please mention Center for Purposeful Leadership for a reduced room rate.

Local airport: Minneapolis-St. Paul International (MSP)
More details about logistics and preparation to come by mid-March.

Session 1:

- Welcome and Orientation: Meet the faculty and your cohort
- Core materials and concepts
- Your Life Tapestry / Purpose Plan introduced
- The role of qualitative research and tracking our collective journey

Sessions 2-5:

- From Where to you Lead? The 16pf[®] Questionnaire will help you gain deeper insights into your individual leadership personality and patterns.
- The Value of Emotional Intelligence: We are all emotionally intelligent implicitly. We will explore the value in more consciously and explicitly viewing it as an asset in our leadership repertoires.
- The Art of Convening: Learn how to convene compelling meetings where all voices are heard, and all wisdom is tapped.
- The Power of On-Purpose Leadership
- Conversational Intelligence: Learn the foundations of conversational intelligence and the brain science that supports it.
- Communications Leadership: The Art of Strategic Communications to Find Resilience and Renewal
- Building Trust: for you, for your organization.

Closing Retreat/Summit:

- Integration, Synthesis and Moving Forward
- Your Life Spiral / Purpose Plan completed
- Course completion
- Post-journey Survey
- Next steps

Sample Session Design:

All sessions are a blend of group interaction in & between sessions with experiential exercises and individual reading and reflection. We use story and metaphor as tools to enhance our learning.

The image of gathering in a circle around the campfire is the group's organizing principle and a metaphor to consider.

Sessions will generally, but not always, follow the design below.

- Welcome/gathering around the campfire
- Transition exercise: Poetry/Quote/Reading
- Opening the Circle: Group check-in/"Stringing the Beads"
- Session Themes
- Small group breakouts
- Community Circle: Group reflections/comments/insights
- Closing the Circle: Group check-out

II. ONLINE LEARNING SUPPORT

- a. Website Online Learning Platform
- b. Zoom
- c. Google Docs
- d. Private Facebook Group

All online platforms, documents and recordings are private to your group, to be used only by you, the faculty, or a participant of your group.

The session platform will be "live" for access until July 1, 2018 30 days after the program close on June 1, 2018. At that point, all Zoom recordings are deleted and Google docs will be archived.

If any of these technologies are new to you, we invite you to give yourself time to settle in and get comfortable with them the first time you use them. Very soon you will find it effortless.

Here are two resources, also found on the website, right column:

- [Easy Peasy Tech Guide](#)
- [9 Tips for a Professional Zoom](#)

a. Website Online Learning Platform

[PROGRAM](#) - [MATERIALS](#)

b. ZOOM

<https://zoom.us/j/502622488>

We use the Zoom conferencing platform that combines audio and video components. We will always be online 15 minutes before start time to help with your technology, answer questions, etc.

To maximize your participation in each session, the following is recommended:

** Accessing the ZOOM platform

If you have not used Zoom before, in advance of the first session, go to <https://zoom.us/> to ensure your computer or smartphone capability. You may be prompted to download & run Zoom.

Another option is to download the Zoom app on your smartphone as a secondary route for quick access.

For each session, simply click on the link provided for your cohort and follow the directions to enter the meeting ID. If the meeting has already begun, please wait to be greeted.

PERSONAL PROTOCOLS

Your Surroundings: During each session, find a quiet location, preferably a familiar room where you are alone without distraction. Excuse yourself from all commitments or obligations to family, friends, colleagues and pets.

Remove background noise if possible. The less background noise and visual activity, the more pleasant the experience of listening for everyone. We've all dealt with the barking dog and running water!

USE OPTIMAL EQUIPMENT

- Computers with stable internet connection or smartphones are required. The Zoom technology is user-friendly.
- Headsets are recommended if compatible with your computer.
- Avoid using speakerphones, as they can create echoes or pick up static and background noise.
- A bad connection can sometimes cause background static. You may need leave the meeting and reenter using the same link and Meeting ID.

c. Google Docs

Accessed via the website or emails.

Private documents for sharing real-time notes and exchanges during the sessions and archival reference.

d. Facebook Group

<https://www.facebook.com/groups/340672293082227/>

Private group page for community engagement in-between sessions.

You've been invited via email to join this group. For those of you not on Facebook yet, please consider signing up. Then you can "friend" Patricia Neal.

III. AGREEMENTS & GUIDELINES

INTENTION: Building trust while being in a learning community together

- ☀ We agree to be fully present, free from distractions (electronics, etc.).
- ☀ We will listen deeply with the intent to understand and be of service.
- ☀ We presume positive intent.
- ☀ We come with open mind - notice our assumptions and judgements.
- ☀ We agree to suspend certainty so fresh ideas, creativity and surprises can emerge.
- ☀ We honor confidentiality. What is shared is held with respect and not shared by name without permission.
- ☀ We know that each contributes to the whole and a positive outcome.
- ☀ We will allow the conversation to slow to the pace of the heart and of life.
- ☀ We can ask for what we need.
- ☀ Patricia Neal and Claudia Eisinger will convene and be point for each session.

On the Zoom Sessions:

Please arrive 5-10 minutes early to get settled and check your technology.

We begin promptly at the designated time. Allow a few minutes to prepare before arriving to a session.

We invite you to come to these sessions ready to give yourself two hours of uninterrupted spaciousness.

Get something to drink and a snack if you want one; turn off texts and alarms, cell phone ringers and any other distractions.

Take a bio break.

Treat yourself to a “transition” just prior to signing into Zoom:

Fill your lungs with air, top to bottom, at least twice, and give your body a good stretch before we start.

Attendance: It is agreed that you will attend each session on time throughout the Journey unless communicated in advance. As a learning community, we create interdependence that grows with each session. Your commitment to being present is essential to the quality of the outcome for everyone.

Missing or being late to a session:

- If you are unable to make a session let us know as far in advance as possible so we may plan accordingly.
- All sessions are recorded for review. Plan to review after the session as soon as possible.
- If you are late to a session, please join the group and announce your presence.
- These protocols are designed to maximize the quality of our time together.
- It is important that you attempt to be on a session even if you are late, cannot stay for the duration, or need to connect from a challenging location. Making an effort to participate in each session is a high priority. You will not inconvenience or interrupt the group. On the contrary, your show of commitment will be an inspiration to all.

Session Recordings:

Recordings are confidential, to be used only by you, the faculty, or a cohort participant. The session platform will be “live” for access 30 days after session close. At that point, all Zoom archives are deleted.

IV. PARTNER CALLS with another participant

Time to share your reflections and deepen your learnings or experiences with another participant.

GUIDELINES FOR A GREAT PARTNER SESSION

• [Guidelines for Partner Calls](#): [document located on the right column of the website]

You may want to review the latest Zoom before a Partner Call.

V. TIPS FOR PARTICIPATION

While synthesizing the experience and learnings of a session, don't feel you need to share much with others outside the cohort. If asked, keep it simple.

Four invitations from the faculty:

- To be present.
- Take this time for yourself. This is a time for learning from the faculty and from each other, drawing on the wealth of life and work experiences in your cohort.
- We invite all of us to co-create this experience together bring our whole selves into the call and experience.
- We begin to slow down to be present to ourselves and one another. You may have heard of the concepts of presencing, mindfulness or emotional intelligence. That is what we invite in our time together.

Reflection time an essential component of the journey. The questions considered and conversations heard are an opportunity to go a little deeper with yourself. We request that each participant spend time during the course engaged in reflective time, such as jotting thoughts after a session or preparing for a session.

Find a few minutes of quiet, uninterrupted time to reflect and take notes. Light a candle or get a favorite beverage: something to mark a transition into a different space for reflection. Consider and write your first thoughts. Getting that first impulse on paper is important.

Reflective writing/journaling: For some, journaling is part of daily life; for others personal reflective writing is a stretch. We consider time to write or journal a gift of listening to yourself. A participant noted, “It's not a diary; it's a practice of listening. I don't journal to document; I journal to listen.”

Whether you journal or just find quiet time, we suggest you have fun, take it easy and allow yourself to play with the process.

VI. GETTING HELP

Feel free to contact Patricia or any of the faculty members for questions or support or just to chat. Faculty contact information can be found on the website.

Email- pneal@centerfpl.com | Cell: 612-889-5812 | Office: 612-920-3039

We are honored to share this time with you; thank you for joining us on the journey!