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**TCSJ**  
**Professional Learning Center**  
**Course Syllabus**

**Title of Course:** Women Who Lead

**Name and Contact Information for the Instructor of Record:** *(This is the contact person and may be different from the actual instructor(s))*

Kim Cofino  
kim@edurolearning.com

**Instructor/s of Course:**

Kim Cofino

**Course Dates/Times:**

Asynchronous, self-paced

**Units Requested:** *(15 hours of seat time required for each unit, see also below)*

5 units

**Course Description:**

Women Who Lead from Eduro Learning is an 8-module, self-paced, online course designed for aspiring leaders. Within the course, you get:

- access to over 70 curated video conversations with stories and insights from our Women Who Lead;
- 8 diverse learning modules, each covering a key theme, based on the experience of current leaders in the field;

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Revised 5/20/20

Revised



- curated resources, creative protocols and practical challenges to apply your learning in your setting;
- self paced design to take into consideration your busy schedule, with flexible options for how to dig into each module;
- option to choose the pathway that inspires you - Heads of School, Principals, Curriculum Leaders or Entrepreneurs (or all four!);
- private forum to build your professional learning network and connect with other aspiring leaders; and
- unlimited access to the content as long as we run the program.

### **Primary Learning Outcomes and/or Course Requirements:**

1. Reflecting on Your Potential as a Leader
2. Exploring the Unique Challenges Women Face in Pursuing a Leadership Position
3. Interviewing for a Leadership Position
4. Handling Confrontation as a Leader Who Identifies as a Woman
5. Finding a Sense of Balance
6. Finding Focus and Priorities as a Busy Leader
7. Emerging Skills for Leaders Who Identify as Women

**Evaluation Criteria for Credit:** *If your institute does not meet for full 15-hour increment(s), you may justify the unit(s) by a “significant” assignment that would likely take the participant the number of hours needed to fulfill the total 15 hour unit(s). Please provide the description of the assignment below.*

Tasks below match with topics listed above.

Each topic includes around 6 hours of video content, a minimum of 4 references to read, and forum reflections to respond to.

### Task 1

Depending on where you are in your leadership journey, please select the option that's right for you. Please feel free to respond to (any of) the following prompts.

Option 1: For those beginning their leadership journey:

- How can you recognize the leadership you have within?
- How can you recognize the leadership you're already offering?
- How can you solicit the feedback you really need?
- How do you digest the feedback you receive?
- What's missing? How can you fill the gaps?

Option 2: For those moving forward in their leadership journey:

- How are you demonstrating the leadership skills and qualities necessary for this next position?
- Where are the gaps between what you have and what you need?
- Who can you connect with to fill those gaps? How will you approach them and ask for support?

### Task 2

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

Option 1: For those beginning their leadership journey:

Rewrite your self-talk script. Map out the three things you hear yourself telling yourself about why you 'aren't a leader.' Rewrite them, print them, keep them somewhere visible.

- What did you change in your self-talk script?
- How are you changing your daily practice based on this new internal dialogue?

Option 2: For those currently in a leadership position:

Reflect on your personal experience with these (or other) challenges unique to women:

- Which of these challenges resonates with you the most?

- Have you developed strategies that work in your context?
- Are there areas that you still need to address? Did any of the conversations shared here provide some strategies you might try? Which strategies, and why do you think they might work for you?

### Task 3

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

Option 1: For those just beginning their journey, reflect in your current leadership practices:

- How do you demonstrate "little I" leadership?
- How can you tell that story during a leadership interview? Try recording a mock interview on your laptop to get an idea of how you share your story in video format (likely to be a component of the interview process).

Option 2: For those ready to start interviewing:

- What are your essential qualities in a school?
- How will you discover the schools that match your professional needs?

Option 3: For those who have a job and/or school in mind:

- Using one of the articles in this module as inspiration, how might you tell the story of how YOU are the 'perfect partner' for your potential next school's vision and mission?
- Draft 10 reasons you're the perfect person for the job you're currently seeking.

### Task 4

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

Option 1: Try out a micro-sprint

- Tell one person this week 'you are standing too close to me' or 'no actually I don't have time right now' or 'I don't like....' Sequence out 'baby steps' of asserting yourself as micro-sprints of 'difficult conversations.'
- If you'd like to share the experience, feel free to reflect in our course forum and tell us how it went. What worked? What might you do differently?

#### Option 2: Take a trial run

- Ask your drama teacher or a trusted peer to act out a difficult conversation you're anticipating. Have them test out a variety of responses so you can be prepared for anything. Encourage them to bring in emotion.
- If you'd like to share the experience, feel free to reflect in our course forum and tell us how it went. What worked? What might you do differently?

#### Option 3: A personal reflection

- Using one of the resources from this unit, reflect on the patterns you see in your own relationships. What do you notice? How might you change them?
- How does working on having difficult conversations help us address broader issues?
- If you'd like to share the experience, feel free to reflect in our course forum and tell us how it went. Do you see any common patterns? What are your goals for changing them?

#### Task 5

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

#### Option 1: For those just beginning their journey

- After watching these interviews, how does this help you think about the routines your future leader self will need? What is one of your routines/habits you need to drop?

#### Option 2: For those currently in a leadership role:

- How do you find a sense of balance? How do you share this message with your colleagues?
- When we discuss 'balance' what about it is gendered (ie in what ways do you feel you are expected to ALWAYS include x,y,z in your balancing act)?

#### Task 6

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

For those interested in reflecting on their prioritization strategies:

- Document your prioritization strategy. What does it look like and feel like on a daily basis? Is there room for improvement?

- Create your own 'task management' manifesto. How can you share the cloak of leadership so that your load is lightened?

For those seeking a leadership role:

- Who has been the greatest leader you have worked with? What did they teach you about time management?

For those in a current leadership role:

- Where are you looking to anticipate the next change?
- How can you ensure your task management is looking ahead and not just at what is here now?

## Task 7

Depending on where you are in your leadership journey, please select the option that's right for you. If you'd like to share in our course forums, please feel free to respond to (any of) the following prompts.

For those beginning their leadership journey:

- Identify one of the emerging skills that is a strength. Document examples of how you have demonstrated this skill in your leadership practice (Capital L or lowercase l)
- If you asked a peer to identify an emerging skill, would they have picked the same one? How do you know?
- Identify one emerging skill that is an area for growth. Document opportunities you may have to work on this skill.
- Identify 3 people you can turn to build the skills you need

For those currently in a leadership position:

- How can you leverage yourself as a storyteller? Why do you need to keep working on the craft of sharing pivotal stories? What is one upcoming opportunity where you might be able to share a powerful story?