



# BRIJ THE GAP WORKSHOPS

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# ABOUT

# BRIJ THE GAP

# WORKSHOPS

Master classes by Brij the Gap Consulting is an interactive online experience that gives your employees the opportunity to learn and immediately apply career advancement strategies to their current and future professional goals. Every session is created to deliver the three C's: content, context and coaching. Your employees will learn strategic approaches to elevating themselves and their careers, understand why these methods are imperative for their advancement and receive coaching on how to immediately integrate these strategies into their current realities. Your employees will leave each session with clear, prescriptive and applicable methods for career progression within your company while increasing retention of your top talent.



## ➔ ABOUT THE INSTRUCTOR

Devika Brij, Founder & CEO of Brij the Gap Consulting, helps professionals attain their vision for their careers through building effective self advocacy and professional branding strategies. She is a former Sales Leader (Google, LinkedIn, etc.) who transformed her career from junior level to senior leader and increased her salary 6X in less than 6 years. Devika has partnered with organizations globally to help underrepresented groups achieve their professional goals while helping organizations retain their top talent.



# WORKSHOP OPTION 1:

## Mastering the Art of Self Advocacy

Duration: 90 Min-2 hours

Includes break out session, activities and Q&A.

### Description:

Did you know that 60% of your career success hinges on your ability to self advocate? Self-advocacy is a challenge for most underrepresented individuals, especially minority and female professionals, yet critical for performance management, advancement and promotions. These challenges are often rooted in life experiences, culture and upbringing. In this session, your employees will learn how to effectively approach self-advocacy through understanding their professional value and elevating their accomplishments during 1:1 meetings, performance reviews and career conversations while tracking and reinforcing their success.

### → Workshop Content:

- What effective self advocacy looks like in the professional environment.
- The self advocacy dilemma for underrepresented individuals.
- Common approaches of self advocacy.
- How to identify and scale your professional brand across your organization.
- Easily track and reinforce the value you drive for your organization.
- How to create a mutually-beneficial dialogue and manage expectations with leaders for advancement.
- How to leverage 1:1 meetings with your manager to prepare for company wide performance and career conversations.
- How to step into your power.

# WORKSHOP OPTION 2:

## Maximizing 1:1 Meetings Between Leaders and Direct Reports

Duration: 60 min

Includes Brij The Gap 1:1 Template and Q&A.

### Description:

Effective and collaborative communication during 1:1 meetings between managers and direct reports is imperative when managing expectations for advancement. However, these engagements between leaders and individual contributors can often feel routine, one-sided and task-oriented. Direct reports may feel uncomfortable when elevating their accomplishments and advocating for their professional needs which results in lack of clarity for leaders. In this workshop, your employees will learn how to leverage my game changing 1:1 template to organize, communicate, track and reinforce conversations to ensure aligned communication and expectations for career advancement. This session will leave both your leaders and individual contributors feeling confident and empowered.

## → Workshop Content:

- Overview of typical 1:1 formats and engagements between direct reports and leaders and why they are ineffective for a majority of direct reports.
- Understand why highlighting wins and accomplishments during 1:1 meetings is critical for career advancement.
- Learn what criteria matters to leaders and how to effectively communicate what they need to know: highlighting key wins, informing, discussing and asking.
- How to integrate career discussions into your regular 1:1 meetings.
- Access and learn the Brij the Gap 1:1 meeting template + agenda and how to leverage them to foster mutually beneficial conversations with your leaders.
- Understand how to leverage the 1:1 template to have successful performance reviews.
- Learn how to track and reinforce accomplishments to create a case for career advancement and development needs.

# WORKSHOP OPTION 3:

## Help Your Manager Promote You

Duration: 2 hrs

Includes executive summary template, breakout session and Q&A.

### Description:

Career advancement is accomplished when your leaders understand and acknowledge the complete value you are driving for your organization and team. However, consistently communicating your accomplishments with the end result of advancement can feel overwhelming and inorganic. In this session, you will learn how to create an executive summary. An executive summary is a framework that can be used in 1:1's with leaders or mentors, career conversations and performance reviews in effort to communicate the three key areas leaders need to have visibility into in order to advocate for you: leadership, scale and results.

### → Workshop Content:

- Why self-advocacy is critical for advancement for underrepresented minorities.
- The self-advocacy dilemma for underrepresented minorities and examples (upbringing, culture, damaging experiences, etc); will be tailored for the demographic in attendance.
- Understand the information that is most valuable for your leaders to promote you.
- How to communicate your accomplishments by showcasing leadership, scale and results through an executive summary.
- Learn how to create an executive summary.
- How to leverage an executive summary in various professional environments (career conversations, performance reviews, 1:1 meetings, etc).
- Clearly communicate your career goals and gain alignment with leaders.



# WORKSHOP OPTION 4:

## Building Your Personal Board of Directors for Advancement

Duration 90 min

Includes breakout session and Q&A.

### Description:

Have you ever heard the saying, "It takes a village?" Consistent career elevation is rarely obtained on your own. Most organizations have internal mentorship programs; however, understanding how to build mutually beneficial relationships with leaders and peers does not feel organic for most underrepresented individuals. In this workshop, your employees will learn how to create their personal board of directors of career allies, mentors and sponsors. They will understand how to identify, engage and empower these individuals for career advancement within your organization.

### → Workshop Content:

- Why having a team of advocates is critical for career advancement.
- Who should be included in your personal board of directors.
- Why peers and those junior to you could be your biggest advocates.
- Understanding your professional development needs before engaging your board of directors.
- Properly qualifying your board of directors and setting expectations.
- How to engage and maintain momentum in your relationships with mentors and sponsors.
- Making clear asks for advancement.

## WORKSHOP OPTION 5:

### Creating and Leveraging Your Elevator Pitch for Advancement

Duration: 90 min

Includes elevator pitch template, breakout activity and group and Q&A.

#### Description:

Contrary to popular belief, LinkedIn is not a tool only used for job hunting. Communicating a strong professional brand that accurately represents the total value you drive across your organization, industry and team positions you to be seen as an industry leader and attain professional advancement. In this session, your employees will learn how to communicate their professional accomplishments and use content strategy to become an industry thought leader while positively representing your company's brand.

#### → Workshop Content:

- Why having a clear and concise narrative is critical for your professional brand.
- How to articulate the value you drive within your role and industry through your LinkedIn profile.
- Why having a public facing, strong brand is especially important for underrepresented individuals.
- Create a 5 star profile leveraging best practices from a previous LinkedIn employee.
- Understand how to best network and engage with industry professionals, leaders, prospect clients, etc.
- Learn how to become an industry thought leader through leveraging content.

# WORKSHOP OPTION 6:

## Establish Your Online Professional Brand

Duration: 90 min

Includes LinkedIn profile best practices checklist and Q&A.

### Description:

Contrary to popular belief, LinkedIn is not a tool only used for job hunting. Communicating a strong professional brand that accurately represents the total value you drive across your organization, industry and team positions you to be seen as an industry leader and attain professional advancement. In this session, your employees will learn how to communicate their professional accomplishments and use content strategy to become an industry thought leader while positively representing your company's brand.

## → Workshop Content:

- Why having a clear and concise narrative is critical for your professional brand.
- How to articulate the value you drive within your role and industry through your LinkedIn profile.
- Why having a public facing, strong brand is especially important for underrepresented individuals.
- Create a 5 star profile leveraging best practices from a previous LinkedIn employee.
- Understand how to best network and engage with industry professionals, leaders, prospect clients, etc.
- Learn how to become an industry thought leader through leveraging content.