



# **BRIJ THE GAP WORKSHOPS FOR LEADERS**

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**ABOUT**

**BRIJ THE GAP**

**WORKSHOPS FOR LEADERS**

Employee development workshops by Brij the Gap Consulting is an interactive virtual experience that provides your leaders with the opportunity to learn and immediately apply employee development strategies to their leadership methods. Each workshop is created to deliver the three C's: content, context and coaching. Your leaders will learn the unique challenges their underrepresented direct reports experience, how to support these challenges and strategic approaches to elevate and advocate for their direct reports. Your leaders will leave each session with clear, prescriptive and applicable methods on how to best support the employees they manage and help your organization to increase retention of your top talent.

Brij the Gap workshops can be customized to serve all demographics, seniority levels and types of roles.



## → **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 and people 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 professionals achieve their professional goals while helping organizations to retain their top talent.

## WORKSHOP OPTION 1:

# Mastering the Art of Advocating for Your Direct Reports

Duration: 90 Min-2 hours

Includes group discussion and Q&A.

## Description:

Did you know that 60% of one's career success hinges on their ability to self advocate? In effort for leaders to best support and advocate for direct reports, leaders need to understand how employees are driving success within the organization, in their roles and extra curricular responsibilities that produce success for your company. However, for most of your direct reports, elevating their accomplishments, having a collaborative dialogue with leaders like you and feeling empowered to make clear asks for their career advancement can often feel intimidating or confusing. These challenges are often rooted in their personal and professional experiences, culture and upbringing. In this workshop, your leaders will learn how to best support and advocate for the needs of their direct reports as they seek development and advancement opportunities, ultimately increasing retention of your organization's top talent.

## → Workshop Content:

- The self advocacy dilemma for direct reports and challenges they may experience when sharing their accomplishments and career desires with leaders.
- The self advocacy dilemma for underrepresented individuals including culture and upbringing.
- Helping direct reports to create and scale their professional brands for advancement.
- Fostering mutually beneficial communication with direct reports.
- Complimenting various communication styles (introverts, extroverts, underrepresented individuals, etc).
- Creating a mutually-beneficial dialogue between direct reports and leaders.
- Prescriptive strategies and engagement techniques to help your direct reports win within your organization.
- Stepping into your power as a leader.

## 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 people leaders and direct reports is imperative when managing expectations for advancement opportunities. However, these engagements between leaders and direct reports can often feel routine, one-sided and task-oriented. Direct reports may feel uncomfortable elevating their accomplishments and advocating for their professional needs in the 1:1 setting which results in lack of clarity for leaders to understand how to best coach and support their employees. In this workshop, your leaders will learn how to leverage Brij the Gap's 1:1 template to organize, communicate, track and reinforce conversations to ensure aligned communication and expectations for career advancement. This session will leave your leaders feeling collaborative, prepared 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 and leaders.
- How to leverage the 1:1 setting to understand the entirety of your direct report's value and contribution.
- Empowering direct reports to communicate in a mutually beneficial manner: highlighting key wins, providing high level updates, discussing high priority topics and asks for direct help or coaching needed.
- Prescriptive methods on how to integrate career discussions into 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 between direct reports and leaders.
- Easily track and reinforce accomplishments to create a case for your direct report's career advancement and development needs with other decision makers.

## WORKSHOP OPTION 3:

# Empowering Your Employees to Create a Case for Advancement

Duration: 90 min

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

## Description:

Career advancement is accomplished when leaders understand and acknowledge the complete value employees are driving for their organization, teams and clients through clear and consistent communication. However, consistently communicating accomplishments with the end result of advancement can feel overwhelming and inorganic for employees. In this session, your leaders will learn how to position and implement the Brij the Gap Executive Summary with their direct reports as a framework that empowers them to create a case for their professional advancement. The Executive Summary captures the information leaders need to advance their direct report including their leadership abilities, scaling solutions to business challenges and direct examples of successful results. This framework will create clarity and alignment between leaders and their direct reports, ultimately leading to increased retention of your organization's top talent.

## → Workshop Content:

- Why leaders and direct reports are often disconnected when discussing promotion and advancement opportunities.
- Why self-advocacy is critical for advancement, especially for underrepresented individuals, and how leaders can empower direct reports to become better self advocates.
- Help direct reports create a case for advancement by communicating the areas that matter the most to you: leadership, scaling solutions and examples of results.
- Learn how to create the Brij the Gap executive summary.
- How to help direct reports adopt and implement the executive summary into career conversations.
- Equipping direct reports with the confidence and strategy to drive their careers forward.

## WORKSHOP OPTION 4:

### Empowering Employees to Build Their Board of Directors

Duration 60 min. Includes Q&A.

#### Description:

Have you ever heard the saying, "It takes a village?" Consistent career elevation is rarely obtained on one's own. While some organizations have internal mentorship programs, understanding how to build mutually beneficial relationships with leaders, mentors, sponsors and peers feels uncomfortable for most underrepresented employees. Most even fear the negative perception leaders will have when they pursue relationships with leaders outside of their direct manager. In this workshop, your leaders will learn how to build trust, support and empower their direct reports to create their personal board of directors including career allies, mentors and sponsors for their professional growth.

#### → Workshop Content:

- Why having a team of advocates is critical for career advancement.
- Understanding the fear underrepresented employees have when pursuing leaders outside of their direct manager.
- What a success board of directors looks like: career allies, mentors and sponsors.
- Helping direct reports understand their professional development goals and needs before pursuing their board of directors.
- Coaching direct reports on how to prepare for and create mutually beneficial relationships between them and their board of directors.
- Facilitating successful connections between direct reports and other leaders within your organization.

## WORKSHOP OPTION 5:

# Driving Effective Negotiation Between Employees and Leaders

Duration: 60 min. Includes Q&A.

## Description:

Did you know that 35% of employees leave their organizations due to dissatisfaction with incentives, rewards and recognition? Employees who decide to leave their roles often view exiting the company as the only option to attain their professional desires and incentives, even if they have an authentic desire to grow their careers within the company. This decision is often based on feeling unempowered to position their career desires and needs to their leaders. On the opposite side of this dilemma, leaders may be willing to create opportunities for direct reports to feel rewarded and recognized, but unaware of their direct report's needs. In this workshop, leaders will learn how to empower direct reports to position and present their requests for consideration, create a case with decision makers to fulfill their direct reports needs, establish trust through effective communication and retain your organization's top talent.

## → Workshop Content:

- The self advocacy dilemma for employees when approaching their career needs.
- What drives the communication gap between leaders and direct reports during negotiation conversations.
- How leaders could be driving out your organization's top talent through one-sided communication with direct reports.
- Helping employees adopt and implement Brij the Gap's negotiation framework to drive mutually beneficial and collaborative discussions between leaders and their direct reports.
- How to effectively advocate for your direct report's needs.
- Facilitating trust with direct reports, managing expectations and increase retention of top talent.

## WORKSHOP OPTION 6:

### Leading Your Employees Through Organizational Change

Duration: 60 min. Includes Q&A.

#### Description:

People leaders are often responsible for leading their teams through one or more significant changes per year. While change is necessary for companies to thrive in evolving and competitive markets, employees are often left feeling displaced, confused and mourning the loss of proactive steps taken to drive their careers forward within your organization. In this workshop, leaders will learn how to effectively and compassionately help direct reports navigate organizational change through the three C's: communication, clarity and connection. This session will empower people leaders to help employees thrive in times of organizational change.

#### → Workshop Content:

- Managing organizational change with emotional intelligence and psychological safety.
- Leading with transparency around impact and expectations of organizational change.
- Setting direct reports up for success to thrive during change and uncertainty.
- Collaborating with employees to create a strategic plan to continue the momentum of their careers within the organization.
- Advocating for your employees with decision makers through change.