



# **BRIJ THE GAP WORKSHOPS**

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**ABOUT**

**BRIJ THE GAP**

**WORKSHOPS**

Career advancement workshops 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 elevate themselves and their careers, understand why these methods are imperative to their advancement and receive coaching on how to immediately integrate these methods into their current realities. Your employees will leave each session with clear, prescriptive and applicable methods for career progression within your company 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 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 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 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 ethnically diverse and female professionals, yet critical for performance management, advancement and access to opportunities. These challenges are often rooted in life experiences, culture and upbringing. In this session, your employees will identify their personal approach to self advocacy, learn how to effectively approach self-advocacy through understanding their professional value and confidently communicate their accomplishments during 1:1 meetings, performance reviews and career conversations.

#### → Workshop Content:

- What effective self advocacy looks like in the professional environment.
- The self advocacy dilemma for underrepresented individuals including culture and upbringing.
- 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.
- Creating 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.
- Stepping into your power and responsibility over your career

## 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 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 employees will learn how to leverage Brij the Gap's 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 employees feeling 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.
- Understand why highlighting wins and accomplishments during 1:1 meetings is critical for career advancement.
- Learn how to communicate in a way that resonates with what is top of mind for leaders: 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 with 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:

### Articulating Your Value

Duration: 2 hrs

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 employees will learn how to create the Brij the Gap Executive Summary. The 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 understand in order to advocate for their employees: leadership, scaling solutions to business challenges and results.

### → Workshop Content:

- Why self-advocacy is critical for advancement, especially for underrepresented individuals.
- Understand the information that is most valuable for your leaders to promote you.
- How to communicate your accomplishments by showcasing leadership, scaling solutions to business challenges 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 employees, especially underrepresented individuals. In this workshop, your employees will learn how to create their personal board of directors including 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.
- Identify who should be included in your personal board of directors: career allies, mentors and sponsors.
- How 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 career allies, mentors and sponsors.
- Making clear asks and aligning expectations for a successful partnership.

## 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:

One of the most important skills any professional should possess is the ability to clearly and concisely articulate their professional value and how they are driving impact within their role, organization and industry. Having a prepared response when asked questions like "what do you do?" or "tell me about yourself" across various professional environments enables your employees to confidently communicate their professional brand when engaging with leaders, decision makers and other professionals in networking environments. In this workshop, your employees will learn how to create their own authentic elevator pitch, learn how to leverage it across various professional environments and how to customize their elevator pitch across varying engagements.

## → Workshop Content:

- Why having a clear and concise narrative is critical for your professional brand.
- How to verbally articulate your professional value concisely and authentically when asked "what do you do?" or "tell me about yourself."
- Create your own elevator pitch.
- How to leverage your elevator pitch in various professional environments including networking events, client meetings, internal interviews and interactions with new leaders, mentors and sponsors.
- Customizing your elevator pitch across different professional environments.

## 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 online 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 7:

# Mastering the Art of Negotiation with Leaders

Duration: 90 min.

Includes breakout groups, activity and Q&A.

## Description:

Did you know that 35% of employees leave their organizations due to dissatisfaction with incentives, rewards and recognition? Professionals 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 employees to feel rewarded and recognized, but unaware of their direct report's needs. This communication gap can result in your organization losing top talent. In this workshop, your employees will learn how to effectively position and present their requests for consideration and create a case with decision makers to attain their professional needs.

## → 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 employees can feel empowered to drive collaborative discussions with their leaders.
- How employees can effectively position and present professional needs to leaders using the Brij the Gap negotiation framework.
- Empowering employees to make decisions through transparent information.

## WORKSHOP OPTION 8:

### Successfully Navigating Through Organizational Change

Duration: 60 min. Includes Q&A.

#### Description:

Your employees may experience one or more significant organizational 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, your employees will learn how to effectively navigate organizational change through collaborating with leaders, analyzing cause and effect and maintaining success as they adopt and pivot through change.

#### → Workshop Content:

- How employees can drive psychological safety through organizational change.
- Empowering employees to drive transparent communication around impact and expectations of organizational change.
- Understanding how employees can thrive during change and uncertainty.
- How employees can create a strategic plan to continue the momentum of their careers within the organization through change.
- How employees can enable leaders to effectively advocate for their career growth during times of transition.

## WORKSHOP OPTION 9:

# Trusting Yourself During Uncertain Times

Duration: 90 min.

Includes breakout groups, activity and Q&A.

### Description:

During economic uncertain times and the impact of layoffs felt across several industries, a common sentiment for most professionals is the fear of the unknown. These fears are even more prevalent in communities of color given the existing structural barriers, higher unemployment rates and fewer job opportunities, among other systematic issues. In this session, your employees will receive tangible tools and strategies on how to turn fear into fuel during uncertain times to gain clarity, become better self advocates and drive their careers forward through effective career management.

### → Workshop Content:

- Recognizing fear and grief during uncertain times.
- Managing mindset for positive outcomes.
- Making positive changes to move from surviving in the workplace to thriving.
- How to leverage challenging and uncertain times for personal growth.
- Strategies on how to shine through workplace changes including understanding and building your professional brand through culture contributors, interests, strengths and skills.
- Elevating your success through effective 1:1 strategies with leaders.
- Empowering employees to make decisions through transparent information.