**Course outline**

# Women in IT – EL1 coaching program

**The Women in Information Technology (IT) Executive Level 1 (EL1) coaching program aims to assist women in developing their careers and facilitates their progression in IT in the APS.**

Participants are encouraged to engage in practical problem-solving, sharing of challenges and receiving advice from other participants. The program aims to build a greater capacity for listening, questioning, dialogue and feedback – encouraging action and learning well beyond the formal boundaries of traditional training.

## Who is it for?

This program is for talented APS EL1 women who are currently working in IT.

## What will I learn?

This 10 session program is run over 12 months and provides high quality executive coaching. Coaching is delivered in small groups and is designed to help women develop resilience and leadership capability.

## Program format

The training modules are spread across 12 months. The format of the program includes:

- 10 facilitated sessions (3 hours each)
- small group coaching
- APS CIOs, SES and EL2 guest speakers
- networking opportunities

Participants are allocated to small groups for the duration of the program. These groups (called coaching circles) enable the delivery of training modules, group sharing and feedback. The small groups encourage participants to develop meaningful relationships with peers and guest speakers.

Participants who miss a session are able to transfer to another coaching circle that month.

## Program content

### 1. Who am I?

- How to be an authentic female leader

- Leadership competencies

- Differences in individual leadership styles: Myers Briggs type indicator (MBTI)

- Identifying your own and others' strengths and abilities

- Developing communication strategies across difference

- Personal presence: my personal brand and elevator pitch

### 2. Where am I going?

- Navigating careers in the APS

- Taking control of your career

- Identifying your career drivers, skills, wants and values

- Career planning for leadership roles

- Goal setting and informed decision making

### 3. How will I get there?

- Writing a 'killer' CV and resume

- Interview skills

- Dealing with difficult people

- Communicating assertively and with confidence

- Negotiating and influencing to get to win-win

- Delegating, coaching and mentoring

- Managing yourself and others in times of change

The program content is flexible and can be adapted based on the needs of participants.

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