



EMERGING LEADERS SUMMIT

SEPTEMBER 19 – 20, 2024
ST. CHARLES, IL

PRE-SUMMIT VIRTUAL ORIENTATION SESSIONS

We will host numerous virtual orientation sessions for participants that will cover:

- Why Join Us
- What to Expect
- DISC Communication Style Results
- How to Make the Most of Your Event



AGENDA

DAY 1 | SEPTEMBER 19

- 11:00 AM Registration Opens
- 12:00 PM Welcome & Welcome Lunch
- 1:15 Session: How We Communicate
- Understanding DISC
 - Team Communication Impacted
 - Team Leader's Communication Toolkit
- 1:45 Session: Diving into Authentic Leadership
- Group Exercise: What is Authentic Leadership?
 - Understanding Leadership Styles
 - Key Traits of Effective Leaders
- 3:00 Break
- 3:20 Session: Time Management
- Why Leaders Need to Prioritize and Manage Their Time Differently
 - Prioritization Techniques
 - Tools for Enhanced Productivity
- 3:00 Break
- 4:30 Team Activity: Building Better Teams
- 5:30 Break
- 6:00 Group Dinner
- 7:30 Team Activity: Innovating for the Future

AGENDA

DAY 2 | SEPTEMBER 20

- 7:00 AM Optional Wellness Activities
- 7:30 Breakfast Buffet Available
- 8:00 Morning Group Activity
- 8:15 **Session: Setting Expectations**
- Why Expectations Drive Everything
 - Group Exercise: Setting Goals & Objectives
- 8:45 **Session: Delegation & Situational Leadership**
- Understanding Who You are Managing
 - Strategies for Successful Delegation
 - Group Exercise: Delegating
- 9:45 **Session: Giving Feedback & Accountability**
- All Feedback is a Gift
 - Feedback Techniques
 - Group Exercise: Feedback Practice Sessions
- 10:45 Break
- 11:00 **Session: Coaching Our Teams**
- Setting up Team Members for Success
 - Conducting 1:1 Sessions
 - Coaching instead of Advising
 - Group Exercise: Coaching Practice Sessions
- 12:00 **Lunch: Building Inclusivity into Our Teams**

AGENDA

DAY 2 | CONTINUED

- 1:00 **Session: Strategic Thinking & Project Management**
- Creating Strategic Priorities for Your Teams
 - Setting and Meeting Goals and Objectives
 - Project Planning and Project Management
- 2:00 **Session: Meeting Management**
- Defining the Goals for a Meeting
 - Creating Meeting Norms
 - Techniques for Running and Facilitating a Meeting
- 2:30 Break
- 2:45 **Breakout Session 1: Understanding Your Impact on Firm Profitability**
Breakout Session 2: Leading Your Team Through Change
Breakout Session 3: Investing in Yourself: Building a Professional Dev Plan
- 3:45 **Session: TBD**
- 4:30 **Wrap Up, Take Aways, and Closing Exercises**
- 5:00 **Farewell Reception**