

**Lean In: Conversations about Women in the Workplace**

**UCOP**

**November 22, 2013**

Create a 15 second elevator speech

Avoid belittling language about yourself

Have good posture – hold yourself with power

Express gratitude

Appreciate other people – tell them and their supervisor

Sit in the front row
Speak up at every meeting at least once

Take care of yourself - work out and eat well

Focus on your achievements and contribution

Think positively and avoid negative self-talk

Increase competence and learn new skills

Set a small goal and achieve it

Break down a project into small steps – reward yourself after each step

Take a risk and be kind to yourself if you fail

Do things that nourish you – meditation, walking, cooking, etc.

Dress professionally

ADD YOUR IDEAS:

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**ACCOMPLISHMENTS**

Founded and directed the UCSF Center for Gender Equity

vs

Founded the Center for Gender Equity (CGE), a 31-year old award-winning organization dedicated to fostering gender equity, leadership and inclusion through training, development, counseling and advocacy for the 25,000 faculty, students and staff at UCSF.

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Designed and delivered training and development opportunities

vs

Designed and delivered over 3,000 training and development opportunities in career and leadership development, personal effectiveness, public health education and violence prevention.

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Created and managed a mentorship program for staff.

vs

Created the UCSF *Turnaround Mentorship Program*, the first and only mentoring program targeted at lower level administrative staff. Led to promotions of 25% of participating professional staff over a two-year period.