

SESSION 1:
SETTING YOUR INTENTIONS

CIRCLE AGENDA

Supportive Communication

Reflect & Validate: “That sounds really (adj.). Did I get that right?”

Use Curiosity: “Can you tell us more?”

Be Present: Stay on screen. Use nonverbal cues like nodding and allowing pauses for the speaker to gather her thoughts.

Ask What They Need: “What do you need to feel supported?”

STEP 1 SELECT MODERATOR 2 MIN

Today's **Moderator** will be the Circle Member who's first name comes first in alphabetical order. **Moderator** leads meeting, keeps time, and emails the Circle with “Next Steps.” This role rotates each session. Once selected, **Moderator** shares the below pledge:

*As we begin our Circle, we pledge:
To bravely listen with curiosity and speak with honesty.
To only provide solicited advice.
And to create a nonjudgemental and confidential space for growth.
Do we all agree?*

STEP 2 INTROS 3 MIN

Each participant shares a 30-second intro including their name, location, role, and if there's a women's career phase that resonates with you.

STEP 3 REFLECTION & APPLICATION 30 MIN

Moderator first shares their responses to the questions below. Once complete, the moderator selects the next person to go until everyone has shared. **Moderator** sets timer for an equal amount of minutes per member (i.e. 5 members = 6 min each)

1. Why is it meaningful for you to have a seat at the table?
2. Based on your prep work, what is your goal for this program for your career, leadership, and networking?
3. Will anything get in the way of reaching your 2026 goals?
4. What support do you need from this Circle to help overcome these challenges?

If a request for support is not made, **Moderator** asks “What do you need from this group to feel supported?” Requests can range from tactical (e.g. “do you recommend any books on this subject?”) to emotional (e.g. “just showing up and being here for me”) to advisory (e.g. “what have you done in a similar situation?”). There is no wrong way to ask for support.

STEP 4 NEXT STEPS 5 MIN

Each participant shares an action related to the below prompt. **Moderator** writes down each member's Next Step. Brandi will send an email to each Circle. Please use this email to respond to the group with their Next Steps by **EOD Thursday**.

“By our March session, I will take a next step towards my goals by...”

Please request/assign accountability partners if desired.