

womentech
network

CIRCLES KICKOFF GUIDE



OVERVIEW

Tailored for WomenTech Network Circle leaders, this Kick-off Meeting Guide is meticulously crafted to empower and equip you with the essential tools and insights needed to foster meaningful connections and establish a solid foundation for a successful and supportive Circle.





KICKOFF MEETING PURPOSE:

- 1 Kick-off the routine of regular meetings and getting to know each other
- 2 Agree on the values and rules so that every member feels welcomed and respected
- 3 Agree on what the Circle wants to achieve
- 4 Brainstorming what are the most relevant topics for the Circle



KICKOFF MEETING AGENDA:

1

Introduction of the Circle Leader and Icebreaker activity:
Get-to know each other session (20 min)

2

Values and Fundamentals:
Get familiar with WomenTech Network's Circle values (10 min)

3

Circle Goals:
Establishing shared objectives for the Circle (20 min)

4

Agreeing on Next Meeting Topics:
Collaboratively suggesting and deciding on future discussion topics (10 min)

KICKOFF AGENDA

1 Introduction of the circle leader and Icebreaker activity

🕒 20 min

The Kickoff meeting should naturally start with the introduction of the Circle Leader. They should offer a warm welcome, say a couple of words of encouragement to set the tone for a welcoming and inclusive environment. Subsequently, each member should introduce themselves by sharing their name, job role, what hobbies they have and their reason for joining the Circle. A fun twist would be to describe themselves with one word which starts with the same letter as their name like for example "Dynamic Dana" or "Tech-savvy Tracy".



2 Values and Fundamentals

🕒 10 min

As a second step, the circle Leader should present the Values and Fundamentals of WomenTech Circles to the members.

To nurture a sense of trust and cohesion within the Circle, our collective efforts will be directed towards embracing **three fundamental values**. These values serve as the bedrock for creating a supportive and collaborative environment where members feel secure in sharing their experiences and insights. By prioritizing these core principles, we aim to cultivate a space that not only encourages open communication but also instills a strong sense of belonging among members. Together, these values form the essence of the Circle, ensuring that every participant feels valued, heard, and connected in their professional journey.

Confidentiality

Inclusivity

Empowerment



Confidentiality:

Confidentiality is a core value in our WomenTech Network Circle. It underscores the importance of trust by ensuring that all shared experiences and discussions within the Circle remain strictly confidential. This commitment creates a secure environment where members can openly share challenges and experiences without fear of judgment or external disclosure. It fosters trust, vulnerability, and a supportive atmosphere essential for personal and professional growth.

Inclusivity:

Embrace diversity and ensure that every member's perspective is valued and included in discussions. Encourage an environment where everyone feels heard and respected, regardless of background or experience.

Empowerment:

Foster a culture that empowers each member to take initiative, share their ideas, and support one another in achieving their goals. Encourage a mindset of growth and empowerment within the Circle.

These values form the core of your Circle and will guide your interactions.

3 Circle Goals

🕒 20 min

Step 3 should come as a natural continuation of step 2. The discussion of the Circle Goals is intended as a group activity.

Setting Circle goals is a pivotal step in harnessing the collective power of the WomenTech Network Circle. The open sharing of thoughts, experiences, and individual goals during the meeting serves as the bedrock for establishing these shared objectives.



Goals provide a clear roadmap, guiding the Circle towards purposeful discussions and actions. They act as a unifying force, aligning the diverse aspirations of members towards common milestones.

To effectively set goals, encourage members to articulate their professional and personal aspirations, emphasizing clarity and specificity. Reflect on these individual goals collectively, identifying common threads and overarching themes. Consider setting both short-term and long-term goals to maintain a sense of progress and achievement. By involving all members in the goal-setting process, the Circle becomes a dynamic forum where everyone's input is valued, creating a shared commitment to growth and success.

4 Agree on Next Meeting Topics

🕒 10 min

To wrap up the meeting, the leader should instantiate a short discussion to select collectively the topic for the next gathering of the circle as well as arrange logistical details like date, location and time.

The process of selecting topics for upcoming meetings should be approached collaboratively. We will provide you with a list of relevant topics which you can use as prompts for your meeting discussions. However, so that there is a sense of collaboration, you can discuss and vote at the end of each meeting which topic should be discussed next.



TOPIC EXAMPLES

SUPPORT

1 NAVIGATING IMPOSTER SYNDROME:

Address the challenges of imposter syndrome and share strategies for overcoming self-doubt in the workplace.

2 EFFECTIVE LEADERSHIP STRATEGIES:

Explore key leadership techniques for the tech sector, focusing on team management, decision-making, and fostering an inclusive and innovative team environment.

3 BALANCING WORK AND PERSONAL LIFE:

Explore ways to maintain a healthy work-life balance and prioritize well-being in a demanding tech environment.

4 WELLBEING & MENTAL WELLNESS IN TECH CAREERS:

Discuss the unique challenges of maintaining well-being and mental wellness and share practical tips for managing stress, achieving work-life balance, and promoting a supportive mental health environment.



TOPIC EXAMPLES

INSPIRATIONAL

5 CULTIVATING A GROWTH MINDSET:

Explore the principles of a growth mindset and how it can positively impact professional development and resilience.

6 OVERCOMING CAREER PLATEAUS:

Share experiences and advice on navigating stagnant career phases and reigniting professional growth.

7 BUILDING A PERSONAL BRAND IN THE TECH INDUSTRY:

Discuss methods to cultivate a distinctive professional identity and elevate your visibility within the tech sector.

8 EFFECTIVE NETWORKING IN THE TECH COMMUNITY:

Discuss strategies for building meaningful connections, both online and offline, within the tech industry.



TOPIC EXAMPLES

KNOWLEDGE

9 STAYING RELEVANT IN A RAPIDLY EVOLVING TECH LANDSCAPE:

Discuss approaches to continuous learning and skill development to remain competitive in the ever-changing tech field.

10 THE ART OF GIVING AND RECEIVING FEEDBACK:

Explore effective communication techniques for providing constructive feedback and leveraging feedback for personal growth.

11 EFFECTIVE CONFLICT RESOLUTION IN PROFESSIONAL SETTINGS:

Discuss strategies for navigating and resolving conflicts positively to maintain a harmonious work environment.

12 BUILDING AND LEVERAGING A PROFESSIONAL ONLINE PRESENCE:

Explore the significance of establishing a compelling online presence and discuss strategies for leveraging social media and professional platforms to enhance career opportunities and networking.



MODERATOR INSTRUCTIONS

Before you get started, here are some Moderator Instructions for WomenTech Circle Kickoff Meeting that you should consider:

- Familiarize yourself with the Kickoff Guide: Thoroughly read through this guide to familiarize yourself with the agenda, activities, and key discussion points.

- Set the tone for open communication: As the moderator, set a positive and inclusive tone from the beginning to create a welcoming atmosphere for all participants. Make sure that everyone expresses their opinion and nobody feels left out. Throughout the meeting, encourage members to openly share their thoughts, experiences, and goals. Foster an environment where everyone feels heard.



“There is no power for change greater than a community discovering what it cares about.” - Margaret J. Wheatley

- Decide Meeting Logistics: Collaborate with members to decide on practical aspects like the next meeting's day, time, location, and potential topics for discussion.

- Close on a Positive Note: Conclude the meeting by sharing final thoughts, expressing gratitude, and encouraging members to look forward to the next session.

- Seek Feedback: At the end, seek feedback from members about the meeting format and activities to continuously improve future sessions.

Remember, as the moderator, your role is pivotal in ensuring a positive and constructive experience for all Circle members. Flexibility and adaptability are key qualities to navigate discussions and activities smoothly.

GOOD LUCK!



Don't forget to close every meeting on a positive note and seek feedback from members.

Best wishes as you embark on your inaugural Circle Meeting! May it be a fruitful and enriching experience, setting the stage for meaningful connections and collaborative growth within the WomenTech Network Circle. Good luck!

