

Good morning –

As we prepare for **August 22nd**, we want to share the below information to help you anticipate the day and your role in it for our upcoming **Leadership Academy workshop: *Strengthening Your Leadership Toolbox for Difficult Conversations.***

Pre-work:

- To help spur conversation on difficult conversations, please have a couple of questions in your back pocket that can be asked if needed.
- Tom may ask for **help from the mentors impromptu** during the workshop. During these times, he will provide directions in real time.
- Please review the **Widget Corporation Case Study** in the **[PROGRAM PACKET](#)** and come prepared to lead the discussion during the breakout room with your Peer Advisory Group. The questions are also included in the case study to help navigate the conversation.

During Peer Advisory Group Discussion:

- We ask that you **lead the discussion** while making sure **everyone in the “room” has a voice.**
- Please help to provide any **suggestions or clarifying information** from your experiences.
- If a mentee is struggling with a difficult conversation they must have and the conversation veers from the discussion questions provided, take the conversation in the direction you feel is appropriate for your PAG.
- **We will be moving Tom Southall around the Zoom rooms.** While we may not be able to put him in all the rooms, you may find him in your room at some point.

Workshop Materials:

- Please access the **PROGRAM PACKET** on the **Leadership Academy website page.**
 - **[PROGRAM DOCUMENTS PAGE](#)** / **PASSWORD: 2024LA**
 - Select the down arrow for **STRENGTHENING YOUR LEADERSHIP TOOLBOX FOR DIFFICULT CONVERSATIONS.**
 - Have the information readily available to take notes and follow along during the presentation.
 - Please have your **DISC and Saboteur reports** available to reference during our time together.

Zoom:

- The workshop will be held via **[Zoom](#)** beginning **promptly at 11:30 PM** and ending at **1:00 PM.**

Thank you for helping to strengthen the leaders of today who, in turn, will strengthen the leaders of tomorrow. We look forward to spending time with you this week. Have a wonderful day!

United together in leadership,



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