

Exciting Upcoming Events. Mark your calendar...

March 26	March 27	April 2	April 22	May 14	May 23
<i>Journey to the Top</i>	<i>Interviewing and Resume Writing</i>	<i>Giving and Receiving Feedback</i>	<i>The Keys to Successful Project Management</i>	<i>Leadership Strategies for Advancing Your Career in Science</i>	<i>Advanced Communication Skills and Presentation Coaching</i>

JOURNEY TO THE TOP: LESSONS LEARNED ALONG THE WAY - March 26, 2013

WEST presents a panel of C-Suite women who have risen to the very top of their professions. They will share with us their career paths, describe challenges faced along the way, and offer supportive advice to other women on the journey. Appetizers, wine, dessert, and coffee will be served.

Panelists: Deb Besemer, Former CEO of Brassring
 Adelene Perkins, CEO of Infinity Pharmaceuticals, Inc
 Joanna Horobin, CMO of Verastem
 Kirk Arnold, Former COO of Avid

Location: The Broad Institute of MIT and Harvard, 7 Cambridge Center, Cambridge, MA 02142

Time: 6:00 - 9:00 PM

Cost: Member \$60; Non-Member \$85

INTERVIEWING AND RESUME WRITING - March 27, 2013

Workshop run by Heather McGotty, Director of Human Resources at Welch's. Starting a job search can be a daunting process no matter where you are in your career. There is a lot of competition for jobs and companies want to hire the absolute best. So how do you ensure you are one of the lucky ones that get to interview for the job you want? First, you start with telling your story through your resume. You've heard the horror stories about that recruiter who only looks at your resume for a matter of seconds and if you don't have "what they're looking for" they move on. Take heart, this isn't true of all HR departments and hiring managers. The goal is to target your job search, apply for jobs for which you are qualified, and then ensure your resume speaks to what the hiring manager is seeking. In this workshop, we'll talk about how to get noticed and how about those pesky cover letters? Once you get an interview, we'll talk about selling yourself to a stranger. It's about having a conversation and providing insight to who you are, what you've accomplished and how you can help a new company achieve its goals. Your work starts long before you step foot in an interviewers office, so we'll talk about researching a prospective employer, questions you should be prepared to ask & questions you need to ask. Remember, you are interviewing a new employer just as much as they are interviewing you.

Location: Whitehead Institute, 9 Cambridge Center, Cambridge, MA 02142

Time: 6:00 - 9:00 PM

Cost: Member \$35; Non-Member \$55

GIVING AND RECEIVING FEEDBACK - April 2, 2013

Good feedback is hard to come by. Often, people shy away from offering honest, constructive feedback, because they worry that the relationship will be damaged. Likewise, people often shy away from asking for feedback, for fear of what they may hear. If we only have our own perceptions to go on, our blind spots will keep us from developing to our full potential. And when we withhold important performance information from others, we keep ourselves comfortable at the cost of their development. Come to this interactive workshop lead by Ali Farquhar to learn about why it is hard to both give and get feedback, and develop some skills that will make it easier.

Location: Microsoft New England Research & Development Center, One Memorial Drive, Cambridge, MA 02142

Time: 6:00 - 9:00 PM

Cost: Member \$35; Non-Member \$55

Jaime Mayo, Operations Manager, WEST – Women Entrepreneurs in Science and Technology
 Cambridge Innovation Center | One Broadway | 14th Floor | Cambridge, MA 02142

P: 617.682.3703 | F: 617.588.1765 | jmayo@westorg.org | www.westorg.org | [LinkedIn](#) | [@ScienceWomen](#) | [Facebook](#)

THE KEYS TO SUCCESSFUL PROJECT MANAGEMENT - April 22, 2013, 6-9 PM

Project Management can be seen as a set of technical tools to manage people, resources, and time in a structured way to accomplish a given objective. It is true that there are useful PM tools and some of those will be touched on in this workshop. However, the main differentiator between a well-managed project and a poorly managed one is the style and approach of the Project Manager. Skills such as influence, change management, resolving conflict, foreseeing and avoiding bottlenecks (human or otherwise), problem solving, and maintaining energy towards the ultimate goal are all leadership capacities that the savvy Project Manager uses to her advantage. Come and learn some lessons from a seasoned and successful Project Manager, Susan Rogers, Project Consultant at Fresenius Medical Care.

Location: Microsoft, One Cambridge Center, Cambridge, MA 02142

Cost: Member \$35; Non-Member \$55

DESIGN YOUR LIFE - April 30, 2013, 6-9 PM

A workshop by Dr. Samantha Sutton of The Handel Group. Whether you are looking to build stronger relationships at home or at work, get past overwhelm and procrastination to become a master in time design, or take the next step in your career, this workshop introduces you to tools that will help you get there. Samantha will show you how to dig deep to articulate what you truly want in your life, and how to replace limiting thoughts, excuses, and beliefs with new ones that are beneficial. You will pick one area of life that you most want to impact, and create a plan-of-attack for moving forward toward your dreams in that area. The workshop offers practical tools and step-by-step methods, including structured dialogue, self-analysis, writing exercises and live coaching.

Location: Novartis Institutes, 100 Technology Square, Rooms 1701/1702, Cambridge, MA 02142

Cost: Member \$35; Non-Member \$55

LEADERSHIP STRATEGIES FOR ADVANCING YOUR CAREER IN SCIENCE – May 14, 2013, 6-9 PM

Sandra Glucksmann, WEST Board Chair and SVP of Research and Development at Cerulean Pharma, will share some of her career challenges and success. The workshop will cover: Understanding the difference between management versus leadership, leadership abilities and competencies, leadership styles, female leadership styles, practical tools for leadership (communication, negotiation, leading effective teams, and leadership without authority), leading technical individuals, and reaching your full potential as a leader.

Location: University of Massachusetts, 333 South Street, 4th Floor, Amphitheater, Shrewsbury, MA 01545

Cost: Member \$40, Non-Member \$60

ADVANCED COMMUNICATION SKILLS AND PRESENTATION COACHING - May 23, 2013, 6-9 PM

You never get a second chance to make a first impression. Come and learn how to develop strong communication skills that will help you be effective and allow you to adapt your own communication style with difference individuals and audiences. Most senior managers and leaders agree that effective communication and presentation skills make a definitive difference in growing your career and being promoted into challenging roles. In this interactive workshop led by Tom Kennedy, Former WBZ News Anchor and CEO Communications Coach, you will engage in advanced tools for effective communication that will enable you to boost your success in your career and in business. You will also learn presentation skills such as knowing your audience and focusing your message. Participants will be video taped giving a short presentation, which they will receive feedback on.

Location: IBM Research Center, 1 Rogers Street, Auditorium A & B, Cambridge, MA 02142

Cost to be an active participant (limited to 20): Member \$50, Non-Member \$80

Cost to be an observer: Member \$35, Non-Member \$55

For more information about upcoming programs, go to: <http://www.westorg.org/upcoming-events>

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