



THERMAL TRAILBLAZER MENTORING PROGRAM

# Thermal Trailblazer Mentoring Program

2024 – 2025

Program Content





## THERMAL TRAILBLAZER MENTORING PROGRAM

### PROGRAM CONTENT OVERVIEW

Session #	Month	Content	Description	Recommended Book
Introduction	May	Kickoff	Introduction	NA
1	June 2024	Morning Routine and Mindset	Explore the importance of starting the day right with a structured morning routine to set a positive tone for the day. Discuss practices such as meditation, exercise, goal setting, and visualization to cultivate a focused and resilient mindset.	Miracle Morning
2	July 2024	Executive Presence	Defining Executive Presence: Explore what executive presence entails and why it's important for leadership success.	Executive Presence
3	August 2024	Leadership Development	Explore different leadership styles and strategies for developing leadership skills.	Leadership Development
4	September 2024	Work Life Balance	Discuss strategies for achieving work-life balance and managing competing priorities.	"Drop the Ball: Achieving More by Doing Less" by Tiffany Dufu.
5	October 2024	Setting Goals and Creating Action Plans	Discuss techniques for setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and creating action plans to achieve them.	"The 12 Week Year: Get More Done in 12 Weeks than Others Do in 12 Months" by Brian P. Moran and Michael Lennington.
6	November 2024	Building Confidence and Assertiveness	Explore strategies for building confidence and assertiveness in the workplace.	The Confidence Code: The Science and Art of Self-Assurance—What Women Should Know - by Katty Kay and Claire Shipman.
7	December 2024	Networking and Relationship Building	Share tips for effective networking and building meaningful professional relationships.	"Never Eat Alone: And Other Secrets to Success, One Relationship at a Time" by Keith Ferrazzi and Tahl Raz.
8	January 2025	Purpose and Intention	Discuss the significance of setting intentions and goals for the meditation walk, whether it's achieving mental clarity,	12 Hour Meditation Walk



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			gaining insights, or simply connecting with nature. Explore how the purpose of the walk can influence the experience and outcomes.	
9	February 2025	Level 5 Leadership	Introduce the concept of Level 5 leadership as defined by Jim Collins in "Good to Great." Discuss the characteristics of Level 5 leaders, including personal humility, professional will, ambition for the organization, and the ability to build enduring greatness.	Good to Great
10	March 2025	Negotiation	Provide guidance on negotiation techniques and advocating for oneself in the workplace.	Getting to Yes: Negotiating Agreement without Giving In – Roger Fisher and William Urv
11	April 2025	Managing Imposter Syndrome	Discuss imposter syndrome and ways to overcome feelings of self-doubt and insecurity	The Secret Thoughts of Successful Women: Why Capable People Suffer from the Imposter Syndrome and How to Thrive in spite of It – Valerie Young
12	May 2025	Personal Branding and Career Advancement	Discuss strategies for building a personal brand and advancing one's career	Stand out: How to Find Your Breakthrough Idea and Build a Following around it – Dorie Clark



## Session 1: June 2024

### Morning Routine and Mindset

**Recommended Reading:** The Miracle Morning: Transform Your Life with a Morning Routine

A morning routine is critical for personal development and leadership for several reasons:

- **Setting the Tone for the Day:** How you start your day often sets the tone for the rest of it. A morning routine provides a structured and intentional start, allowing you to approach the day with focus, positivity, and clarity.
- **Mindset and Mental Health:** Engaging in activities like meditation, reflection, or affirmations during your morning routine can help cultivate a positive mindset and mental resilience. This sets a strong foundation for dealing with challenges, making decisions, and maintaining emotional balance throughout the day, crucial aspects of effective leadership.
- **Productivity and Goal Setting:** A morning routine often includes activities like planning, goal setting, and visualization. This helps you clarify your priorities, set actionable goals, and visualize success, enhancing productivity and motivation in both personal and professional endeavors.
- **Physical Health and Energy:** Incorporating exercise or movement into your morning routine boosts physical health, increases energy levels, and enhances overall well-being. Improved physical health contributes to better cognitive function, sharper focus, and higher productivity, essential qualities for effective leadership.
- **Consistency and Discipline:** Establishing a consistent morning routine requires discipline and commitment, qualities that are essential for personal development and leadership. By starting each day with purposeful habits, you cultivate self-discipline, which spills over into other areas of life, fostering growth and achievement.
- **Time Management:** A well-structured morning routine helps you make the most of your time by prioritizing tasks and activities that align with your goals and values. This enhances time management skills, enabling you to allocate resources effectively and focus on activities that drive personal and professional growth.
- **Personal Reflection and Growth:** Morning routines often include time for reflection, journaling, or reading, which facilitate personal growth and self-awareness. Regular self-



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reflection allows you to identify areas for improvement, learn from past experiences, and continuously evolve as a leader and individual.

In summary, a morning routine plays a critical role in personal development and leadership by providing a structured framework for starting the day with intention, cultivating positive habits, enhancing mental and physical well-being, fostering discipline and consistency, and facilitating continuous growth and self-improvement.

"The Miracle Morning" by Hal Elrod is a transformative self-help book that advocates for the power of a purposeful morning routine to kickstart personal growth and success. By dedicating time each morning to activities that nourish the mind, body, and spirit, individuals can enhance their productivity, happiness, and overall well-being.

Key Concepts:

SAVERS Routine: Elrod introduces the acronym SAVERS, representing six activities to incorporate into a morning routine:

Silence: Meditation, prayer, or mindfulness to quiet the mind.

Affirmations: Positive statements to reinforce beliefs and goals.

Visualization: Mental imagery of desired outcomes and success.

Exercise: Physical activity to energize the body and improve health.

Reading: Learning and personal development through books or articles.

Scribing: Journaling or writing to reflect and plan.

Life S.A.V.E.R.S.: Each component of the SAVERS routine contributes to personal growth and sets a positive tone for the day. These practices cultivate clarity, motivation, and resilience, laying the foundation for success in various aspects of life.

Morning Ritual: Elrod emphasizes the importance of consistency in practicing the SAVERS routine each morning, preferably before starting the day's obligations. Establishing a morning ritual creates a sense of control and empowerment, allowing individuals to proactively shape their mindset and actions.

Life Transformation: Through anecdotes, Elrod illustrates how adopting the Miracle Morning routine has led to profound transformations in people's lives. From improved health and



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relationships to career advancements and financial success, adhering to a structured morning routine can catalyze positive change in every area of life.

"The Miracle Morning" presents a simple yet powerful framework for personal development and success. By dedicating time to nurturing the mind, body, and spirit each morning, individuals can unlock their full potential and create a life of purpose, fulfillment, and abundance. Whether you're seeking to boost productivity, enhance well-being, or pursue your dreams, embracing the Miracle Morning routine can be a catalyst for profound transformation.

### **Discussion Points: Morning Routine and Mindset**

- **Setting the Tone for the Day:** How does your morning routine impact your mindset and approach to the day ahead? Share examples of how starting your day with intentionality and positivity has influenced your overall mood and productivity.
- **Mindset and Mental Resilience:** Discuss the link between morning routines and mental resilience. How do activities like meditation, reflection, or affirmations contribute to cultivating a positive mindset and dealing with challenges effectively?
- **Productivity and Goal Setting:** Explore the relationship between morning routines and productivity. How does the practice of setting goals and visualizing success during your morning routine enhance your motivation and drive to accomplish tasks throughout the day?
- **Physical Health and Energy:** How does incorporating physical activity into your morning routine impact your overall well-being and energy levels? Share experiences of how exercise in the morning has boosted your cognitive function and productivity.
- **Consistency and Discipline:** Discuss the importance of consistency and discipline in maintaining a morning routine. How does starting each day with purposeful habits



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contribute to developing self-discipline and fostering growth and achievement in other areas of life?

- **Time Management:** How does a well-structured morning routine improve your time management skills? Share strategies for prioritizing tasks and allocating resources effectively to maximize productivity and personal development.
- **Personal Reflection and Growth:** Reflect on the role of personal reflection in morning routines. How does journaling, reading, or self-reflection contribute to continuous growth and self-awareness as a leader and individual?

### **Recommended Reading: "The Miracle Morning" by Hal Elrod**

- Share insights from "The Miracle Morning" and discuss how its concepts align with the importance of morning routines for personal development and leadership.
- Encourage participants to explore the SAVERS routine introduced by Elrod and discuss how they can incorporate these practices into their own morning routines for transformative results.
- These discussion points provide a framework for exploring the importance of morning routines, particularly in shaping mindset and fostering personal development and leadership skills. Encourage participants to share their own experiences and insights, fostering a collaborative and enriching discussion.



**Session 2: July 2024**

**EXECUTIVE PRESENCE**

**Defining Executive Presence: The Key to Leadership Success**

**Recommended Reading:** Executive Presence: The Missing Link Between Merit and Success" by Sylvia Ann Hewlett

Executive presence is a multifaceted quality that encompasses a combination of charisma, confidence, poise, and authenticity. It's the ability to command respect, inspire confidence, and influence others through one's demeanor, communication style, and actions. This elusive yet indispensable attribute plays a crucial role in leadership success across various professional settings.

At its core, executive presence entails more than just outward appearances or polished presentation skills. It's about projecting a sense of gravitas, professionalism, and credibility that captivates attention and fosters trust. Individuals with executive presence exude confidence without arrogance, exhibit strong interpersonal skills, and demonstrate emotional intelligence in their interactions.

Executive presence is important for leadership success for several reasons:

**Credibility and Trust:** Leaders with executive presence are perceived as credible and trustworthy, inspiring confidence in their abilities and decisions. This trust is essential for fostering collaboration, building strong teams, and achieving organizational goals.

**Influence and Persuasion:** Individuals with executive presence have a powerful ability to influence others and persuade them to buy into their vision or ideas. Their compelling communication style, coupled with their commanding presence, enables them to effectively rally support and drive change within their organizations.

**Visibility and Career Advancement:** Executive presence often correlates with visibility within an organization. Leaders who possess this quality are more likely to be noticed by senior executives and considered for career advancement opportunities, including promotions and leadership roles.

**Effective Communication:** Leaders with executive presence excel in communicating with clarity, conviction, and impact. Whether addressing a large audience or engaging in one-on-one conversations, their ability to articulate ideas persuasively and connect with their audience fosters engagement and alignment.



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**Resilience and Composure:** Executive presence is also reflected in one's ability to remain composed and resilient under pressure. Leaders who exude calmness and confidence during challenging situations inspire confidence in their teams and are better equipped to navigate crises or setbacks effectively.

In summary, executive presence is a defining characteristic of successful leaders, encompassing a blend of confidence, charisma, and credibility. It enables leaders to command attention, influence others, and inspire confidence, ultimately driving organizational success. Developing and cultivating executive presence is a worthwhile endeavor for aspiring leaders, as it can significantly enhance their effectiveness and impact in leadership roles.

This recommended reading dives the intricacies of executive presence, illuminating its significance in the realm of leadership and professional advancement. The book defines executive presence as the amalgamation of gravitas, communication prowess, and personal branding, transcending traditional markers of success to become a pivotal factor in career progression.

At its essence, executive presence embodies an aura of authenticity and confidence that captivates and inspires others. It is not merely a superficial facade but a reflection of one's inner convictions and values, manifested through demeanor, communication style, and emotional intelligence.

Hewlett elucidates why executive presence is indispensable for leadership success:

**Navigating Complex Environments:** In today's dynamic and competitive landscape, leaders must possess the ability to navigate complex environments with finesse. Executive presence equips individuals with the poise and resilience needed to thrive amidst uncertainty and ambiguity, instilling trust and confidence in their leadership.

**Driving Influence and Impact:** Leaders with executive presence wield a formidable influence, capable of rallying support, fostering collaboration, and driving meaningful change. Their compelling communication skills and charismatic presence enable them to articulate a compelling vision and mobilize others towards shared goals.

**Elevating Visibility and Recognition:** Executive presence serves as a catalyst for visibility and recognition within organizational hierarchies. Leaders who exude presence are more likely to be noticed by senior executives, paving the way for career advancement opportunities and heightened visibility on the leadership trajectory.

**Fostering Authentic Connections:** Beyond superficial impressions, executive presence is rooted in authenticity and genuine connections. Leaders who cultivate a strong personal brand aligned



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with their values and aspirations are better equipped to forge meaningful relationships and inspire loyalty among their teams.

**Resilience and Composure:** Amidst the turbulence of leadership, executive presence equips individuals with the resilience and composure necessary to weather storms and lead with grace under pressure. Leaders who exude confidence and emotional intelligence instill a sense of stability and assurance, fostering a culture of resilience within their organizations.

In conclusion, "Executive Presence" by Sylvia Ann Hewlett offers invaluable insights into the nuances of executive presence and its transformative impact on leadership success. By embodying the qualities of gravitas, communication prowess, and personal branding, leaders can elevate their influence, drive organizational impact, and carve a path towards enduring success in today's complex professional landscape.

### Discussion Points

- **Defining Executive Presence:** Begin by exploring what executive presence entails. Discuss the components of executive presence such as gravitas, communication skills, and personal branding, and how these factors contribute to success in leadership roles.
- **Merit vs. Executive Presence:** Engage participants in a discussion about the relationship between merit and executive presence. How do traditional markers of success, such as skills and qualifications, intersect with the intangible qualities associated with executive presence? Share insights on how executive presence can complement merit in driving career advancement and success.
- **The Impact of Executive Presence:** Explore the significance of executive presence in career progression and organizational leadership. How does possessing executive presence differentiate individuals in competitive environments? Share examples of how executive presence can influence opportunities for promotion, recognition, and career advancement.
- **Cultivating Executive Presence:** Discuss strategies for cultivating executive presence. How can individuals develop and enhance their gravitas, communication skills, and personal branding to bolster their executive presence? Encourage participants to share their experiences and insights on cultivating executive presence in their own careers.
- **Overcoming Barriers:** Address potential barriers to developing executive presence, such as imposter syndrome, bias, or cultural differences. How can individuals overcome these barriers to assert their presence and advance in their careers? Facilitate a conversation on strategies for building confidence, overcoming self-doubt, and navigating challenges related to executive presence.
- **Authenticity and Executive Presence:** Explore the importance of authenticity in executive presence. How can individuals authentically express their leadership qualities while also



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embodying the traits associated with executive presence? Encourage participants to reflect on how they can leverage their unique strengths and values to enhance their executive presence.

- **Continuous Growth and Development:** Emphasize the importance of continuous growth and development in cultivating executive presence. How can individuals refine and evolve their executive presence over time to adapt to changing circumstances and environments? Share strategies for soliciting feedback, seeking mentorship, and engaging in ongoing learning to enhance executive presence.

By exploring these discussion points, participants can gain a deeper understanding of the role of executive presence in career success and leadership effectiveness, as well as actionable strategies for cultivating and leveraging their own executive presence.



### Session 3: August 2024

## Leadership Development

Recommended Reading: "Leadership and Self-Deception: Getting Out of the Box"

"Leadership and Self-Deception: Getting Out of the Box" by The Arbinger Institute offers profound insights into leadership dynamics by examining the impact of self-deception on individual and organizational behavior. Through a compelling narrative, the book illuminates various leadership styles and their implications for fostering genuine relationships, trust, and collaboration within teams.

- **The Inwardly Focused Leader:** The book highlights the detrimental effects of self-deception on leadership effectiveness, portraying the inwardly focused leader who prioritizes personal agendas and ego-driven motives over the well-being of others. This style of leadership breeds mistrust, resentment, and disengagement among team members, undermining organizational cohesion and productivity.
- **The Outwardly Focused Leader:** In contrast, "Leadership and Self-Deception" advocates for the outwardly focused leader who transcends self-deception to prioritize the needs and perspectives of others. This style of leadership is characterized by empathy, humility, and a genuine commitment to serving the collective good. Outwardly focused leaders foster a culture of trust, openness, and accountability, driving organizational success through collaboration and shared purpose.
- **The Transformational Leader:** Drawing from the principles of the Arbinger Institute's philosophy, the book introduces the concept of transformational leadership, which encourages leaders to confront their own self-deception and adopt a mindset of accountability and authenticity. Transformational leaders inspire and empower others to reach their full potential, catalyzing meaningful change and innovation within their organizations.
- **The Collaborative Leader:** Another leadership style emphasized in the book is that of the collaborative leader who prioritizes collaboration, teamwork, and collective problem-solving. By leveraging the diverse strengths and perspectives of team members, collaborative leaders foster a culture of inclusivity and innovation, driving organizational performance and adaptability in an ever-changing environment.
- **The Servant Leader:** Finally, "Leadership and Self-Deception" advocates for the servant leader who leads with humility, integrity, and a deep sense of service to others. Servant leaders prioritize the growth and development of their team members, fostering a culture of



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trust, empowerment, and mutual respect. This style of leadership creates a supportive and nurturing environment where individuals can thrive and contribute their best.

In summary, "Leadership and Self-Deception: Getting Out of the Box" offers a profound exploration of different leadership styles through the lens of self-awareness, accountability, and genuine human connection. By challenging leaders to confront their own self-deception and adopt outwardly focused and transformative approaches to leadership, the book provides a roadmap for fostering positive relationships, trust, and collaboration within organizations, ultimately driving sustainable success and growth.

### Discussion Points

Discussion Points: Exploring Leadership Styles through "Leadership and Self-Deception: Getting Out of the Box"

- **Understanding Self-Deception:** Begin by discussing the concept of self-deception as presented in the book. How does self-deception manifest in leadership behavior, and what are its implications for individual and organizational effectiveness? Encourage participants to reflect on instances of self-deception they have encountered in their own leadership experiences.
- **The Inwardly Focused Leader:** Explore the characteristics and behaviors of inwardly focused leaders as portrayed in the book. How do inwardly focused leaders prioritize their own needs and agendas over those of others? What are the consequences of this leadership style on team dynamics, trust, and organizational culture?
- **The Outwardly Focused Leader:** Contrast the inwardly focused leader with the outwardly focused leader advocated for in the book. What distinguishes outwardly focused leaders in terms of mindset, behavior, and impact? How do outwardly focused leaders prioritize the needs and perspectives of others, fostering trust, collaboration, and accountability within their teams?
- **Transformational Leadership:** Discuss the concept of transformational leadership as presented in the book. How do transformational leaders confront their own self-deception and cultivate a mindset of authenticity and accountability? Share examples of how transformational leaders inspire and empower others to reach their full potential and drive meaningful change within their organizations.
- **Collaborative Leadership:** Explore the importance of collaboration and teamwork in effective leadership. How do collaborative leaders leverage the diverse strengths and perspectives of their team members to drive organizational performance and innovation? What strategies can leaders employ to foster a culture of collaboration and inclusivity within their teams?



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- **Servant Leadership:** Delve into the principles of servant leadership and its emphasis on humility, integrity, and service to others. How do servant leaders prioritize the growth and development of their team members, creating a supportive and nurturing environment for success? What are the long-term benefits of adopting a servant leadership approach in terms of employee engagement, retention, and organizational performance?
- **Personal Reflection and Growth:** Encourage participants to reflect on their own leadership styles in light of the concepts discussed in the book. How can leaders identify and overcome instances of self-deception to become more outwardly focused, transformative, collaborative, and servant-oriented in their leadership approach? Facilitate a discussion on strategies for personal growth and development as leaders.

By exploring these discussion points, participants can gain a deeper understanding of different leadership styles and their implications for individual and organizational effectiveness, as well as actionable strategies for cultivating more effective and authentic leadership behaviors.



## Session 4: September 2024

### Work-Life Balance

Recommended Reading: "Drop the Ball: Achieving More by Doing Less" by Tiffany Dufu

In "Drop the Ball: Achieving More by Doing Less," Tiffany Dufu offers a refreshing perspective on achieving success by embracing efficiency, delegation, and work-life balance. Through personal anecdotes and practical strategies, Dufu challenges conventional notions of productivity and empowers readers, particularly women, to prioritize what truly matters and let go of unrealistic expectations of perfection.

At the heart of Dufu's message is the concept of "dropping the ball" - letting go of tasks and responsibilities that drain time and energy, and instead focusing on what brings fulfillment and impact. By relinquishing the need to do it all, individuals can free themselves from the pressure of unrealistic expectations and reclaim time for meaningful pursuits.

Dufu emphasizes the importance of effective delegation and building a support network to share the load of responsibilities both at work and at home. By leveraging the talents and resources of others, individuals can achieve greater efficiency and effectiveness in pursuing their goals and aspirations.

Furthermore, "Drop the Ball" advocates for embracing imperfection and prioritizing self-care as essential components of success. Dufu encourages readers to redefine success on their own terms and to prioritize their well-being and fulfillment amidst the demands of career and family.

Ultimately, "Drop the Ball" offers a powerful antidote to the myth of "having it all" and highlights the liberating potential of doing less to achieve more. By letting go of perfectionism, embracing delegation, and prioritizing self-care, individuals can create a more balanced and fulfilling life, where success is defined by authenticity, impact, and joy.

#### Discussion Points

- **Redefining Success:** Discuss Dufu's perspective on success and how it differs from conventional notions of achievement. What does it mean to "drop the ball" in the context of pursuing success? Encourage participants to share their own definitions of success and how they align (or differ) with Dufu's approach.
- **The Myth of "Having it All":** Explore the concept of the "having it all" myth and its implications for individuals, particularly women, in balancing career, family, and personal aspirations. How does the pressure to juggle multiple responsibilities contribute to



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feelings of overwhelm and burnout? Share personal experiences or observations related to this phenomenon.

- **Embracing Imperfection:** Discuss the importance of embracing imperfection and letting go of the pursuit of perfectionism. How does striving for perfection hinder productivity and well-being? Share strategies for overcoming perfectionism and embracing authenticity in both personal and professional pursuits.
- **Effective Delegation and Support Networks:** Explore the role of effective delegation and building support networks in achieving more with less effort. How can individuals leverage the talents and resources of others to lighten their workload and achieve greater efficiency? Share tips for identifying tasks to delegate and fostering collaboration within teams or communities.
- **Prioritizing Self-Care:** Discuss the importance of prioritizing self-care and well-being in achieving sustainable success. How does neglecting self-care contribute to burnout and diminished productivity? Share strategies for incorporating self-care practices into daily routines and establishing boundaries to protect personal time and energy.
- **Work-Life Integration:** Explore the concept of work-life integration as opposed to work-life balance. How can individuals integrate their personal and professional lives in a way that promotes fulfillment and harmony? Share examples of how work-life integration can lead to increased productivity, creativity, and overall well-being.
- **Overcoming Guilt and Shame:** Address feelings of guilt and shame that may arise from "dropping the ball" or prioritizing self-care. How can individuals overcome societal expectations and internalized beliefs about productivity and success? Share strategies for practicing self-compassion and reframing negative self-talk.
- **Creating a Personal Action Plan:** Encourage participants to reflect on key takeaways from the discussion and create a personal action plan for implementing strategies from "Drop the Ball" in their own lives. What steps can they take to embrace imperfection, delegate effectively, prioritize self-care, and redefine success in alignment with their values and aspirations?

By engaging in these discussion points, participants can gain valuable insights from "Drop the Ball" and explore practical strategies for achieving more by doing less in both their personal and professional lives.



Session 5: October 2024

## Setting Goals and Creating Action Plans

Recommended Reading: "The 12 Week Year: Get More Done in 12 Weeks than Others Do in 12 Months" by Brian P. Moran and Michael Lennington.

"The 12 Week Year" by Brian P. Moran and Michael Lennington presents a revolutionary approach to productivity and goal achievement, challenging the traditional annual planning cycle in favor of a condensed 12-week timeframe. The book introduces the concept of the "12-week year," wherein individuals set and pursue goals with the same intensity and focus typically reserved for year-long endeavors.

At the core of the 12-week year methodology lies the idea of creating a sense of urgency and accountability to drive results. By compressing the timeline and setting shorter-term goals, individuals are compelled to take immediate action, prioritize tasks, and maintain a heightened level of focus and commitment.

Throughout the book, Moran and Lennington outline a systematic process for implementing the 12-week year framework, including goal setting, strategic planning, execution, and evaluation. They emphasize the importance of clarity, specificity, and alignment in goal setting, ensuring that objectives are both challenging and achievable within the 12-week timeframe.

The systematic process includes:

1. **Goal Setting:** Begin by setting clear, specific, and achievable goals for the 12-week period. Goals should be aligned with broader objectives and aspirations, challenging enough to stretch capabilities, yet realistic within the given timeframe.
2. **Strategic Planning:** Once goals are established, develop a strategic plan outlining the specific actions and tasks required to achieve them. Break down goals into smaller, manageable tasks and prioritize them based on their impact on goal attainment.
3. **Execution:** Implement the strategic plan by taking consistent action towards completing identified tasks and milestones. Maintain focus on high-priority activities and proactively address any obstacles or distractions that may arise.
4. **Evaluation:** Regularly assess progress towards goals through ongoing evaluation and reflection. Measure performance against predetermined metrics and adjust strategies as needed to stay on track and maximize effectiveness.
5. **Clarity, Specificity, and Alignment:** Emphasize the importance of clarity, specificity, and alignment in goal setting to ensure objectives are well-defined and directly contribute to



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broader objectives. Goals should be challenging enough to inspire effort and growth, yet attainable within the 12-week timeframe.

Moreover, "The 12 Week Year" underscores the significance of consistent execution and accountability in goal attainment. The authors introduce strategies for tracking progress, overcoming obstacles, and staying on course despite distractions or setbacks. They emphasize the need for discipline, resilience, and adaptability in navigating the challenges inherent in pursuing ambitious goals.

Strategies include:

1. **Weekly Planning Sessions:** Allocate time each week to review progress, set priorities, and plan tasks for the upcoming week. Break down long-term goals into actionable steps to be accomplished within the 12-week timeframe.
2. **Accountability Partnerships:** Form partnerships with accountability buddies or join mastermind groups to hold each other answerable for progress towards goals. Regular check-ins and mutual support can help maintain focus and motivation.
3. **Lead and Lag Measures:** Distinguish between lead measures (actions directly influencing goal achievement) and lag measures (outcomes reflecting progress). Focus on lead measures within your control to drive desired outcomes.
4. **Score boarding:** Implement a visual scoreboard to track performance and create a sense of accountability. Regularly update the scoreboard to reflect progress and identify areas needing improvement.
5. **Weekly Reviews:** Conduct weekly reviews to evaluate progress, identify successes and challenges, and adjust strategies as necessary. Reflect on what worked well and what needs refinement to optimize future performance.
6. **Time Blocking:** Allocate dedicated time blocks for high-priority tasks and goal-related activities. Minimize distractions and interruptions during these focused work periods to maximize productivity.
7. **Resilience and Adaptability:** Cultivate resilience by expecting and preparing for setbacks along the way. Embrace failures as opportunities for learning and growth, and remain adaptable in adjusting strategies to overcome obstacles.
8. **Celebrate Milestones:** Acknowledge and celebrate milestones achieved throughout the 12-week period to maintain momentum and motivation. Recognize progress, no matter how small, to reinforce positive behaviors and keep morale high.
9. **Mindset and Visualization:** Cultivate a growth mindset and visualize success to maintain a positive outlook and stay motivated during challenging times. Visualize achieving your goals and embody the confidence and determination needed to make it a reality.



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By adopting the principles outlined in "The 12 Week Year," individuals can unlock their full potential, maximize productivity, and achieve remarkable results in a fraction of the time typically allotted. Whether in business, personal development, or any other endeavor, the 12-week year approach offers a transformative roadmap for getting more done and realizing one's aspirations with greater speed and efficiency.

### Discussion Points:

1. Introduction to the 12-Week Year Concept:
  - What is the 12-Week Year concept and how does it differ from traditional annual goal-setting approaches?
  - Share initial impressions or experiences with setting goals within a 12-week timeframe.
2. The Power of Intensity and Focus:
  - Discuss the significance of intensity and focus in achieving goals within a condensed timeframe.
  - How can shorter, more frequent goal cycles lead to increased productivity and motivation?
3. Setting Effective Goals:
  - Explore the principles of effective goal setting outlined in the book, such as clarity, specificity, and alignment.
  - Share strategies for setting goals that are both challenging and achievable within a 12-week period.
4. Strategic Planning for Execution:
  - Discuss the importance of strategic planning in translating goals into actionable plans.
  - How can individuals prioritize tasks and allocate resources effectively to maximize progress towards goals?
5. Maintaining Momentum and Accountability:
  - Explore strategies for maintaining momentum and accountability throughout the 12-week period.
  - How can individuals hold themselves and others accountable for progress towards goals?
6. Overcoming Obstacles and Adversity:
  - Share experiences of overcoming obstacles and setbacks while pursuing ambitious goals.
  - Discuss strategies for resilience and adaptability in the face of challenges.
7. Celebrating Success and Reflecting on Lessons Learned:



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- Reflect on the importance of celebrating milestones and successes achieved within the 12-week timeframe.
  - Discuss the value of reflection and learning from experiences to inform future goal-setting and execution strategies.
8. Personal Application and Implementation:
- Share personal experiences or plans for implementing the principles of "The 12 Week Year" in your own life or work.
  - Discuss challenges anticipated and strategies for overcoming them in adopting the 12-week year framework.
9. Exploring Alternative Perspectives:
- Encourage participants to share alternative perspectives or critiques of the 12-week year concept.
  - Discuss potential limitations or drawbacks of adopting a condensed goal-setting approach.
  - Long-Term Implications and Sustainability:
10. Consider the long-term implications of adopting a 12-week year mindset on personal and professional growth.
11. Discuss strategies for sustaining momentum and integrating the principles of "The 12 Week Year" into ongoing goal-setting practices.

These discussion points provide a comprehensive framework for exploring the key concepts and principles outlined in "The 12 Week Year" and their implications for productivity, goal achievement, and personal development.



## Session 6: November 2024

### Building Confidence and Assertiveness

Recommended Reading: *The Confidence Code: The Science and Art of Self-Assurance—What Women Should Know* by Katty Kay and Claire Shipman

At its core, "The Confidence Code" challenges prevailing stereotypes and societal norms that perpetuate the confidence gap between men and women. Kay and Shipman delve into the science behind confidence, revealing how biological, cultural, and environmental factors contribute to differences in self-assurance between genders.

The book underscores the importance of understanding confidence as a skill that can be developed and nurtured over time. Through compelling anecdotes, case studies, and expert interviews, Kay and Shipman provide readers with actionable strategies for building confidence and overcoming self-doubt.

Actionable Strategies include:

1. **Embrace Failure as a Learning Opportunity:** Shift your perspective on failure from being a setback to being a valuable learning experience. View failures as stepping stones toward growth and improvement rather than evidence of inadequacy.
2. **Set Realistic Goals and Celebrate Achievements:** Break larger goals into smaller, manageable tasks and celebrate each milestone achieved along the way. Recognize your progress and accomplishments, no matter how small, to boost confidence and motivation.
3. **Challenge Negative Self-Talk:** Become aware of negative self-talk and challenge self-limiting beliefs that undermine confidence. Practice reframing negative thoughts into more positive and empowering statements that reflect your capabilities and strengths.
4. **Expand Your Comfort Zone:** Step outside your comfort zone and take on new challenges that stretch your abilities. Embrace opportunities for growth and development, even if they feel intimidating at first.
5. **Practice Self-Compassion:** Be kind to yourself and practice self-compassion during times of self-doubt or setbacks. Treat yourself with the same empathy and understanding you would offer to a friend facing similar challenges.
6. **Build a Supportive Network:** Surround yourself with positive and supportive individuals who believe in your abilities and encourage your growth. Seek out mentors, peers, or friends who can provide guidance, feedback, and encouragement.



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7. **Develop Competence through Preparation:** Increase confidence by investing in preparation and skill development. Acquire knowledge, practice new skills, and seek out opportunities to refine your expertise in areas relevant to your goals.
8. **Practice Power Posing and Body Language:** Adopt confident body language, such as standing tall, making eye contact, and using assertive gestures. Power posing can influence hormone levels and positively impact feelings of confidence and self-assurance.
9. **Take Risks and Embrace Imperfection:** Embrace imperfection and take calculated risks in pursuit of your goals. Recognize that growth often requires stepping outside of your comfort zone and being willing to make mistakes along the way.
10. **Visualize Success and Positive Outcomes:** Use visualization techniques to imagine yourself succeeding and achieving your goals. Visualizing positive outcomes can boost confidence, increase motivation, and help overcome self-doubt.

Key themes explored in "The Confidence Code" include:

- **The Confidence Gap:** Investigate the origins and implications of the confidence gap between men and women in various contexts, including the workplace, education, and leadership roles.
- **The Role of Biology and Culture:** Examine how biological and cultural factors influence confidence levels, from early childhood development to adulthood. Explore societal expectations and stereotypes that shape women's perceptions of their own capabilities.
- **The Science of Confidence:** Delve into the psychological and neurological mechanisms underlying confidence, including the interplay between genetics, personality traits, and environmental influences.
- **Strategies for Building Confidence:** Discover practical strategies and techniques for boosting self-assurance, such as embracing failure, taking risks, and adopting a growth mindset. Learn how to challenge limiting beliefs and cultivate resilience in the face of setbacks.
- **The Power of Presence:** Explore the concept of presence and its role in projecting confidence and authority in professional and personal interactions. Learn how body language, vocal tone, and self-presentation can impact perceptions of confidence.



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- **Cultivating Confidence in Leadership:** Discuss the importance of confident leadership and the barriers women face in assuming leadership roles. Explore strategies for fostering confidence in aspiring female leaders and overcoming systemic obstacles.

In summary, "The Confidence Code" offers a compelling blend of scientific research, real-world examples, and practical advice to empower women to embrace their full potential and cultivate greater self-assurance. By understanding the science and art of confidence, readers can navigate challenges, seize opportunities, and thrive in both their personal and professional lives.

### **Discussion Points:**

1. **Embracing Failure as Growth:**
  - Share personal experiences of failure and how they have contributed to growth and learning.
  - Discuss strategies for reframing failure as a valuable opportunity for development rather than a reflection of inadequacy.
2. **Setting Realistic Goals:**
  - How do you break down larger goals into smaller, manageable tasks?
  - Share examples of goals you've achieved and the process you used to celebrate milestones along the way.
3. **Challenging Negative Self-Talk:**
  - How do you identify and challenge negative self-talk?
  - Share techniques or affirmations you use to reframe negative thoughts into positive and empowering statements.
4. **Stepping Outside Your Comfort Zone:**
  - Discuss the benefits of stepping outside your comfort zone and taking on new challenges.
  - Share experiences of growth and self-discovery that resulted from embracing discomfort.
5. **Practicing Self-Compassion:**
  - How do you practice self-compassion during times of self-doubt or setbacks?
  - Share strategies for treating yourself with kindness and empathy, especially in challenging situations.
6. **Building a Supportive Network:**
  - Reflect on the importance of surrounding yourself with supportive individuals who believe in your abilities.
  - Share examples of mentors, peers, or friends who have positively influenced your confidence and growth.
7. **Investing in Preparation and Skill Development:**



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- How do you approach preparation and skill development to increase confidence?
  - Share experiences of acquiring knowledge or practicing new skills to build competence in areas relevant to your goals.
8. Adopting Confident Body Language:
- Discuss the impact of body language on confidence and self-assurance.
  - Share tips for adopting confident posture, gestures, and facial expressions in various situations.
9. Embracing Imperfection and Taking Risks:
- Share examples of times when embracing imperfection or taking risks led to personal or professional growth.
  - Discuss the importance of accepting failure as a natural part of the learning process.
10. Visualizing Success:
- How do you use visualization techniques to boost confidence and motivation?
  - Share experiences of visualizing positive outcomes and the impact it had on your confidence and performance.

These discussion points provide a framework for exploring actionable strategies for building confidence and overcoming self-doubt as outlined in "The Confidence Code" by Katty Kay and Claire Shipman. Through open dialogue and shared experiences, participants can gain valuable insights and support each other in their journey towards greater self-assurance.



## Session 7: December 2024

### Networking and Relationship Building

Recommended Reading: *Never Eat Alone: And Other Secrets to Success, One Relationship at a Time* by Keith Ferrazzi and Tahl Raz.

"*Never Eat Alone: And Other Secrets to Success, One Relationship at a Time*" by Keith Ferrazzi and Tahl Raz is a comprehensive guide to building and leveraging professional relationships for success in both career and life. Through insightful anecdotes, practical advice, and actionable strategies, the book emphasizes the importance of networking, authenticity, and generosity in cultivating meaningful connections.

Actionable Strategies include:

1. **Expand Your Network Intentionally:** Actively seek out opportunities to meet new people and expand your network. Attend industry events, conferences, and networking gatherings to connect with professionals in your field and beyond.
2. **Create a Diverse Network:** Build a diverse network that includes individuals from different industries, backgrounds, and perspectives. Seek out connections who can offer unique insights, expertise, and opportunities outside your immediate circle.
3. **Follow Up and Stay Connected:** After making new connections, follow up promptly with a personalized message or invitation to connect further. Stay connected with your network through regular communication, whether it's through emails, phone calls, or social media interactions.
4. **Offer Value and Be Generous:** Look for ways to add value to your relationships by offering assistance, resources, or introductions whenever possible. Be generous with your time, expertise, and support, without expecting immediate returns or reciprocity.
5. **Practice Active Listening:** Practice active listening during conversations to demonstrate genuine interest and empathy. Ask open-ended questions, listen attentively to the responses, and show empathy by acknowledging and validating the other person's perspective.
6. **Seek Opportunities for Collaboration:** Look for opportunities to collaborate with members of your network on projects, initiatives, or joint ventures. Collaborative efforts can strengthen relationships, foster mutual trust, and create new opportunities for growth and success.
7. **Be Authentic and Genuine:** Be authentic and genuine in your interactions with others, showing vulnerability and transparency when appropriate. Authenticity builds trust and rapport, making it easier to establish and maintain meaningful connections.



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8. Follow Through on Commitments: Honor your commitments and follow through on promises to build trust and credibility with your network. Reliability and integrity are essential for nurturing long-lasting relationships built on mutual respect and trust.
9. Embrace Digital Networking Tools: Utilize digital networking tools and platforms, such as LinkedIn, Twitter, and professional networking groups, to expand your reach and connect with professionals worldwide. Engage actively in online communities, share valuable content, and participate in discussions to build your online presence and network.
10. Continuously Learn and Grow: Commit to lifelong learning and personal growth by seeking out new experiences, acquiring new skills, and staying updated on industry trends.
11. Continuous learning enhances your value as a network member and positions you as a valuable resource within your professional community.

At the heart of "Never Eat Alone" lies the principle that success is not solely determined by individual talent or intelligence, but by the quality of one's relationships and network. Ferrazzi and Raz advocate for a relationship-driven approach to success, highlighting the power of authentic connections, trust, and reciprocity in achieving personal and professional goals.

Key themes explored in the book include:

**The Power of Networking:** Explore the transformative potential of networking as a strategic tool for career advancement and personal growth. Learn how to expand your network, forge new connections, and leverage existing relationships to access opportunities and resources.

**Building Genuine Connections:** Discover the importance of authenticity, empathy, and vulnerability in building genuine connections with others. Embrace the mindset of giving before receiving and focus on adding value to your relationships without expecting immediate returns.

**Effective Communication Skills:** Develop effective communication skills to establish rapport, build trust, and convey your message persuasively. Learn techniques for active listening, asking insightful questions, and expressing appreciation to deepen connections with others.

**The Art of Relationship Management:** Master the art of relationship management by nurturing and maintaining meaningful connections over time. Cultivate a genuine interest in others, stay connected through regular communication, and offer support and assistance whenever possible.

**Strategies for Networking Success:** Explore practical networking strategies and tactics for maximizing your effectiveness in various social and professional settings. From attending networking events and conferences to utilizing digital platforms and social media, learn how to navigate and leverage opportunities to expand your network and influence.



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**Overcoming Networking Challenges:** Address common challenges and misconceptions related to networking, such as fear of rejection, introversion, and time constraints. Discover strategies for overcoming obstacles and building confidence in networking situations.

**Networking for Mutual Benefit:** Embrace the ethos of reciprocity and mutual benefit in networking by actively seeking opportunities to help others and contribute to their success. By cultivating a reputation for generosity and helpfulness, you can foster strong, long-lasting relationships based on trust and mutual support.

In summary, "Never Eat Alone" offers a wealth of insights and practical advice for mastering the art of networking and building meaningful relationships that drive success. By adopting the principles outlined in the book and applying them consistently in your personal and professional life, you can unlock new opportunities, accelerate your career growth, and cultivate a rich network of connections that enrich your life.

### **Discussion Points:**

1. **The Importance of Intentional Networking:**
  - Discuss the benefits of intentional networking in both personal and professional contexts.
  - Share experiences of how networking has contributed to career advancement or personal growth.
2. **Building a Diverse Network:**
  - Explore the advantages of having a diverse network that includes individuals from various industries, backgrounds, and perspectives.
  - Discuss strategies for intentionally diversifying one's network and the value it brings.
3. **Following Up and Staying Connected:**
  - Share tips and best practices for effective follow-up and staying connected with contacts.
  - Discuss the role of regular communication in nurturing and maintaining relationships over time.
4. **Adding Value and Generosity:**
  - Reflect on instances where offering value or being generous has strengthened professional relationships.
  - Discuss ways to incorporate generosity into networking efforts without expecting immediate returns.
5. **Practicing Active Listening:**



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- Explore the importance of active listening in building rapport and fostering genuine connections.
  - Share techniques for improving active listening skills and demonstrating genuine interest in conversations.
6. Seeking Opportunities for Collaboration:
- Discuss the benefits of collaboration in fostering strong professional relationships.
  - Share examples of successful collaborations within your network or industry.
7. Embracing Authenticity:
- Reflect on the role of authenticity in building trust and credibility with network contacts.
  - Share personal experiences of being authentic in networking interactions.
8. Following Through on Commitments:
- Discuss the importance of reliability and integrity in maintaining trust within professional relationships.
  - Share strategies for honoring commitments and following through on promises.
9. Utilizing Digital Networking Tools:
- Explore the role of digital networking tools in expanding one's reach and connecting with professionals globally.
  - Share experiences of leveraging social media or online platforms for networking purposes.
10. Committing to Continuous Learning:
- Discuss the value of continuous learning and personal growth in enhancing one's professional network.
  - Share examples of how ongoing education and skill development have contributed to networking success.

These discussion points provide a framework for exploring the actionable strategies presented in "Never Eat Alone" and their implications for building and leveraging professional relationships effectively. Through open dialogue and shared experiences, participants can gain valuable insights into effective networking practices and develop strategies for enhancing their own networking efforts.



## Session 8: January 2025

### Purpose and Intention

Recommended Reading: The 12 Hour Meditation Walk

The 12-hour meditation walk is a transformative journey of self-discovery and inner exploration that challenges participants to engage in prolonged mindfulness and introspection while walking continuously for 12 hours. Rooted in the traditions of contemplative practices and mindfulness meditation, this immersive experience offers a unique opportunity to cultivate deep awareness, presence, and connection with oneself and the surrounding environment.

Participants embark on a meticulously planned route, often encompassing diverse natural landscapes, urban environments, or sacred sites, depending on the organizer's intentions and objectives. Throughout the walk, participants are encouraged to maintain a steady pace, focusing their attention on each step, breath, and sensation as they move mindfully through their surroundings.

The 12-hour duration of the walk serves as a catalyst for deepening mindfulness and concentration, as participants confront physical discomfort, mental distractions, and emotional fluctuations along the way. Through sustained practice and perseverance, walkers gradually develop resilience, acceptance, and equanimity in the face of adversity, fostering a profound sense of inner peace and clarity.

As the hours pass, participants may experience moments of heightened awareness, insights, and breakthroughs, as the boundaries between self and surroundings dissolve, and a sense of interconnectedness and unity emerges. The rhythmic cadence of walking becomes a meditation in motion, grounding participants in the present moment and opening them to the richness of lived experience.

Throughout the walk, facilitators may offer guidance, support, and encouragement to help participants navigate challenges and deepen their practice. Opportunities for silent reflection, group sharing, and contemplative exercises may also be incorporated to enhance the transformative potential of the experience.

By the end of the 12-hour meditation walk, participants emerge with a renewed sense of vitality, clarity, and connection, having traversed both inner and outer landscapes in pursuit of self-discovery and spiritual awakening. The experience leaves a lasting impression, inspiring participants to integrate mindfulness and presence into their daily lives and cultivate a deeper sense of purpose, meaning, and fulfillment.



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### Discussion Points:

1. Initial Expectations and Intentions:
  - Share your expectations and intentions before embarking on the meditation walk. What were you hoping to gain or experience?
2. Physical and Mental Challenges:
  - Reflect on the physical and mental challenges you encountered during the walk. How did you cope with discomfort, fatigue, and distractions?
3. Mindfulness and Presence:
  - Discuss moments when you experienced heightened mindfulness and presence during the walk. What factors contributed to these moments of deep awareness?
4. Insights and Realizations:
  - Share any insights or realizations you gained during the walk. Did you have any profound or unexpected revelations about yourself or your surroundings?
5. Connection with Nature and Environment:
  - Explore the connection between mindfulness and nature during the walk. How did the natural surroundings impact your experience of mindfulness and presence?
6. Community and Camaraderie:
  - Discuss the role of community and camaraderie in supporting your journey during the walk. How did interactions with fellow participants enhance or influence your experience?
7. Integration and Application:
  - Reflect on how you plan to integrate the lessons learned from the meditation walk into your daily life. How can you cultivate mindfulness and presence in your everyday activities?
8. Gratitude and Appreciation:
  - Express gratitude for the experience of the meditation walk and the insights gained along the way. What aspects of the journey are you most thankful for?
9. Challenges and Growth Opportunities:
  - Identify any challenges you faced during the walk and opportunities for growth that emerged from overcoming them. How did the experience of facing challenges contribute to your personal development?
10. Future Reflection and Continued Practice:
  - Consider how you might continue to cultivate mindfulness and presence in your life moving forward. What practices or habits can you incorporate to sustain the benefits of the meditation walk?



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- These discussion points provide a framework for participants to reflect on their experiences, insights, and growth during a 12-hour meditation walk. Through open dialogue and shared reflections, participants can deepen their understanding of mindfulness and presence and support each other on their journey of self-discovery and inner exploration.



## Session 9: February 2025

### Level 5 Leadership

Recommended Reading: Good to Great: Why Some Companies Make the Leap... and Others Don't by Jim Collins

At the core of "Good to Great" is the concept of Level 5 Leadership, characterized by a blend of personal humility and professional will. Collins argues that Level 5 leaders possess a rare combination of ambition for the company's success and humility in recognizing the contributions of others. These leaders prioritize the long-term success of the organization over personal recognition, and they build enduring legacies through their commitment to excellence.

- **Personal Humility:** Level 5 leaders demonstrate humility in their interactions with others and do not seek personal recognition or glory. They deflect praise onto their team members and are quick to acknowledge the contributions of others to the organization's success. Despite their accomplishments, they remain grounded and approachable, fostering a culture of openness and collaboration.
- **Professional Will:** While Level 5 leaders exhibit humility, they also possess an unwavering commitment to achieving organizational goals. They have a fierce resolve and determination to drive the company toward greatness, even in the face of adversity or setbacks. Their resilience and perseverance inspire confidence and dedication among their team members.
- **Ambition for the Company:** Level 5 leaders prioritize the long-term success of the organization over personal gain or recognition. They are deeply committed to building enduring value and leaving a lasting legacy that transcends their own tenure. Their decisions and actions are guided by a sense of stewardship and responsibility to the company and its stakeholders.
- **Focus on Results:** Despite their humility, Level 5 leaders are results-driven and hold themselves and others accountable for achieving high performance. They set ambitious but achievable goals for the organization and maintain a relentless focus on execution and outcomes. Their clarity of purpose and unwavering commitment to excellence inspire confidence and trust among their team members.
- **Building Great Teams:** Level 5 leaders understand the importance of surrounding themselves with talented individuals who share their values and vision for the organization. They are skilled at attracting, developing, and empowering high-performing teams, fostering a culture of excellence and collaboration. They prioritize hiring and retaining top talent and invest in developing the capabilities of their team members.



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- **Continuous Learning and Improvement:** Level 5 leaders are lifelong learners who continually seek to expand their knowledge and skills. They are open to feedback and constructive criticism, recognizing that personal growth is essential for effective leadership. They foster a culture of continuous improvement within the organization, encouraging experimentation, innovation, and adaptation to change.
- **Resilience and Adaptability:** Level 5 leaders demonstrate resilience in the face of challenges and adversity, remaining calm and composed under pressure. They are adaptable and agile, capable of navigating uncertainty and complexity with confidence and decisiveness. Their ability to lead effectively in times of change and ambiguity inspires trust and confidence among their team members.

In summary, "Good to Great" offers valuable insights and practical strategies for leaders and organizations seeking to achieve exceptional performance and long-term success. By adopting the principles outlined in the book, companies can build enduring greatness and create lasting value for their stakeholders.

### **Discussion Points:**

1. Discuss the significance of humility in effective leadership. How does personal humility contribute to building trust and fostering collaboration within teams?
2. Explore the challenge of balancing professional will with personal humility in leadership. How can leaders maintain a strong commitment to achieving organizational goals while remaining humble and open to feedback?
3. Share strategies for cultivating both qualities in leadership and fostering a culture that values humility and determination.



## Session 10: March 2025

### Negotiation

Recommended Reading: Getting to Yes: Negotiating Agreement without Giving In – Roger Fisher and William Ury

Grounded in the Harvard Negotiation Project, the book presents a framework known as Principled Negotiation, which emphasizes collaborative problem-solving, effective communication, and principled decision-making.

At the heart of "Getting to Yes" is the concept of separating the people from the problem. The authors stress the importance of focusing on the substance of the negotiation rather than allowing personal emotions or conflicts to derail the process. By depersonalizing the negotiation and addressing the underlying interests and concerns of both parties, negotiators can create a more conducive environment for reaching agreement.

The book introduces four key principles of Principled Negotiation:

1. **Focus on Interests, Not Positions:** Rather than rigidly adhering to fixed positions, negotiators should strive to identify and understand the underlying interests, needs, and concerns driving each party. By focusing on shared interests and mutual gains, negotiators can explore creative solutions that meet the needs of both sides.
2. **Generate Options for Mutual Gain:** Collaborative problem-solving involves brainstorming and generating a variety of options that could potentially satisfy the interests of both parties. By expanding the pie of potential solutions, negotiators increase the likelihood of finding an agreement that maximizes value for all involved.
3. **Insist on Using Objective Criteria:** In order to ensure fairness and legitimacy in the negotiation process, negotiators should rely on objective criteria and standards rather than arbitrary or subjective judgments. By establishing clear benchmarks and criteria for evaluating proposals, negotiators can avoid contentious debates and build trust in the negotiation process.
4. **Maintain a Best Alternative to a Negotiated Agreement (BATNA):** A strong BATNA provides negotiators with leverage and a viable alternative to reaching agreement if negotiations fail. By carefully assessing and improving their BATNA, negotiators can negotiate from a position of strength and confidence, enhancing their ability to achieve favorable outcomes.

Throughout the book, Fisher and Ury illustrate these principles through real-life examples and practical negotiation scenarios, providing readers with actionable strategies and techniques for applying Principled Negotiation in a variety of contexts. By adopting a collaborative, principled



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approach to negotiation, individuals can cultivate stronger relationships, achieve more sustainable agreements, and enhance their effectiveness as negotiators.

### **Discussion Points:**

1. Discuss the difference between interests and positions in negotiation. Why is it important to understand the underlying interests of both parties?
2. Share examples of negotiations where focusing on interests led to more mutually beneficial outcomes compared to focusing solely on positions.
3. Explore the process of generating creative options for resolving conflicts or reaching agreements. How can brainstorming and collaboration help uncover innovative solutions?



## Session 11: April 2025

### Managing Imposter Syndrome

Recommended Reading: *The Secret Thoughts of Successful Women: Why Capable People Suffer from the Imposter Syndrome and How to Thrive in spite of It* – Valerie Young

At the heart of "The Secret Thoughts of Successful Women" is the concept of Imposter Syndrome, wherein individuals harbor a persistent fear of being exposed as frauds or imposters despite evidence of their competence and accomplishments. Young unpacks the various factors that contribute to Imposter Syndrome, including societal expectations, perfectionism, fear of failure, and internalized stereotypes.

Through insightful analysis and practical advice, Young offers strategies for overcoming Imposter Syndrome and cultivating a greater sense of self-confidence and empowerment. She encourages readers to challenge negative self-talk, embrace their achievements, and recognize that feelings of doubt are common and not indicative of true incompetence.

The book also addresses the broader societal and cultural factors that perpetuate Imposter Syndrome, such as gender biases and imbalanced power dynamics in the workplace. Young advocates for creating supportive environments that validate individuals' accomplishments and promote a culture of authenticity and self-acceptance.

Overall, "The Secret Thoughts of Successful Women" provides a roadmap for navigating Imposter Syndrome and reclaiming one's sense of worth and belonging. By reframing their perspectives and adopting practical strategies for self-empowerment, readers can overcome self-doubt, embrace their unique talents, and thrive in their personal and professional lives.

#### Discussion Points:

1. Share personal experiences or observations of feeling like an imposter despite achievements or qualifications. How did these feelings manifest, and what impact did they have on your confidence and performance?
2. Discuss common triggers or situations that tend to exacerbate feelings of Imposter Syndrome in individuals.
3. How can individuals recognize when they are experiencing Imposter Syndrome, and what are some effective strategies for challenging these negative thought patterns?
4. Share personal anecdotes or success stories of overcoming Imposter Syndrome and regaining confidence and self-assurance.
5. Discuss the societal and cultural factors that contribute to the prevalence of Imposter Syndrome, particularly among high-achieving individuals, and women in particular. How



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- do societal expectations, stereotypes, and gender biases influence feelings of self-doubt and inadequacy?
6. Explore strategies for challenging and dismantling these ingrained societal norms and promoting a more inclusive and supportive environment where individuals feel valued and validated for their contributions.
  7. Reflect on the importance of self-compassion and self-acceptance in overcoming Imposter Syndrome. How can individuals cultivate a greater sense of self-worth and self-compassion, and what role does self-care play in managing feelings of inadequacy?
  8. Share tips and techniques for practicing self-care and fostering a positive self-image, such as mindfulness, positive affirmations, and seeking support from others.
  9. Discuss the role of supportive communities and networks in combating Imposter Syndrome and fostering resilience and empowerment. How can individuals seek out or create supportive environments where they feel accepted, valued, and encouraged to embrace their talents and achievements?
  10. Share experiences of finding support and validation from mentors, peers, or professional networks, and explore ways to cultivate and strengthen these supportive relationships.



## Session 12: May 2025

### Personal Branding and Career Advancement

Recommended Reading: Stand out: How to Find Your Breakthrough Idea and Build a Following around it – Dorie Clark

Drawing from extensive research and interviews with successful professionals, Clark outlines a step-by-step process for identifying and cultivating a breakthrough idea, building credibility and visibility, and ultimately standing out in a crowded marketplace.

1. **Identify Your Unique Strengths and Passions:** Begin by conducting a thorough inventory of your skills, experiences, and interests. Reflect on past successes and areas where you excel to uncover your unique strengths and passions.
2. **Conduct Research and Explore New Opportunities:** Dive deeper into areas of interest by conducting research and staying informed about industry trends, emerging technologies, and market needs. Look for gaps or unmet needs that align with your expertise and interests.
3. **Generate Ideas and Brainstorm Solutions:** Use creative thinking techniques such as brainstorming, mind mapping, or journaling to generate a wide range of ideas and potential solutions. Don't censor yourself at this stage; allow for experimentation and exploration.
4. **Evaluate and Refine Your Ideas:** Evaluate each idea based on criteria such as feasibility, market demand, and alignment with your personal values and goals. Narrow down your list to the most promising ideas and refine them further through feedback and iteration.
5. **Craft Your Message and Value Proposition:** Develop a clear and compelling message that communicates the value of your breakthrough idea to your target audience. Articulate how your idea addresses a specific problem or fulfills a need in a unique and innovative way.
6. **Build Your Platform and Establish Credibility:** Leverage various platforms and channels to share your ideas and expertise with others. This may include writing articles, giving speeches, participating in industry events, or engaging on social media. Consistently produce high-quality content that showcases your knowledge and insights.
7. **Network and Collaborate with Others:** Build relationships with like-minded professionals and thought leaders in your field. Seek opportunities for collaboration, mentorship, and knowledge sharing that can help amplify your message and expand your reach.
8. **Engage Your Audience and Build a Following:** Engage with your audience by providing valuable content, participating in meaningful conversations, and responding to feedback.



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Cultivate a community of supporters and advocates who share your passion and enthusiasm for your breakthrough idea.

9. Iterate and Adapt Based on Feedback: Continuously monitor and evaluate the effectiveness of your efforts, and be willing to adapt and iterate based on feedback and insights from your audience. Stay open to new opportunities and perspectives that can further enhance your impact and influence.
10. Stay Persistent and Persevere: Building credibility and standing out in a crowded marketplace takes time and persistence. Stay committed to your vision and continue to invest in your personal and professional development. Celebrate your successes along the way and learn from any setbacks or challenges you encounter.

Central to "Stand Out" is the notion that in today's competitive landscape, it's not enough to simply be competent at your job; you must also differentiate yourself by offering unique insights and perspectives that capture the attention of others. Clark emphasizes the importance of authenticity, passion, and persistence in cultivating a personal brand and positioning oneself as an authority in a chosen niche.

Throughout the book, Clark provides practical strategies and actionable advice for finding your breakthrough idea, including methods for identifying your unique strengths, conducting research to uncover new opportunities, and honing your message for maximum impact. She also explores various channels for building a following around your idea, such as writing articles, giving speeches, and leveraging social media platforms.

Ultimately, "Stand Out" offers readers a roadmap for achieving professional success and fulfillment by embracing their creativity, leveraging their expertise, and sharing their ideas with the world. Whether you're an aspiring entrepreneur, a seasoned professional looking to reinvent yourself, or simply someone seeking to make a meaningful impact, this book provides valuable insights and guidance for standing out and making a difference.

### **Discussion Points:**

#### Identifying Your Breakthrough Idea:

- Discuss the process of finding your breakthrough idea as outlined in the book. How can individuals uncover their unique strengths, passions, and insights to develop original ideas that resonate with others?
- Share personal experiences or examples of individuals who have successfully identified and cultivated breakthrough ideas in their own careers or fields of expertise.

#### Building Credibility and Visibility:



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- Explore strategies for building credibility and visibility around your breakthrough idea. How can individuals establish themselves as thought leaders and gain recognition for their expertise and contributions?
- Reflect on the challenges and obstacles that individuals may encounter on their journey to standing out. How can individuals overcome self-doubt, fear of failure, and other barriers to success?
- Share strategies for building resilience, maintaining momentum, and staying motivated in the face of setbacks or criticism. Discuss the importance of perseverance and adaptability in navigating the ups and downs of pursuing a breakthrough idea.