

**SAIS**

**Women's Leadership Institute**

**April 9-10, 2025**

**Dr. Tracie Catlett**

# Agenda

- ❖ Connect with Colleagues Doing Squats
- ❖ Name It
- ❖ Role Play: Self Advocacy & Difficult Conversations
- ❖ Language Starters & Self Advocacy Tips
- ❖ Believe It, Name It, Frame It: Impact Statement Creation
- ❖ Success Stories in the Room
- ❖ Committ

# Squats



*Source: google images*

Stand up if you...

## Have led a major school initiative from idea to execution



*Source: google images*

**Have advocated for a student or colleague in a tough situation**



*Source: google images*

**Have asked for a raise or a new title**



*Source: google images*

**Have presented to the Board of Trustees**



*Source: google images*

**Have hidden in your classroom or office for a minute of peace**





**Have implemented a change that others said would never happen**



## Have answered emails from a bathroom



*Source: google images*

**Have mentored someone who now outranks you (& are proud of it!)**



*Source: google images*

**Have said “no” to something that didn’t align with your values**



*Source: google images*

**Have taken a job you felt 67% ready for (and nailed it anyway)**



*Source: google images*

**Have asked a question that made the room go silent**



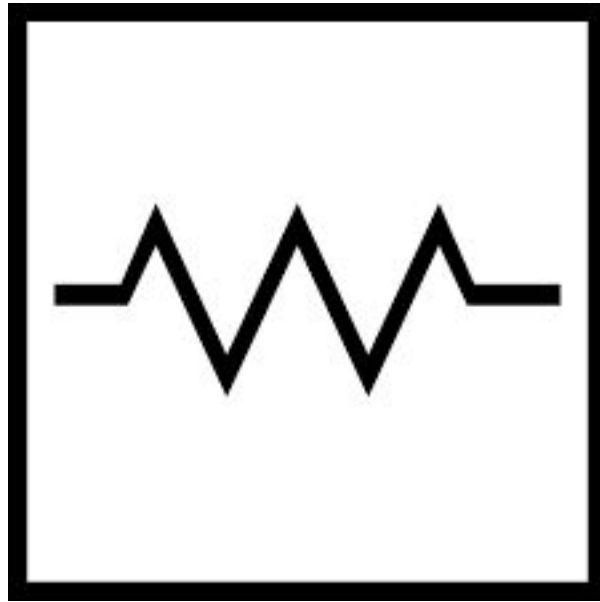
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**Have made a mistake in public—and then laughed about it**



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**Have introduced a new idea that was met with resistance**



*Source: google images*



**Have cried in the bathroom and went back stronger**



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**Have coached a colleague through a hard conversation**



*Source: google images*

**Has stayed up late rethinking how to lead better the next day**



*Source: google images*

**Have experienced imposter syndrome (but didn't let it win)**



*Source: google images*

**Have taken a leap in your career after someone else believed in you**



*Source: google images*

# Today's Message

~~Humility vs. Self-Advocacy~~

Humility AND Self-Advocacy

*I learned a long time ago the wisest thing I  
can do is be on my own side, be an  
advocate for myself and others like me.*

**~Maya Angelou**

# Name It

In one word, when it comes to advocating for yourself, what skill or characteristic do you need to work on? Hold that one word, then...

Tell me more.



# Role-Playing: Self Advocacy & Difficult Conversations



*Source: google images*

# Scenario 1

## **The Situation**

You've just led a successful initiative (e.g., a new advisory program, DEI curriculum unit, adopted a language arts curriculum, led a schedule change, organized a major fundraising event), but your role wasn't acknowledged in a recent leadership meeting or public communication.

## Choose one of the roles

**Advocate:** The person who led the initiative

**OR**

**Listener:** Supervisor who omitted the recognition (e.g., Division Head, Head of School, Other)

### **Objective for Advocate:**

Graciously advocate for recognition and suggest ways to elevate your contributions.

### **Objective for Listener:**

Respond with openness while acknowledging the oversight and discussing future visibility.

# Scenario 1

## Debrief Questions

What language helped balance humility and advocacy?

How did the speaker frame the impact of their work?

What helped build trust and partnership in this conversation?

# Scenario 2

## **The Situation**

A leadership position is opening up. You're interested but haven't been encouraged to apply. You want to express interest and readiness.

## Switch Roles

**Advocate:** Interested internal candidate

OR

**Listener:** Hiring manager

### **Objective for Advocate:**

Make a confident case for readiness, share past contributions, and express interest in growing as a leader.

### **Objective for Listener:**

Supportively respond and consider how they can cultivate future leaders.

# Scenario 2

## Debrief Questions

What tone felt authentic and confident?

How did the advocate tie their experience to the position?

What power dynamics emerged, and how were they navigated?

# Scenario 3

## **The Situation**

You've been taking on a lot of "invisible labor" and are starting to feel stretched too thin. You want to realign your responsibilities.



## Switch Roles

**Advocate:** A faculty/staff member seeking healthier boundaries

OR

**Listener:** Colleague or admin who often relies on this person's help

### **Objective for Advocate:**

Express your limits clearly, explain the impact, and offer thoughtful suggestions.

### **Objective for Listener:**

Respond without defensiveness and work to find a sustainable solution.

# Scenario 3

## Debrief Questions

What language helped communicate boundaries kindly?

How did the advocate show care for their own needs and the community's needs?

What helped avoid guilt or resentment?

# Language Starters Courtesy ChatGPT

**Direct and respectful:**

*"I'd like to schedule a time to talk about my role and contributions—I think there's an opportunity to better align my responsibilities with the value I'm bringing to the team."*

**Curiosity and collaboration:**

*"Can we have a conversation about how I'm doing in my role and ways I might continue to grow or take on new challenges?"*

**Confidence and clarity:**

*"I've been reflecting on the work I've done this year and would love to discuss the impact it's had—and how that could translate into new opportunities."*

**Framing around goals:**

*"As I think about my professional goals, I'd appreciate your feedback and support in exploring what's possible in the future within our school community."*

**Honest and vulnerable:**

*"This is a bit hard for me to bring up, but it's important—I'd like to talk about advocating for myself in my current position and how I can best communicate my contributions."*

*"Because I am focused on serving others and the school, I am not the best at advocating for myself. I requested this meeting to advocate for a pay increase based on my performance, impact, and contributions to advancing the school's strategic goals."*

# Tracie's Tips

## When Advocating...

- ❖ Connect what you are advocating for with the good of the school (how does it align with your school's strategic vision and goals)
- ❖ Consider the connection between school needs vs. your needs
- ❖ Translate what you heard to why you are asking/advocating

## Non-Negotiable...

- ❖ Visualize yourself in the role you want one day
- ❖ Communication & clarity = kind

## Amy Cuddy's TED talk



*Amy Cuddy*

**Your body language may shape who you are**

Posted Oct 2012

*Don't fake it till you  
make it. Fake it till  
you **become** it.*

**~ Amy Cuddy**

# Believe It, Name It, & Frame It: Craft Your Impact Statement

**Write a short statement that begins with the following then fill in the blank:**

*“One way I’ve created value in my school is \_\_\_\_\_”*

*“Here’s what changed because of my leadership \_\_\_\_\_”*

# Success Stories in this Room



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# Conclusion: It's Time to Commit

## Please Write the Following on Your Notecard

1. Your Name
2. Email
3. What's one thing you'll try this month to advocate for yourself or your work before you depart for summer break?



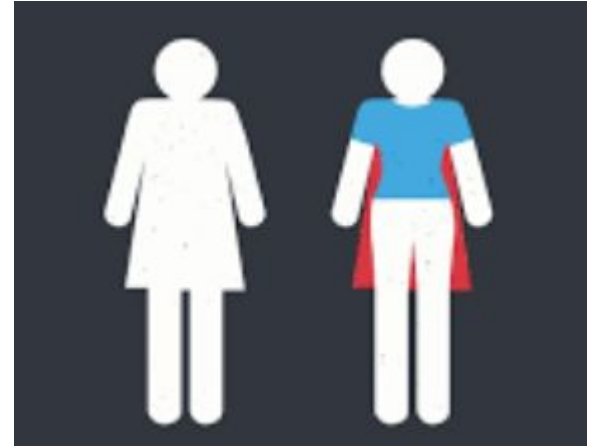
*Thank you!*

Email or Call Me Anytime.

Dr. Tracie Catlett

[traciecatlett@greensboroday.org](mailto:traciecatlett@greensboroday.org)

Cell: 502-644-4234



*Source: google images*

*It was never a dress.*