



## Toolkit 6 – Talk with Your Boss and HR

### Meeting with Your Boss

As explained in Toolkit 4, *Learn to Influence Change*, your boss has disproportionate influence on your success. It's important to explain what you're doing and get his/her support. Schedule an hour meeting.

Before the meeting, read and become familiar with the "Presentation Q&A." (Available on the website. This document contains potential questions from your audience and ideas for answering.)

You can create your own presentation to your boss using the ShowMe50™ Powerpoint file available on the website. It can be tailored to your presentation style and your company. It includes potential speaker notes. Practice your presentation until you are confident but don't be surprised if your boss does not agree that corporate America needs to change. Your boss might also ask you to talk to the compliance officer to confirm there is no conflict of interest. You've prepared for this.

### Meeting with HR

During your meeting with your boss you will have a conversation about next steps. You will ask for his/her help to introduce your interest to the appropriate HR senior manager. In a timely manner, call or email that senior manager to schedule a one hour meeting. Use your company's "open door" policy to request a meeting if necessary. See an example meeting agenda in Appendix A.

It's important that you not go alone. Bring one or more supporters with you. Participate equally in the presentation. Let the HR manager know you will be presenting jointly. Participants should have already met with their bosses. Anticipate that HR may have multiple people join the meeting.

A presentation suitable for HR is available on the ShowMe50™ website which can be tailored to your style and your company. The presentation includes potential speaker notes.

### Fostering Dialogue about a Roadmap with HR

Most people in HR already know best practices. They may even believe the company should already be doing many things on the ShowMe50™ Win-Win Checklist. Your coalition's goal is to seek to understand the "why's" and "why not's" and be part of a pragmatic solution.

Be very respectful and professional at all times. Watch your tone closely. Be positive.

Keep in mind that although you are seeking collaborative solutions, you want a roadmap and a commitment for accountability to executing it. There needs to be a sense of urgency to this call to action but you are in this for the long haul. It's about persistence. (*See Toolkit 7, Sustain Momentum.*)

### After HR Meeting

What happens next depends on how the HR meeting went. See suggestions in Appendix B. Gather with your coalition to debrief and brainstorm a go-forward strategy. Follow up timely on every next step agreed to with HR.



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### Appendix A – 60 Minute HR Agenda

#### Mental Prep

- Be collaborative and engaging but confident and intentional.
- Foster an inclusive environment by getting to know people. Put people at ease. Get to people's hearts.
- Coordinate with your colleague so that between you, someone is always taking detailed notes in the meeting. Identify during which slides conversations take place.
- Tip: Watch Amy Cudd's 20 minute TED talk on power posing. Amy describes how standing in a posture of confidence, even when we don't feel confident can affect testosterone and cortisol levels in the brain.

#### Agenda

***5 minutes: Introductions***

***45 minutes: Presentation***

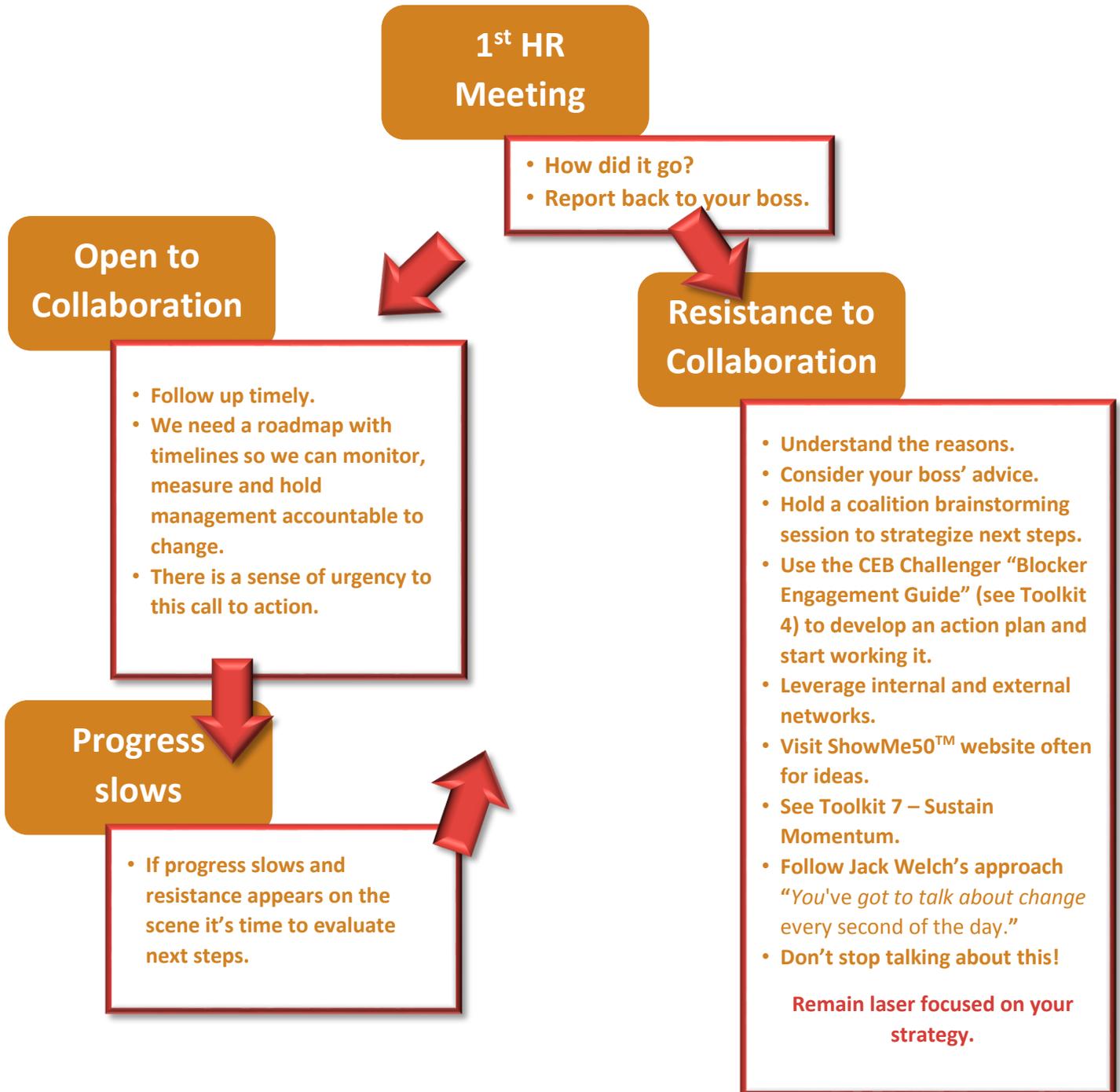
***10 minutes: Discussion and agreement to next steps***

- Task owners
- Due dates
- Next HR meeting date

*A presentation for a meeting of this type should contain less than 20 slides. As with the Boss Presentation, you may need to separate the material into more than one meeting. You might also consider creating a "pre-read" document to give your audience in advance. This provides background material to make the face-to-face meetings more productive. For example, you might give your audience a copy of some business case studies containing supporting statistics for your presentation.*

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Appendix B – HR Next Steps Decision Tree



“Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has.”

- Margaret Mead



#### Disclaimer

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