



Your Leadership Journey & Plan

Leading @ Vaxcyte



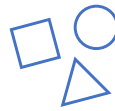
Program Agenda & Learning Objectives

The following are our agenda and learning objectives for Your Leadership Journey & Plan.



Our Program Agenda

- Revisit Pre-Work
- Share Your Leadership Journey with a Partner
- Explore Your Personal Leadership Brand
- Refine Your Leadership Plan
- Explore Ways to Implement Your Leadership Plan







Our Learning Objectives

- Key experiences and inflection points in your leadership journey that have helped define you as a leader
- How to align your experiences, learning, values, strengths and development areas with your leadership style
- What's next in your leadership journey and how you can leverage Leading @ Vaxcyte to help you achieve your leadership development goals

My Notes: 

Pulling It All Together

Why do these things matter?

Contributing Element	Key Purpose
 Your Leadership Journey to date*	Invaluable insights into key influences and inflection points that have shaped you as a leader
 Your Values*	What matters to you (principles), which can lead to greater fulfillment as a leader and an employee at Vaxcyte
 Your Enneagram Profile*	A way to consider your style, preferences, tendencies, and how others perceive you; can also inform what you want to do more of vs. development areas
 Leading @ Vaxcyte	A structured way to enhance or otherwise develop key leadership skills through both workshops and 1:1 coaching

**These elements, when collectively considered, can help you make more informed and better decisions on where to focus your attention when enhancing / developing your leadership skills*

My Notes: 

Revisit Pre-Work

We asked you to:

- 👉 Clarify what you want to get out of Leading @ Vaxcyte
- 👉 Plot your leadership journey to date (what's influenced you)
- 👉 Identify and align your values to your leadership style, while exploring alignment with Vaxcyte values
- 👉 Leverage your learning from Enneagram to identify and align your leadership strengths and development areas to actions you want to take

Take 5 minutes to revisit and reflect on your pre-work. We'll then partner you with others to share your leadership journey and other key insights gained from pre-work for this workshop.

My Notes: 

Sharing Your Leadership Journey

- 👉 Pick which partner will go first
- 👉 Take 5 or so minutes to share your Leadership Journey with your partner
- 👉 Take another 5 minutes to share your answers to page #3 in your pre-work with your partner as well as any other key insights you have
- 👉 Allow your partner to ask questions and share any thoughts they have (5 minutes)
- 👉 Switch to the other partner and follow the above steps

We'll call timing at 10 minutes to move onto partner questions. We'll call time at 15 minutes to move on to your other partner's sharing and follow the same timing for the second share.



My Notes: 



Developing Your Leadership Brand



What is a Leadership Brand?



My Notes:

What you want to be known for

What you *don't* want to be known for

A synopsis / summation of your key, enduring leadership traits (can be present and/or aspirational)

Something that is not fixed, and can evolve

Attributes that collectively define you as uniquely you

Why Is It Important to You?

You want:

- ✓ Clarity about who you are
- ✓ To be your own person - not mimic someone else
- ✓ Your value to be known to others
- ✓ To boost your confidence
- ✓ To build trust
- ✓ To establish credibility
- ✓ To share your achievements and successes
- ✓ Other people to be able to articulate who you are and what you stand for
- ✓ To ensure you are thought of when interesting opportunities arise
- ✓ To increase your perceived value



My Notes: 

A large, empty light blue rectangular area intended for taking notes.

Having a Leadership Brand is Important

This is not something that happens overnight. You need to put the time in to think and reflect properly. This workshop will support you to build the foundation so you know what makes you who you are, so you can share that with the world. As you go through the process of building your leadership brand, involve other people, get different perspectives, and challenge your own thinking around perception versus reality.



My Notes: 

What Leadership Branding is NOT

Leadership branding **is not about having a perfect picture on social media** or followers and likes from people who you may never know.

It is also **not about appearing superhuman** or **all things to all people**.

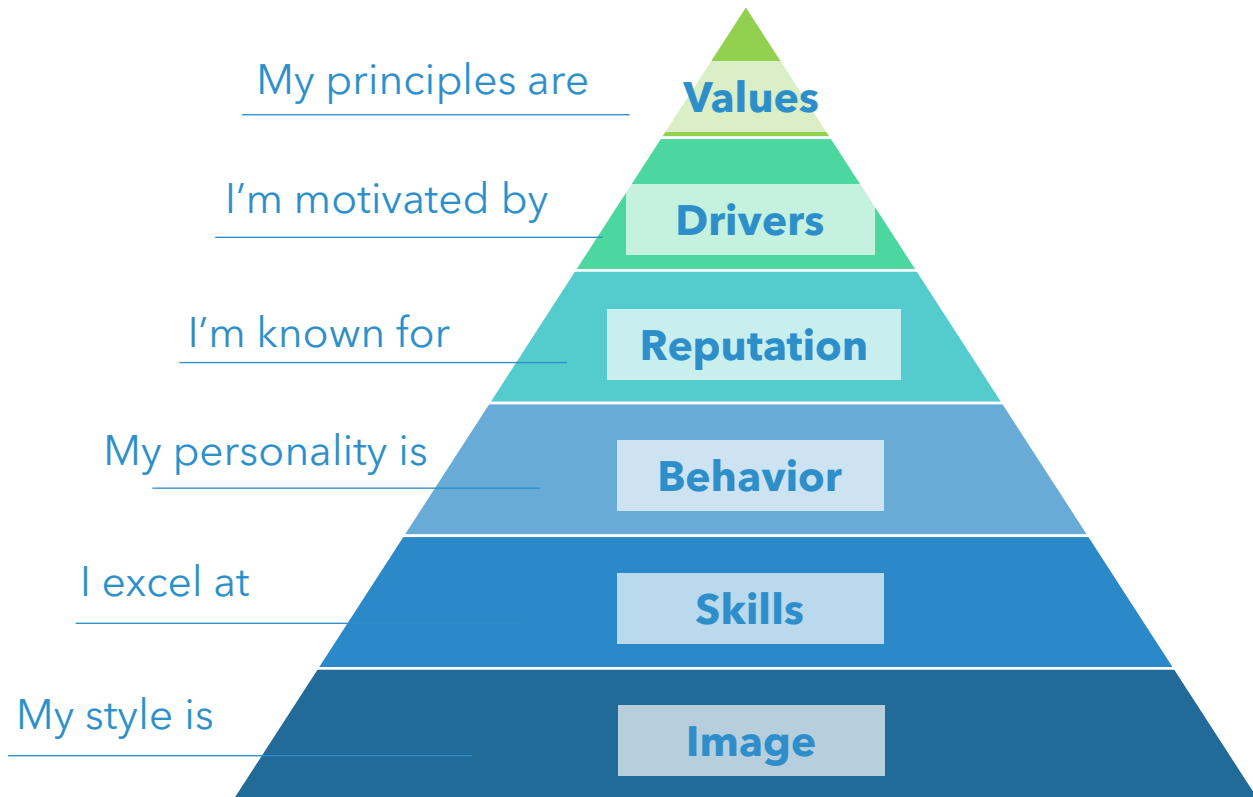



My Notes: 

A large, empty light blue rectangular area intended for taking notes.

Leadership Brand Pyramid

There are many ways to start building your brand from your initial thinking.



My Notes: 

Start with Your Own Experiences



My Notes:

IMAGE

I tend to be on the quiet side and like to listen more than I speak. I like to wear casual clothing at work because I feel that's more approachable for others

SKILLS

I love presenting to big groups and do it well. I give solid advice on how to have a tough conversation

BEHAVIOR

I often have the highest energy in the room. A natural optimist, I see the glass half full

REPUTATION

I am known for keeping everyone calm when things get chaotic. I am known for making people feel like they are in control of their own destiny

DRIVERS

I love being my own boss. I love seeing people get better at core skills

VALUES

Treating others and being treated with fairness is essential to me. Reliability is fundamental for me

Leadership Brand Pyramid

My Notes:

Values - My principles are...what do you believe is the right (and maybe wrong) way to behave, what are your ethics, how do you want to live your life and hold yourself accountable?

Drivers - I'm motivated by...what gets you out of bed in the morning, what do you need to keep focused and energized towards your goals and what keeps you going when things are tough.

Reputation - I'm known for

Behavior - My personality is...how would others describe you; how do you describe yourself to others, what words and adjectives would you use?

Skills - I excel at...what am I good at, either naturally or through hard work and persevering?

Image - My style is.... how would you describe how you look, sound, present yourself, come across to others?

Know Yourself

Given that our own “brand” matters so much, it is important to know what it is. Try to articulate it here by answering the following:



How would x describe me?

My Notes:

Blank light blue area for taking notes.



Start by writing down how you see yourself at work and then map the accuracy or differences described by others.

Blank light blue area for taking notes.



Finally move on to what you can do to move the two opinions closer together.

Blank light blue area for taking notes.

Know Yourself

 Myself	I say...	I would like them to say...	Actions I can take to close the gap
My colleagues			
My direct reports			
My stakeholders			
My boss			
Other senior leaders			
Others...?			



Sharing Your Leadership Brand With Others



Key Steps for Sharing / Implementing / Living Your Leadership Brand

My Notes:

1	Know who you are as a person and a leader (your pre-work)	
2	Identify your passions	
3	Be authentic, live your values, and own who you are	
4	Be compassionate to others	
5	Be trustworthy and consistent	
6	Understand where you can contribute	
7	Create and share your leadership brand statement with others	
8	Ask others for feedback and to hold you accountable	

Your Leadership Brand Statement



What you do (your leadership style and approach)



The impact you create (the positive change you aim to achieve with your leadership)

My Notes:

Two large, empty light blue rectangular boxes stacked vertically, intended for taking notes.



Key Components:

- ✓ **Your Values**
- ✓ **Your Leadership Style**
- ✓ **Your Areas of Expertise**
- ✓ **Target Audience**
- ✓ **Desired Outcome**

Your Leadership Brand Statement

What you do (your leadership style and approach)





My Notes:

The impact you create (the positive change you aim to achieve with your leadership)

Presence Also Plays a Role ...

There are four main components of leadership presence.

My Notes:

	Vision and purpose	
	Communication skills, including listening	
	How you present yourself	
	Trust	

Vision

My Notes:

At its simplest, this is a clear sense of **purpose**. What are you working to achieve - why do you do what you do?

If you have completed thorough research and your vision is clear, you will also have a **strong conviction** and that communicates itself to others.

People who have that clear sense of purpose have a **foundation for their executive presence**.

Clarity of direction **creates confidence**, both in you and in those you are asking to enact your vision at work.

Knowing How to Present Yourself

My Notes:

Project confidence

Actively work on your communication skills

Cultivate a professional image

Learn who the key decision makers are

Personally connect with colleagues to understand what constitutes a "win" for them

Ask people what communication method they prefer

Follow the chain of command

Share your time and knowledge broadly

Learn from those who have achieved success

Key Leadership Communication Skills

My Notes:

	Clarity	
	Active Listening	
	Empathy	
	Adaptability	
	Confidence	
	Transparency	
	Feedback Delivery	
	Storytelling	
	Conflict Resolution	

Building Trust as a Leader

My Notes:

Transparency

Consistency

Communication

Accountability

Empathy

Leading by Example


Constructive
Feedback

Delegation and
Empowerment

Integrity

Respect

Final Notes

My Notes: 

A large, empty light blue rectangular area intended for writing notes.



Your Leadership Journey & Plan

Leading @ Vaxcyte

