

The Virginia Bankers Association presents

Executive Leadership Institute

To be a successful leader in today's organizations you have to do more than just lead. You have to be a **CREATIVE**, **INNOVATIVE**, and **COLLABORATIVE** leader who can inspire



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Executive Leadership Institute Session Norms

The success of the Virtual Executive Leadership Institute relies on active engagement from all participants. As a community, we are committed to making that happen in a virtual classroom. Here are a set of norms to follow so that can happen:

- 1) Attend all sessions, for the entire time.
- 2) Prepare for each session.
 - a. Familiarize yourself with the program portal. All of your session materials will be located here in addition to other important documents and scheduling information.
 - b. Complete any assigned readings.
- 3) Get to know your fellow participants and instructors.
 - a. Review the instructor and participant profile site.
 - b. Reach out to your fellow participants over email to start or continue to build relationships. It will make your in-session discussion richer.
- 4) Both instructors will do things a bit differently and will have their own session norms. Please familiarize yourself with their preferences before each session.

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- 5) Stay present in the conversation during session. Leave the video on and engage with the camera.
- 6) Expect to be called on.
- 7) Be respectful when others are speaking. Please keep yourself on mute unless you have been acknowledged by the instructor to participate verbally.
- 8) Use nonverbal behavior to communicate. Questions can sometimes be answered with a simple thumbs up. Nodding agreement can move the discussion forward.
- 9) Create an environment in which active listening is possible. Attend class from a quiet place with few visual distractions. Avoid backlighting like windows and bright lamps. Place your laptop on a solid surface for best sound. Do not engage in other electronics or social media during class.
- 10) Use the chat feature for comments directly related to the session discussion or to raise technical issues. It is your second voice and can be powerful.
- 11) If you are having any technical difficulties, please text VBA staff immediately so we can try to help you troubleshoot.
- 12) Be gracious with each other and the instructors. We're in this together. We are excited about creating this new experience with you.