

Overview of Individual Development Program 2004

The Individual Development Program is BPW/USA's seminar series in personal and professional leadership development. The program will assist people to succeed in meeting their personal and professional goals, as well as their goals for community action and change. The Individual Development CD includes the Facilitator's Guide and individual modules, Participant's Guide and individual modules, Power Point Presentations for each module, and Program Guide. The CD is available for sale through BPW/USA.

The modules are:

Module 1: Get On Board: Historical perspective and current opportunities of BPW defining membership opportunities, objective, mission, vision, and legislative platform. This module can be used as a stand-alone for membership recruitment.

Module 2: I'm not confused, I understand you! Understanding peers and employees behavioral and communication styles – managing for improved performance. Participants will learn to identify stereotyping and its impact on behavior, as well as receive an overview of the DISC Model of Human Behavior to recognize communication differences.

Module 3: If I were to ask you... Reviewing behavioral styles and learning to recruit the right person for the right program/task. This module builds on the information in module 2 through identifying listening skills, provides a basis for understanding perceptions and receptions of others, discusses the importance of body language, appearance and dress.

Module 4: Taming the tension tyrant. Learn how to create presentations. Participants will become familiar with presentation elements and aspects, learn techniques to inspire audiences, learn techniques to overcome presentation anxiety, and learn how to create a powerful presentation.

Module 5: Standing Up & Standing Out Learn to give oral presentations. Participants will learn public speaking and presentation skills, how to review in a constructive manner, and how to prepare for an impromptu presentation.

Module 6: Define and Shine! Networking – A Skill for Life. This module instructs participants in the skill of networking with individuals and groups by reviewing the elements of effective networking, the networking circle of influence.

Module 7: You's for You to Use! You don't have to be a musician to blow your own horn! Interviewing tips and techniques. Participants will review DISC behaviors and examine their own strengths, talents, and abilities. They will prepare for, practice, and review interview techniques.

Module 8: Meet Me in the Middle! Negotiating skills for the workplace and beyond. Participants will learn techniques for successful negotiation, how to deal with difficult people, and role-play negotiation scenarios.

Module 9: Best in Class Are you the leader you want to be? Developing leadership qualities that will help you rise to the top! Participants will discover keys to effective leadership, learn what others expect of them as leaders, and utilize prior information on aspect of behavioral styles in leadership.

Module 10: Get Into It and Out of It! Running a meeting is parliamentary. Using parliamentary process can streamline any meeting and committee. Participants will learn to effectively and efficiently chair a meeting, make or amend a motion, and cover basic parliamentary process and terminology.

Module 11: There are fewer rules than you think! Business etiquette: standing out from the rest by understanding how to be the best! This module covers the basics of business

etiquette, from electronic technology to dining, tipping, and responding to invitations.

Module 12: You have the right to write! Understand your civic role in contacting legislators, lobbying for effective legislation, and organizing grass roots voters. Participants will learn processes of legislation, how to contact legislators, how to establish a community or citizens' group, as well as reviewing the importance of voting.

Module 13: Reach for the Stars! Learn about governing values – what is important to you, how do you see the world, and what do you believe in? Develop your goals. Participants will participate in creating a personal mission, establishing values and goals, and receive a plan to develop short and long-term goals.

Module 14: Memories are made of this! Media relations for your business and organization. Participants will learn about media outlets, dress and attire for media interviews and relationships, how to create media packets, and press releases.

Each module is designed to build upon information and knowledge learned in prior modules. For example, participants will learn how behavioral styles receive information before learning how to create presentations. Participants will learn to network, then interview, and then negotiate, etc.