



## Description of Program

Leadership BPW is a multi-year program currently comprising 14 modules. A member who completes 10 of the modules, with the Legislative modules mandatory, will be recognized for their accomplishment. Modules may be presented at state conferences or at individual District or local organization meetings. The basics of the current program are:

Leadership is a State Standing committee consisting of a Chair and 3 other members. Committee members can serve up to 3 years to ensure continuity. Sessions may be held on the Friday preceding the 2 state meetings each year, charging a minimal fee to cover room rental, lunch and modest fee for presenter(s)

- . Participation by business women in the communities where the state meetings are occurring is encouraged
- . A consistent curriculum for each module is included to provide guidance for offering courses in local communities to benefit BPW members who cannot attend State meetings. Upon notification to the Leadership Chair (see the last page in this section for registration sheet) these members will receive credit for their efforts.
- . Offering these courses locally contributes to BPW mentoring in our communities through partnering with local community colleges and other women’s organizations  
Local Organizations need to inform the Leadership Chair when Individual Development modules are presented and the names and BPW ID number of each attendee
- . These guidelines are intended for use by Local Organizations and Districts as well as the State to ensure that courses will be uniform no matter where they are presented
- . As circumstances change, modules may be added or deleted as determined by the current Leadership committee members.

## Current Modules and their Most Recent State Presentations

<b>Module</b>	<b>Presentation Date</b>
Career Management	June 2007
Community Activism	June 2007
Conflict Resolution	June 2001
Diversity Training	October 2006
Work, Life, Balance	June 2007
Ethical Decision-Making	June 1999
Stress Management	June 2007
Legislative Involvement	See options below in module description
Mentoring	October 2001
Motivating Others	October 2007
Style Assessment	April 2007
Teamwork	June 2007
Time Management	November 2002
Effective Leadership	June 2007

## Local Offering of Leadership Modules

Please notify the State Leadership chair when you plan to offer a Leadership session in your local area. Upon completion of a module at the local or District level, please forward the module outline from the presenter and the attendees' names and module information to the State Leadership Chair using the form at the end of this section. This information will be maintained at the State level for tracking and recognition purposes.

## Special Thanks

Thank you to Sheri Hoble, Gerry Neese, Sandy Newman, Sheri McCandless, Lorraine Pollock, Janet Woods, Gwendolyn Thomas and Robyn Winters for their contributions to the curriculum of the courses.

## Module Descriptions

Each module is designed to be from 1 - 3 hours in duration and may cover more than the basic items contained below. These guidelines should be given to the presenter to ensure at least these items are covered in their presentation. This consistency will provide a basis for awarding the Leadership BPW recognition throughout the state.

### Career Management

How to effectively manage your career from a variety of different perspectives such as performance, image, business protocol, style, and education.

### Conflict Resolution

Approach conflict as a growth process. Identify your individual conflict response style. Improve productivity through positive conflict management. Learn tools and techniques to discuss and resolve conflict

### Community Activism

"Service is the rent you pay for the time spent on earth"

Reasons and benefits to become involved . Uncover opportunities for involvement. Serve on Advisory Boards. How to discover opportunities in your community.

### Diversity

"You have a healthy personality to the degree to which you can get along with the greatest number of different types of people." -Brian Tracy's Little Silver Book of Prosperity

. The nature of diversity: the ways in which we differ . How to benefit from using differences effectively . Issues of gender and ethnicity . Develop an open-minded attitude about diversity . Understand the diverse workforce and its value . Legal Issues in a diverse workplace

### Ethical Decision-Making

"I use the Wizard of Oz style of management: Use your brain, have the courage to take a risk and act on it, and most of all, have a heart. " -Sheryl S. Jamison

. Create a Vision statement . Develop a Mission statement (purpose) . The Business Ethics process . Need for Senior Management to be sensitive to ethical issues . Incorporate a Business Ethics policy that encourages ethical business behavior . Consider staffing decisions that include evidence of ethical decision-making

### Individual Development (REQUIRED FOR LEADERSHIP CERTIFICATION)

The modules of Leadership BPW which duplicated the BPW/USA Individual Development curriculum were deleted effective June 2004 to avoid duplication. (The complete Individual Development manual may be downloaded from [www.bpwusa.org](http://www.bpwusa.org), or may be obtained by contacting the I.D. chairperson). Completion of 4 of the 6 following I.D. modules will be required for Leadership BPW Certification.

. Effective Communication: One on One and to a Group (Required) 📄 Networking 📄 Negotiation 📄

Interviewing. Effective Leadership: Impacting Change at the Local Level. Working with the Media

### **Legislative Involvement (REQUIRED FOR LEADERSHIP CERTIFICATION)**

- . Attend Lobby Days (preferred option)
- . Attend other group meetings in Tallahassee (e.g. AARP, League of Women Voters)
- . Be the Moderator for a local (city or county) or state office Candidates Forum
- . Partner on a project with League of Women Voters (e.g. new voter registration)
- . Attend Town Meetings with local representatives on specific issues (e.g. participating in a Social Security Summit with US Senator or Congressperson)

### **Mentoring**

“What you keep to yourself, you lose; what you give away, you keep forever.” -Axel Munthe. Key principles of effective mentoring. Build positive relationships. Learn process to develop, guide and coach others . Understand roles of the mentor and mentee. Communicate effectively during mentoring process . Criteria and selection process for mentors. Matching mentors and mentees

### **Motivating Others**

Understand what motivates people 📖 Theories of motivation. Effectiveness of incentive programs. Impact of different work styles . Strengthen communication and feedback techniques. Encourage individuality and creativity

### **Stress Management**

Stress and its causes. Signs and symptoms of stress. Relaxation and meditation techniques. Attitude and its relation to stress. Achieve a balanced lifestyle

### **Style Assessment**

“The more you know about yourself, the more you accept yourself as a valuable and worthwhile person.” -Brian Tracy's Little Silver Book of Prosperity

Understand the concept of work style. Identify your individual work style. Work successfully with individuals of differing styles. Appreciate the value of style diversity

### **Teamwork**

TEAM – Together Everyone Achieves More. Team members – who's on the team? Purpose and value of working as a team. Stages of team development. Ground rules for effective teamwork. Time and resource commitment: management and team members

### **Time Management**

Plan your work, work your plan . Prioritize what matters most (the Stephen Covey model). Understand and identify your work style 📖 Conquer procrastination 📖 Handle interruptions. Balance professional and personal time

### **Work-Life Balance**

What we are balancing. Causes of imbalance – short-term and long-term. Challenges to achieve and maintain balance. The interplay of balance and stress. Solutions and resources for a balanced life The following modules were eliminated effective June 2004, but will count toward certification if take prior to that date:

Effective Communication (duplicative of Individual Development curriculum)

### **Event Planning**

**The Art of Negotiation** (duplicative of Individual Development curriculum)

### **Train the Trainer**



Business and  
Professional  
Women/FL

## LEADERSHIP BPW

Leadership Module Name: \_\_\_\_\_

Date Presented: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsoring LO/District: \_\_\_\_\_

Session Leader: \_\_\_\_\_

### Please List All Attendees/Participants

**Participant Name    Local Organization**

1	_____	_____
2	_____	_____
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Upon completion of the session, please mail this form along with the agenda and outline of the course to the BPW/FL Leadership Chair.