

Introducing a **POWERFUL** Leadership Development Program!

**What is your organization
doing to develop current
and future leaders?**



Consider this...

BPW/USA's copyrighted **IDP Leadership Program** is designed to provide the tools every Business and Professional Woman needs to develop and realize her full leadership potential in and outside of BPW. Since 2006, this exciting interactive seminar series program has been made available to BPW/International and its members. Led by a certified facilitator, the **IDP Leadership Program** offers 14 training modules covering a variety of leadership skill-building topics.

Learn more inside about
the IDP Leadership Program and how to register
for the **EXPANDED 3-day "Train the Facilitator Certification Session"**
designed specifically for BPW/International members to be held in
New York City from February 21-23, 2008

Registration deadline is December 31, 2007

REGISTER EARLY - space limited to 30 participants

Offered in coordination with BPW/International's Taskforce International Theme "New Dimensions of Leadership"

An Overview of the IDP Leadership Program

The IDP Leadership Program is an interactive seminar series program, which provides leadership development opportunities for BPW members as well as non-members. Led by a certified facilitator, the 14-module program (approximately 1 hour in length each) provides opportunities to learn about communications styles, writing and delivering presentations, knowing how to effectively network, the tips for successful interviewing, and understanding behavioral styles in negotiating. In addition, the program provides information about the basics for business etiquette, chairing and efficiently running meetings—large & small, setting values and goals, understanding the advocacy process and grassroots organizing, and media relations.

Each module is designed to build upon information and knowledge learned in prior modules. Taught in small groups (ideally a maximum of 15 participants), the IDP Leadership Program provides participants a great opportunity to practice, interact, network and grow both personally and professionally while sharpening their leadership skills. All materials related to the IDP Leadership Program are copyrighted by BPW/USA.

All elements of the IDP Leadership Program are included on a CD-rom for ease of distribution and program material duplication. It includes the following resources:

- o a comprehensive **Facilitator's Guide** containing instructions for effective delivery of each module's training.
- o a **Participant's Guide/Workbook** containing handouts and activity materials for each module
- o customized **Microsoft™ PowerPoint™ presentations** for each module,
- o IDP Leadership Program **marketing materials** used to promote program
- o **Miscellaneous guides and supporting materials** to assist in a successful facilitation of the program

All program materials are currently available in English and has been translated fully into German.

Suggested Attributes for an IDP Leadership Program Facilitator

A facilitator:

- o guides participants through the discovery process
- o removes obstacles to learning;
- o makes the subject matter relevant and easy to assimilate;
- o asks, rather than tells;
- o focuses on the learner and her needs;
- o stimulates interaction between people;
- o displays an attitude that encourages a productive learning experience;
- o models the skills she is presenting;
- o encourages participants to venture into new, untried areas.

If you have many of these attributes and a strong desire to be a part of developing BPW leaders, take the first step by attending the upcoming IDP Leadership Program "Train the Facilitator" Certification Session on February 21-23, 2008.

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IDP Leadership Program specific module topics include:

Module 1—BPW - the Past, Present and Future

Provides an introduction to BPW from a historical perspective and current opportunities including objectives, mission, vision, and legislative platform.

Module 2—I'm not confused, I understand you!

Understanding peers and employees behavioral styles — managing for improved performance.

Module 3—If I were to ask you...

Reviewing behavioral styles and learning to recruit the right person for the right program/task.

Module 4—Taming the Tension Tyrant...

Learn how to create presentations

Module 5—Standing Up and Standing Out...

Learn to give oral presentations

Module 6—Define and Shine! Networking—A Skill for Life

Module 7—It's All About You!

Interviewing tips and techniques.

Module 8—Meet Me in the Middle!

Negotiating skills for the workplace and beyond

Module 9—Best in Class

Are you the leader you want to be? Developing leadership qualities that will help you rise to the top!

Module 10—Get Into It and Out of It!

Running a meeting is parliamentary. Using Parliamentary process can streamline any meeting and work of a committee.

Module 11—There Are Fewer Rules Than You Think!

Business etiquette: standing out from the rest by understanding how to be the best!

Module 12—You Have the Right to Write!

Understand your advocacy role in your business and community.

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 personal goals.

Module 14—Memories Are Made Of This!

Develop media relationships for your business or organization.

Here's what some BPW/International members who attended previous sessions are saying:

"BPW/USA and BPW/International realize a "New Dimensions of Leadership" by working together concerning the IDP Leadership Program. This great tool merits to be spread all over the globe and together we can reach this aim. I highly recommend the excellent "IDP Leadership Program - Train the Facilitator Seminar" which will take place in New York next February."

Dr. Antoinette Rüegg
Immediate Past President, BPW/International
Chair, Taskforce International Theme "New Dimensions of Leadership"

"Attending the facilitator training was an exciting experience and well worth the effort of traveling from the other side of the world. The course is a 'total package' and provides practical skills for women's personal development. The course has been very favourably received by all the BPW members who have attended my sample workshops here in New Zealand, with the result that clubs are now working on arranging presentations of the course for next year. I can confidently recommend the course to any BPW who wants to make a difference to women in her country, as it offers genuine skills and fits very well with the BPW International theme of 'New Dimensions of Leadership'. Thank you to BPW USA for developing this programme and making it available to your BPW sisters around the world."

Anita Devcich, Past President – BPW/New Zealand

"The facilitator training in 2006 in New York was one of the best events in BPW International for me. The IDP Leadership Program itself was so interesting and well-prepared for us and I am convinced that this program will bring us forward in all participating countries. The training was well organized and provided a wonderful opportunity to meet many women from all over the world...it was an experience which I will remember for the rest of my life."

Sabine Schmelzer, IDP Europe Co-Coordinator

"The IDP program is fantastic. BPW/USA has done a wonderful job putting the contents together. A lot of thought has been put together to ensure easy facilitation."

Ann Phua, BPW/Singapore

"I presented the IDP program in a national meeting and all the BPWs were interested in taking part. The IDP program gives a good overview on the main topics women need to know, when they want to take their next step and become a leader. They can find out more about their strength and where there are still things they can improve. The range of topics combined in the IDP program is unique. Most of the trainings only look at a small part of skills women need. But the IDP program gives a perfect overview on the important skills."

Michaela Muschitz-Fink, BPW/Austria

"My impressions in attending the "Train the Facilitator" Certification Session training in New York were entirely favorable. BPW/USA provided great training materials and an excellent team of trainers who encouraged continuous interaction among the participants. The IDP Leadership Program gives trainers a well-planned and excellently structured course, very concise. You can pick it up and work with it with just a few amendments to adapt it to local requirements."

Johanna Marius, BPW/Germany

"This course has inspired me tremendously. I truly want to thank BPW/USA for this working document and the expertise shared. I am now better equipped to focus on capacity building and truly empower and change the lives of women in Barbados."

Mary Thompson, BPW/Barbados

"The 14 IDP Leadership Program modules were very valuable for me, because I was refreshed in a very short time my knowledge about e.g. presentation skills, understanding the behavior of peers and learning about interviewing skills. I also got new ideas e.g. in the area of negotiations and tips and hints for working with media. And it was very interesting to get to know the story behind a training, which means what kind of skills a trainer must have to be a trainer and what kind of tools she has to work and lead a group."

Marion Volk, BPW/Germany

"I thoroughly enjoyed the session. All the trainers were great! They did not lose my attention even for a second. It's been a tremendous learning experience for me. Almost like a fast track degree in management and leadership skills."

Nadia Munawar Siddiqui, BPW/Pakistan

**IDP Leadership Program
Facilitator Certification Session
February 21-23, 2008 – New York City**

Sponsored by:



**Business and
Professional
Women/USA**

Contact:

Carolyn Grady, Past President BPW/USA and
Chair, BPW/USA's IDP Leadership Taskforce

About the Facilitator Certification Session

During the three-day session, BPW/USA's nationally recognized team of trainers will:

- o prepare participants interested in delivering the IDP Leadership Program to become effective facilitators who in turn will make themselves available to facilitate the program within their own BPW organization and communities;
- o review presentation concepts and techniques to assist in the delivery of the IDP Leadership Program;
- o provide informational overview of the IDP Leadership Program 14 modules.

Upon completion of session, each participant will receive a CD-rom containing the complete IDP Leadership Program and related materials. All participants will also receive follow up support to ensure successful implementation of the program within their BPW organization and communities.

HOW TO REGISTER

Please complete the official registration form that follows and submit by 31 December 2007 deadline.

All registrations will be accepted on a first come, first serve basis so please register early – maximum of 30 participants.

REGISTRATION FEE: \$280.00 US Dollars paid in advance. Fee will only be accepted by credit card (MasterCard, VISA, or American Express).

FEE INCLUDES:

- o **Three days of training led by BPW/USA's nationally recognized team of trainers**
- o **All support materials**
- o **2 continental breakfasts/3 afternoon snack breaks**
- o **Complete IDP Leadership Program on CD-rom (a \$64.95 value).**

Session will be held on the campus of the City University of New York - Baruch College (*conveniently located in Midtown Manhattan to accommodate those staying on to attend UN Conference on the Status of Women.*)

All other meals, travel and hotel accommodations will be the direct responsibility of each participant.

Please direct all questions/inquires to Carolyn Grady at cvgrady@vbemail.net or Phone 001 920-235-8200.