

# Personal and Professional Development Resource Manual

(Created March 2010)

## Personal Development

Defined as actions aimed to improve one or more of the following (Wikipedia)

- Improve self- awareness
- Improve self-knowledge
- Build or renew your identity
- Develop strengths or talents
- Identify and improve potential
- Build employability or capital
- Enhance life style or quality of life
- Realize your dreams
- Fulfill your aspirations

## Professional Development

Defined as skills and knowledge attained for both personal and career advancement (Wikipedia)

- Encompassing a range of people, interests and approaches
- Interest in lifelong learning
- Has a sense of moral obligation
- Maintain and improve professional competency
- Enhance career progression
- Interest in new technology and practice
- Interest in team building

## **Program Presentation Menu**

- Behavior Modification
- Goal Setting
- Round table Discussions
- Leadership Tactics for Women
- Transferable Skills
- The Power of Perception
- Play to Your Strengths
- Build your Brand – Linked In, Facebook, Targeted Communities, Networking Events, Public Opportunities, Tagged, My Space, Twitter
- Networking Skills – Social and Professional
- Resume Writing
- Communication Skills – verbal, body language, critical and creative thinking, teamwork and team building, listening, social skills, problem solving, decision making, project management, planning and organizing, computer technology, understanding communication differences,
- Stereotyping
- Gender to Gender Communication
- E-mail Etiquette - Effective writing skills
- Texting 101
- Generational Differences in the Workplace
- Cell phone etiquette
- Negotiating Skills
- How is your personal behavior interpreted by others
- Is your appearance appropriate for your environment (business and professional)
- How to recruit the right people for the right task
- How to empower your employees (members) to improve your business (Local Chapter)
- Interviewing tips and techniques
- How to become the person you aspire to be

- Integrating Social Identity with Self Identification
- Awareness of one's own priorities, values and ethics
- Strategizing to realize one's own dreams, aspirations, career and life style and how to prioritize them
- Developing your professional potential, talents and individual competencies
- Learning on the job
- Health/Time Management
- Work/Life Balance
- Heart Health
- Weight management
- Exercise
- Self-Defense
- Safety tips in and out of your car
- Breast and Uterine Cancer Awareness
- Diabetes Awareness
- Managing Compulsions
- Financial Planning
- Understanding Insurance Plans – Health and Life
- Benefits/Pitfalls of Life Insurance
- Investigating Wills and Trusts
- Understanding your credit
- Taking Risks
- Changing Career Paths
- Family – Are they getting enough of your time?
- The Importance of Friends
- Mentoring/Volunteerism
- Expanding your Awareness
- Achieving Wisdom
- Self Assessment
- Managing Emotions

- Achieving Autonomy and Interdependence
- Developing your Purpose in Life
- 21<sup>st</sup> Century Stress Management
- How to win over difficult people
- Customer Service, not just for customers
- Keys to Self Empowerment and Respect
- Using Humor to Survive and Thrive in the Workplace
- How to Deal with Negativity
- Surviving and Thriving on Change
- Harassment Prevention
- Miscommunication, Misunderstandings and Missteps, what to do
- How to present to the media
- Impromptu Speaking
- Verbal Presentation Skills
- The Art of Public Speaking
- Creating Power Point Presentations
- How to use features on your cell phone
- Multicultural differences
- Parliamentary Procedure
- How to Effectively and Efficiently run a meeting
- How to Organize an Event
- Fundraising
- Youth Leadership Panel Presentation
- Reality Store
- Web Design
- Understanding how a Bill becomes Law
- How to effectively politically advocate
- How to contact your Legislators
- Internet Safety
- Identity Theft
- New Careerist Program

- Career Recognition Program
- The Youth Leadership Program

Two (2) distinct components. The “Panel Presentation” presents successful working women who tell incredible stories of how they became who they are today, the life obstacles they have had to overcome, why they took the path they have, what and who influenced them and the one most important thing they think every young woman should know.

The second portion is the “Reality Store” which teaches life skills. By selecting a character, the participants experience life’s realities as they learn each character’s life situation. The participants move through shops learning what things cost, why they are necessary, what alternatives can they choose to fit their budget etc. The “Reality Store” is copyrighted material.

Contact Helen Rico for further information.

### **Where in your community can you find qualified Speakers on topics you select?**

- Chamber of Commerce
- Your Membership
- Speaker Bureaus/Forums
- Community Professionals – these people often speak for free as it generates exposure which translates to personal income. Be sure to publicize your meetings and include your speakers name, credentials and topic. New people will come to a meeting that has a well known speaker. Reward your Speaker by paying for their dinner, a little thank you gift and a follow-up thank you card. Add speakers and guest to your e-mail list. The Speaker should be the main focus of your meeting and given at minimum 30 minutes of time. They are taking time out of their day, reciprocate.
- SCORE – retired CEO’s who work for free with persons looking to begin their own business
- State University – Small Business Development Center
- Politicians

- Toast Masters
- Community Business Journals – these journals generally have a “Shakers and Movers” column, telling you who got promoted, what their specialty is and where they work
- Networking Organizations
- Volunteer Organizations
- Hospitals
- Red Cross
- Community Organizers
- Community Fundraisers
- Local Colleges
- Gyms
- Physician Offices
- Boot Camps
- Local Police Force

**New York State Women, Inc. will facilitate these programs by a Life Stages approach:**

- High school
- College – Community and Four (4) Year Colleges
- BOCES
- Entry Level Workforce
- Re-Entry Level Workforce
- Military Women transitioning to public and private sector.
- Experienced Workforce
- Career Change Employment
- Preparing to retire workforce
- Retired

**New York State Women, Inc. will facilitate the use of these programs by using**

- Community Outreach
- Mentoring
- Leadership Meetings
- Fall Board
- Winter Board
- State Conferences
- Local Chapter Meeting Presentations
- District Meeting Presentations
- Presentations to other public groups Ex. Chamber of Commerce, Rotary, Networking Organizations etc.

**Where can a Local Chapter take a Community Out- Reach program?**

- High Schools
- Community Colleges
- BOCES
- Domestic Violence Programs
- Senior Citizens Centers
- Girls, Inc.
- Girl Scout Troops
- Church Youth Organizations
- Community Youth Organizations
- Girls Clubs of America
- Displaced Homemakers
- Displaced Veterans
- Displaced Veterans Homes
- Community Youth Centers
- WYCA
- 4H Clubs

- Community Fairs and Events
- Big Sisters
- Troubled Youth Group Residences
- Women in Prison
- Chamber of Commerce
- Any type of community organization where women need to learn or re-learn how to make it in the real world either because they have yet to live on their own or their life circumstances have changed and they need assistance learning to adapt financially to these new circumstances.

### **How does New York State Women, Inc. and your Local Chapter benefit from Community Out-reach?**

- Community Presence
- Reaches girls and women who may, in time, become members
- Publicity, people will begin to talk about your organization
- Generates interest from the Community in your organization
- Gives your members a sense of accomplishment
- Gives your membership purpose
- Puts your Membership in touch with other Community Leaders (networking)
- Leads to mentoring opportunities

## **Mentoring**

### **Where does the membership of New York State Women, Inc. find mentoring opportunities in their communities?**

- Your State, District and Local Organizations of New York State Women, Inc.
- High Schools
- Community Colleges
- BOCES
- Domestic Violence Programs
- Senior Citizens Centers

- Girls, Inc.
- Girl Scout Troops (Can not work toward BPWUSA/GS Badge)
- Church Youth Organizations
- Community Youth Organizations
- Girls Clubs of America
- Displaced Homemakers
- Displaced Veterans
- Any type of community organization where women need to learn or re-learn how to make it in the real world either because they have yet to live on their own or their life circumstances have changed and they need assistance learning to adapt financially to these new circumstances.
- Member to Member
- Member to Local Chapter Meetings, Fall Board, Winter Board and State Conference Presentations
- Member or Group Presentations to other organizations – remember to include in your bio, that you are a member of New York State Women, Inc. and giving a little commercial for the organization when you present

## **Events Menu – Why not center your meeting around a special event?**

- National Business Women’s Week - October
- New York State Women Day at the Fair - August
- New York State Lobby Day
- Equal Pay Day – April (can not use red purse or money ribbon)
- National Domestic Violence Awareness Month- October
- Woman of the Year
- National Breast Cancer Awareness Month-October

- Women’s History Month - March
- Women’s Equality Day - August
- American Heart Health Month – February
- National Boost Your Self Esteem Month – February
- National Ovarian Cancer Month – September
- Self-Improvement Month - September
- Women of Achievement Month – September
- National Gynecological Awareness Month - September
- Diversity Awareness Month – October
- National Diabetes Awareness Month – November
- Mother’s Day – May
- Labor Day – September 7
- Veteran’s Day – November 11
- Take your Daughters to Work Day – 4<sup>th</sup> Thursday in April
- Candidates Forum
- Fashion Show
- Tea Party
- Wine Tasting Party
- Get Fit Club within a Local Chapter
- See “Menopause the Musical” as a Local Chapter
- Have a Girls Night Out Party (Tanning Salons are offering these)

## **Organizations you can partner with**

- League of Women Voters
- National Organization for Women
- Concerned Women for America
- Equal Rights Advocates
- Soroptimists
- National Women’s Political Caucus

- Women's Chamber of Commerce
- Organizations that your members belong to

**This will be a living list to be continually updated with your thoughts, ideas and input. Anything your Local Chapter has done is of value to all of the membership. This Resource Manual has been designed to assist Local Chapters, District Meetings and State Meeting Planners with fresh and diverse ideas for personal and professional development educational programming.**

**Please e-mail your thoughts, opinions and additions to the list to [ctyll@nycap.rr.com](mailto:ctyll@nycap.rr.com)**