

# Facilitator's Instructions

## The Program

The IDP Leadership Program is BPW/USA's leadership development series. The program will assist people to succeed in meeting their goals for community action and change. The Individual Development CD includes the Facilitator's Manual, Participant's Guide, Power Point Presentations, and Leadership Guide.

The modules are:

Module 1: Get On Board: Historical perspective and current opportunities of BPW defining membership opportunities, objective, mission, vision, and legislative platform. You are encouraged to adapt this program to include your local, district/region, or state federation information.

Module 2: I'm not confused, I understand you! Understanding peers and employees behavioral and communication 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 & Standing Out Learn to give oral presentations

Module 6: Define and Shine! Networking – A Skill for Life.

Module 7: It's All About You! You don't have to be a musician to blow your own horn! 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 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 goals.

Module 14: Memories are made of this! Develop media relationships for your business or organization.

Plan to add additional two or more hours at the end of the program for 5-minute prepared presentations and evaluations of each.

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.

### **Program Logistics:**

Maximum number of participants: 15 - 20. A very large group will limit participation by everyone and make it difficult to cover all the material.

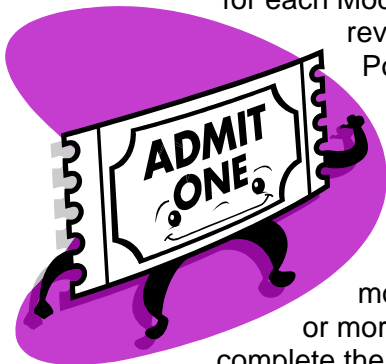
Time required for the program: The full program requires 14 hours training time (excluding lunch and breaks), and 1-2 hours for participant presentations, depending on the number you have participating. You will want to plan for 1-hour up to 1-hour and 15 minutes per module. Depending on the size of the group, you will have to plan for enough time for each participant to do a 2-minute impromptu speech following Module 5 or prior to Module 6. The 5-minute presentations may be scheduled for another time, possibly following the completion of the course.

The ID Program does not require participants to compete at a local, state, or national level. Those who choose to compete are encouraged to do so. Additional information for the BPW/USA competition is included in the Planning Guidelines for the Individual Development Program, which can be downloaded from the BPW/USA website.

The ID Program may be presented in a weekend seminar (Friday evening, Saturday all day, and Sunday morning), or in multiple week formats of 1-3 hour sessions. If the group is at the maximum, you may need to add an additional 1-2 hours for the 5-minute presentations and evaluations.

Multi-week commitments are often difficult to make, but participants should be encouraged to plan for attendance. Inconsistent enrollment undermines program success.

Facilitators should arrive at least 30 minutes prior to the beginning of each module to set-up and start on time. Purpose and Outcomes are printed in the Facilitator's Guide for each Module. These should be posted (written on a flip chart) and reviewed at the beginning of each module if not using the PowerPoint.



Certificates of program completion are available and should be given to those who complete the program. If local organizations coordinate IDP training throughout the state, a module **punch card** (template on last page) may be used by participants to accumulate the 14 modules. For example, if a participant could not attend one or more modules, he/she could travel to another location to complete the missing modules. Upon completion of the 14 modules, the participant could present the punch card for verification and would receive a certificate. This will require coordination of ID Programs within the state.

Room set-up: Use a large, airy room with plenty of space for participants to move about. The interactive nature of the program requires adequate room to move. A U shaped set-up works best, with participants seated around the outside of the U, thereby allowing

everyone to face each other as they speak. It is recommended to have breakout circles of chairs in the same room (3 circles of 5, 6, or 7, depending on attendance) in the corners. Avoid a situation where people have to pick up and move their chairs into circles. This is very time-consuming and distracting.

A table for the facilitator's notes and handouts should be set up in front of the room. If using a U-shaped set-up, allow an open space so that you can walk inside the U. Leave room in the front for an easel and pad, whiteboard, power point projector and projection screen, etc.



Equipment needs:    A black or white board  
                              Easel and large pad  
                              Power Point projector/computer  
                              Projection Screen/blank wall  
                              Overhead projector (not required, but  
                              can be used)

Note: While this program is designed to utilize the technical aspects of audio-visual, you may not have [inexpensive] access to a power point projector and computer. Each module is self-contained within the corresponding PowerPoint. Each power point presentation may be printed in handout form or you may print the materials provided in the Participant Guide. Participants have in their workbooks all handouts and activities except the power point handouts.

Material needs: Large place cards with participant's names at each place will facilitate interaction. These can be made from large index cards, card stock, or paper (folded lengthwise three times (as you would fold a letter) to create a triangle tent. Nametags are also recommended, but remember that they are difficult to read at a distance.

[Material needs for specific activities](#) are indicated in the trainer's introduction to each exercise. Have these ready in advance to save time. These include:

- Pens or pencils for participants to use
- A roll of masking tape
- Single sheets of paper for each participant
- 30-second time card, 2-minute time card
- Stopwatch
- Red, blue, and white poker chips (available at most discount stores)
- 1-1/2" 3-ring binders (one per participant)
- Sample thank you cards

You should have certificates of completion ready to hand out at the conclusion of Module 14. Individual Development Program Graduate pins are available for purchase through Carlson Craft at <http://www.bpw.cceasy.com/>

Workbooks: Each participant should receive a copy of the IDP Participant's Guide. Each module is listed on the CD and can be printed in advance to give out as each module is presented. The guide contains an outline of everything to be covered and enables participants to:

- Focus on issues rather than on note taking

Take active part in discussions  
Leave with a complete reference packet for follow-up use.

The participant's guide contains:

- Information about BPW/USA
- Worksheets for each activity
- Handout information sheets
- Strategies and Tips
- Suggested readings list
- Program evaluation



### The Facilitator's Manual

This facilitator's manual contains everything the participants have in their workbook and complete instructions for effectively delivering this training. As a facilitator, you are provided everything needed to deliver the Individual Development Program. For each participant activity and module, you have an introduction to that activity or handout. This introduction includes:

- The Module Purpose and Outcomes
- References used to create the module
- The time allocated for that segment of the program
- Instructions and answers for conducting the activity
- The corresponding page in the participant's guide *inclusive* of facilitator notes

In addition, the Facilitator's Manual includes an appendix with the following:

- Participant List (to be copied and sent to your state ID Chair)
- Suggested topics for the Individual Development Representative presentations

The Program evaluation form (provided in all participants' guides) should be completed at the end of the program, and returned to the facilitator at that time. These program evaluation forms (or copies) should be sent to your state ID Chair with the Participant list.

### Important tips for running the program:

It is critical that the program **start on time**. Stress this in publicity and communications with participants prior to the seminar. If it is necessary to start late (ex. Most participants have not arrived on time), that time will have to be made up from breaks and/or lunch time (ex. 45 minutes for lunch rather than 1 hour; 10 minutes for breaks rather than 15). Of course, you should also end on time.



The format of the ID Program is flexible. You may choose to do the entire program in a weekend format beginning on Friday evening (7-9), Saturday (8-noon; 1-5), and Sunday morning (8-noon or 9 -1). Build health breaks into your agenda. Providing lunch as part of the program or having participants bring brown bag lunches helps save precious time and keeps the group together to network.

You may choose to do a “semester-style” class of 1-hour for 14 weeks. If you collaborate with a local community college or university to present this program, you would want to abbreviate the information in Module 1 and extend the opportunities for making presentations in Modules 4 & 5.

Other format options may include collaboration with community or business groups to have five – 3-hour segments, or seven – 2-hour segments. Additionally, you could provide the program in two – 7-hour Saturday segments.

It is crucial to keep the program moving. If an exercise takes a little longer, you will probably be able to make it up elsewhere. Overall, you will have to walk a fine line between encouraging participation and moving the program along. Do not allow the program to degenerate into a gab session.

If someone begins to stray from the topic or carries on with a point, you may want to try the following:

Stand and begin to move toward the person who is speaking.

Say, “I appreciate your comments; however, we need to stay with the timeline. I would be happy to hear more about this after we are finished.”

Or,

“In the interest of time, I need to ask you to share the rest of this story during the break.”

Cost: **It is important to place a value on IDP Leadership.** Charging a fee to cover the cost of rental, materials, reproduction costs, etc. is good business. Making a profit for your local is also good business.

*To give the program away sends a message that it has no value.*

## Worksheet for cost calculation:



	<u>Projected Cost</u>
Room rental	_____
AV Rental	_____
Facilitator Fee(s)	_____
Reproduction/copying	_____
Trainer Guide	
Participant Guide	
Power Point Handout	
Miscellaneous	
1-12" 3-ring binder(s)	_____
Pens/Pencils/Markers	_____
Paper & Activity Supplies	_____
Props/Trinkets/Give-aways	_____
Completion Certificate(s)	_____
Food/Beverages	_____
Graduate Pins/Other	_____
TOTAL	_____

Total divided by the number of participants (how many do you realistically expect) = \$ \_\_\_\_\_

This should be the per participant fee that you would charge to break even.

You may get donations of cash or goods and services from members or other organizations. Collaborate to make this training opportunity a fund-raiser for your organization. See the Templates folder for a sponsorship letter and other information to market this program.

## Impromptu Practice Questions:

The following questions are examples of Impromptu questions.

These questions require that the participants “practice” impromptu speeches - without knowing they are practicing.

1. Sam Walton encouraged his employees to “eliminate the dumb.” What dumb practices in your workplace would you like to eliminate?
2. If you were CEO of your organization, what is the first thing you would change?
3. What are some questions you can’t answer?
4. What motivates you to do your very best work?
5. If your workplace were a sporting event, which one would it be and why?
6. What causes stress in your life/ workplace?
7. How do you intend to use this training when you return to work?
8. What question(s) do you wish your boss would ask you?
9. How can creativity be fostered in your workplace?
10. If you were a fruit, which one would it be and why?
11. If you could write a new law, what would it be?
12. If life is a series of dress rehearsals, what is your most memorable?
13. Describe a time when you received poor service and what you learned from that experience?
14. If you could write a new national anthem, what would it be like?
15. What value do you hold true for your life and do others see it in your day-to-day activities?
16. If you could choose to be a famous person, who would it be and why?
17. Describe an ideal community.
18. What word or acronym best describes your life?
19. What can you do with 60 minutes to make a difference for others?
20. If you were to describe your outfit for a fashion magazine, what would you say?

**2005-2007**  
**Suggested Topics for the Individual Development 5-minute and Impromptu Presentations**

<b>Topics from Legislative Platform</b>	<b>5-minute prepared speech</b>
Equal Rights Amendment	
Pay Equity	
Educational Equity & Funding	
Dependent Care	
Reproductive Choice	
Health Care Equity	
Domestic Violence	
Affirmative Action	
Civil Rights	

***Sample questions for the 2-Minute Impromptu Speech:***

1. It has been said that if you wish to receive, all you have to do is ask. What are some legislative benefits you want to receive within the next 5 years?
  
2. What would you do to make it possible for all eligible Americans to vote in the next election?
  
3. You have been given \$10,000 to spend on a humanitarian project. What project would you choose and why?