

Facilitator

Module 1

**BPW/USA:
The Past, Present, and Future**



BPW/USA Individual Development Program

Facilitator's Guide

Module One: Welcome, Workshop Overview, BPW: Past, Present, Future

Module One Purpose:

1. Introduce the ID program to participants
2. Manage participant expectations about the content and approach of the program
3. Provide a networking opportunity for participants
4. Provide information about BPW/USA and other BPW entities
5. Have fun in a highly interactive session.

Module One Outcomes:

1. Participants will meet and converse with each other during icebreaking activities.
2. Participants will understand the program structure and content.
3. Participants will learn about BPW legislative initiatives.
4. Participants will understand the variety of ways they can become involved in BPW and how membership will benefit them.

Module 1 References:

1. BPW/USA Policy and Procedures Manual, found at www.bpwusa.org
2. Local organization meeting schedule and Program Calendar for current year.
3. BPW/USA, State, and local marketing materials: brochures, membership applications, etc.
4. BPW/USA ID program materials, including facilitator guide, participant handouts and PowerPoint presentation materials where applicable.
5. A variety of icebreakers to choose from, to tailor the session to the size and makeup of the group.

Additional suggestions:

1. Have a tent place card for each participant. 3x5 or 4x6 index cards make inexpensive tent cards. Regular sheets of paper work well, too, if you have them fold them as though they were putting a letter into a business envelope. Then they can fold up a half inch on one end to hold in the tent.
2. Arrange tables in U-shape if possible, to allow for interaction rather than a lecture-like atmosphere.
3. Create handouts using the PowerPoint Handouts feature. Three slides to a page work well, with ample space for participants to take notes.

Time Requirements:

Welcome	(1 minute)
I-Openers [or the title of your icebreaker]	(8 minutes)
Introductions around the Room/ What Do You Expect?	(10minutes)
Past, Present, and Future of BPW	(30 minutes)
How to become involved	(5 minutes)

Delivering the Workshop:

Welcome

You may wish to have local officers welcome participants. If you are collaborating with a local employer or business, an official from that company may also want to welcome participants. Ensure that welcoming remarks are brief by establishing in advance how many (or few) minutes each speaker has available for his/her greeting, and notifying them of those limits.

Ice Breaker

Any activity that allows participants to move around, interact, and learn more about each other will be appropriate. You can create a Bingo-like sheet where they need to find someone who has a red car, someone who has two sons, someone who is left-handed, someone who plays an instrument, and other unusual characteristics. Be sure they are not too intrusive or personal.

You may want to have participants meet in pairs to interview each other. Give them a question like, "What's the most unusual place you've ever visited?" or, "What's been your most challenging situation with an animal?" or "If you were an animal, what kind of animal would you be, and why?" Make the topic fun and light-hearted, and then ask each person to introduce her/his partner to the group.

Gathering Expectations

Use an easel and flip chart or a white board to write down the expectations that participants have about the program. This is when you will learn what enticed participants to register and come to your program. It will give you information about how well you have described the program in your promotional materials.

If participants give you expectations the program will not be able to deliver, be sure to let them know that at the outset. You may need to say something like, "That is an interesting idea, and we may take that into consideration as we plan future programs. However, at the present time, that is beyond the scope of what we will do in this ID Program."

Be sure to save the pages you use, so you can refer back to them at the end of the program, or even at the end of each module. This reinforces the value of the program and reminds people that they are truly getting what they came for!

BPW History

Mention to participants that the program was developed and created through funding by the BPW/USA Foundation.

Without interaction, this section of the ID Program can be deadly. Do not let it give a bad impression of the rest of your program. You may want to give a pre-session quiz of ten questions or so to test their prior knowledge. Then cover the material and give a post-test. You can offer prizes for winners, most improved, etc.

For your own awareness, read about the history of BPW in the policy and procedures manual prior to presenting this module. It is more extensive than what is included here and gives a real flavor for the initiative and the flow of creating a new national organization.

Include history of your own local organization, or multiple locals if collaborating.

BPW Present

Give participants as much information about your local organization(s) as you possibly can. You want them to be able to make informed decisions about joining BPW, if they are not already members. You also want them to be as committed as possible once they join, so accurate impressions are important.

Closing Activity

Use this time to tie up what you have spent your time on in this module. Perhaps a brief summary from the facilitator, or an around the room to see what people learned or were reminded of would work well. Thank them for their participation and let them know when the next session is scheduled.

INDIVIDUAL DEVELOPMENT PROGRAM

Objectives

1. To develop leadership skills.
2. To hone skills in communication, networking, negotiation, interviewing and dealing with the media.
3. To heighten awareness of the issues people face in achieving goals.
4. To develop strategies for personal, professional and community advancement and change.



Ten Commandments of Effective Seminar Participation

DO

- ✓ Ask a question when you have one.
- ✓ Feel free to share examples, anecdotes, and illustrations involving key concepts.
- ✓ Do request examples for points that seem vague.
- ✓ Think of ways you can pass on the same ideas when you return to work.
- ✓ Be skeptical – you do not have to buy everything you hear today.

DON'T

- ✓ Try to stump the trainer with impossible questions. The trainer admits to not knowing everything.
- ✓ Close your mind to possibilities or concepts.
- ✓ Assume that all topics will meet your needs exactly. (You have to adapt some concepts to your own situation!)
- ✓ Take such detailed notes that you lose track of what is being said.
There will be plenty of handouts with plenty of information.

I-Openers

Check off **five** statements and complete them in reference to the work you do. Then review your answers and decide what is most interesting about you. Write that thought at the end of this worksheet. Share the information with the person(s) seated at your table.

I gather _____.

I break _____.

I question _____.

I define _____.

I establish _____.

I hunt for _____.

I've learned _____.

I organize _____.

I nourish _____.

I produce _____.

I juggle _____.

I satisfy _____.

I make _____.

I finalize _____.

I treat _____.

The most interesting thing about me is _____.

And, the most interesting thing about the others at your table:

The most interesting thing about _____ is _____.

The most interesting thing about _____ is _____.

The most interesting thing about _____ is _____.

The most interesting thing about _____ is _____.

The most interesting thing about _____ is _____.

When you have shared the information with those seated at your table, you may be asked to stand and share information about the person seated on your right or left to the class

BPW/USA History

In June 1919, several like-minded women's groups from around the country gathered in St. Louis and the result was the formation of the National Federation of Business & Professional Women's Clubs. BPW/USA, as it is known today, promotes equity for all women in the workplace through advocacy, education, and information. With 23,000 members in 1,600 organizations represented in every congressional district in the country, BPW/USA includes among its members women and men of every age, race, religion, political party, and socioeconomic background.

BPW/USA monitors federal legislation that affects workingwomen and educates its members to become involved in public policy development in their own workplace, and at the local, state, and federal levels. BPW was one of the original backers of the child labor laws, and, among the first of the women's organizations to endorse the Equal Rights Amendment in 1937. BPW/USA has been a leader in passing much of the nation's landmark civil and women's rights legislation including: the Women's Business Ownership Act; the Child Care Act of 1991; the Civil Rights Act of 1964; the Equal Pay Act; Title IX; and the Equal Opportunity Act.

BPW/USA annually releases its national legislative platform, which includes three planks: Economic Equity, Health, and Civil Rights.

Supported by voluntary contributions from members, BPW's political action committee, the BPW/PAC, provides contributions and endorsements to women and pro-women candidates who support BPW's legislative priorities.

The BPW Foundation, established in 1956, collects, conducts, and analyzes research on issues affecting women in the workplace while providing financial assistance for women to further their education. The foundation raises money to educate women who need additional skills to advance in their careers or re-enter the job market, and for researching and disseminating information about women in the work force.

The BPW plan encompasses three aspects to increase working women's total effectiveness:

- ✓ Professionally - by accessing the tools needed for career advancement and entrepreneurial success,
- ✓ Politically - by supporting working women's issues through BPW's nationwide network and through political action, and
- ✓ Personally - by developing skills through BPW's Individual Development Program, the Young Careerist Program.

The Individual Development Program (IDP) was established in 1968 and has gone through many enhancements through out the years. Today, the IDP Leadership Development course is designed to help women and men improve their personal and professional skills.

PowerPoint Slides Script

(Slide 1) The Past, Present, and Future

BPW – it stands for Business and Professional Women. We're here to introduce you to our organization, its mission and vision, and our signature program – IDP Leadership Development!

(Slide 2) Today's Goals

I'd like to begin by introducing myself as your facilitator for this module. I am _____, a member of the _____ BPW, located in _____.

I would like to welcome you to our IDP Leadership Course. This program has been revised and the development and creation of it has been funded by the BPW/USA Women's Foundation. This program has been developing over the past 30 years and we have discovered some things that work well in that time. Here are the goals we intend to cover during our session today.

- We'll introduce the IDP Leadership Course and tell you what you can expect to learn as we cover the 14 modules.
- We'll talk about your expectations of this course and how we can help achieve those.
- We'll provide a networking opportunity to allow you to get to know your course mates.
- And, we'll have some fun!

(Slide 3 Objectives of IDP

Here are some objectives we'd like to achieve with you during this course.

1. To develop leadership skills.
2. To hone skills in communication, networking, negotiation, interviewing and dealing with the media.
3. To heighten awareness of the issues people face in achieving goals.
4. To develop strategies for personal, professional and community advancement and change.

(Slide 4) DO...

This is our version of the 10 Commandments – at least for making this program a success for you! Let's review those now. [Review the DO list]

1. Ask a question when you have one.
2. Feel free to share examples, anecdotes, and illustrations involving key concepts.
3. Do request examples for points that seem vague.
4. Think of ways you can pass on the same ideas when you return to work.
5. Be skeptical – you do not have to buy everything you hear today.

(Slide 5) DON'T...

[Review the DON'T list]

1. Try to stump the facilitator with impossible questions. I admit to not knowing everything!
2. Close your mind to possibilities or concepts.
3. Assume that all topics will meet your needs exactly. You may have to adapt what you learn here to your own environment.
4. Take such detailed notes that you lose track of what is being said. There will be plenty of handouts with plenty of information.
5. Have fun while learning. That's the most important part, right?

(Slide 6) Getting to Know You!

Now, let's have some fun with a group ice-breaker (that's another word for networking). Activity A is entitled I-Openers. Read through the statements and check five (5) statements that are relevant to the things you do at work. After you have chosen the five statements, think about them and write a statement that describes the most interesting thing about you.

When you have completed that part, share the information with the people seated near you. We'll take 8 minutes to do this.

(Slide 7) Introduction Rules

Now that you've met the people close to you, let's meet everyone in the room! Look at the introduction rules. When it is your turn to speak, please stand (it helps us to project our voices from the diaphragm). Then, state your name, tell us what you expect to learn from this course, and tell us what you do. If you are working, tell us who you work for.

I'll jot your expectations of this course on the (flipchart/board).

Let's begin with (appoint the first person).

(Slide 8) BPW/USA Mission

I would be remiss if I didn't take this opportunity to share information about the organization that put this program together.

BPW/USA membership is open to both women and men although our mission statement reflects our commitment to women's issues. BPW/USA's commitment to America's workingwomen is reflected in our Signature Events (which we will discuss a bit later), programs and work that benefit local communities, aid in the personal and professional development of women, and raise awareness of issues affecting workingwomen among business leaders and legislators.

(Slide 9) BPW/USA History

Business and Professional Women/USA was founded on July 15, 1919. Throughout the years, three major issues shaped BPW's legislative agenda: the elimination of sex discrimination in employment, the principle of equal pay for equal work, and the need for a comprehensive equal rights movement.

At the advent of WWII, BPW developed a classification system for women with specialized skills critical to the effort and supported the formation of women's branches of the Armed Forces. While wage discrimination has existed in the U.S. since women and minorities first entered the paid workforce, its prevalence was not

felt until the massive influx of women sought work during WWII. Following the war, the Women's Pay Act of 1945, the first ever legislation to require equal pay, was introduced in the U.S. Congress. The establishment of "Status of Women" commissions in the U.S. in 1963 was due largely to BPW efforts. President Kennedy recognized BPW's leading role in securing passage of the Equal Pay Act by giving BPW's National President the first pen he used when signing the Act into law. The first National Legislative Conference, held in 1963 in Washington, D.C. later developed into BPW's current Policy and Action conference, where members lobby Congress and the Administration annually on BPW's legislative issues.

(Slide 10) History, continued

BPW worked to eliminate discrimination based on sex and marital status in credit, capital, and insurance practices. A legislative strategy was developed to achieve the Congressional votes needed and the BPW Political Action Committee (BPW/PAC) was formed in 1979 to endorse federal candidates who favor pro-women issues. BPW tackled "comparable worth" by calling for newspapers to stop the occupational segregation in classified ads. This practice used to cluster women in a few restricted occupations of low-paying, dead-end jobs. Numerous state and municipal governments revamped their pay scales, recognizing dissimilar jobs may not be identical, but may be comprised of tasks, educational requirements, experience and other characteristics that are equivalent or comparable.

Continuing to focus on workplace issues for women and families, BPW lobbied Congress for nearly a decade until it saw passage of the Family and Medical Leave Act in 1993.

Discussions and legislative efforts continue on "comparable worth", workplace equity, sexual harassment, the glass ceiling, health care reform, dependent care, tort reform, increasing the minimum wage, lifetime economic security and pay equity. From birth through death, BPW is focusing on the issues that impact women and their families in the US, and abroad.

BPW is host of a number of Signature Events.

Each April, a date is set to host nationwide "Equal Pay Day" events. The date corresponds to the time of the new year when the average woman's salary catches up to the salary earned by her male counterpart through December 31 of the previous year. In 2004, pay equity figures showed that women earned 76 cents to each dollar their male counterpart earned for the same job. Minorities earned less. National Business Women's Week is celebrated each year in October. It focuses attention on the contributions of women in business.

There is a BPW/USA Women's Foundation offering career advancement scholarships to women 25 years or older. We have the Virginia Allen Young Careerist Program that helps young women and men, 21-35, hone their professional skills.

You are participating in the IDP Leadership Development course to help you build the skills that will enable you to take the next important step in your career.

We host WOMENomics forums that address issues that affect workingwomen in order to gain a better understanding of what they need and want gain work-life balance.

(Slide 11) Who We Are

BPW members are working women, and yes, some men from every job skill and classification who are seeking to advance their career goals, earn higher salaries, build stronger business, achieve pay equity and equal opportunities, and establish rewarding careers. As all women gain earning power and spending power, they are reshaping U.S. consumer trends. And, BPW members are on the leading edge of that trend.

(Slide 12) Membership Opportunities

Wow! Membership does have its rewards with BPW. One of the most valuable benefits of membership is the opportunity to meet other professional women and men at Signature Events, Conferences, and Programs sponsored by BPW/USA and the BPW Foundation. Whether you're looking to exchange ideas, build business leads, find peers in your field, or learn how to lobby, BPW/USA connections have proven invaluable for BPW members.

The joint voices of BPW/USA members are heard on Capitol Hill and by the Administration on issues of importance to working women and men. Through individual member contact or by our staff efforts, BPW/USA is recognized as an important play when issues of workplace equity and work-life balance are being considered.

The BPW Career Center allows members to post resumes, view job listing, create a job agent that conveniently emails jobs that match your search directly to you, create an account to help you manage job searches, resumes, cover letters and much more!

Link to the Home Buyer's Assistance site – an innovative, consumer-friendly way to learn about purchasing a home or refinancing an existing home mortgage. It's "powered" by Fannie Mae, the nation's largest provider of funds to lenders for home financing.

Looking for BPW items or possibly items for your own business use? Check out the BPW store with our partner, Carlson Craft. Order business cards, stationery, invitations, holiday cards and more at a 15% discount on every order.

Globalnet GNP has website services that benefit your local and state BPW organization. For you techie types: they have 1000 megabytes of web space, up to 500 email accounts, web control panel, detailed visitor statistics, 24/7 technical support, database administrator, and many other features that you may need in your business.

Travel with your business? BPW members can receive a 20% discount on corporate rates by calling 1-800-WYNDHAM. Need a car? Your BPW membership entitles you to up to 10% off special daily, weekend, weekly and monthly rates with Avis.

All this, and the benefits of belonging to a great organization! But wait, I didn't tell you about the comprehensive member email system, the quarterly magazine, the legislative hotline, or the Headquarter News. How can you turn down a great organization like this?

[If creating a presentation for your local or state organization, insert your specific information here]

(Slide 13) Membership Opportunities

I hope you have had fun learning about our organization. We have membership

materials available for you today. You may want to request that your employer support your membership, or you may choose to join on your own. I hope the material we have covered today will be helpful either way.

All leaders need to be involved in their communities and belong to an organization that offers networking and educational opportunities. We hope BPW is that group for you, but if not, seek an organization that fits your needs and career objectives.

Slide 13 What is next?

