



# 2018 LEADERSHIP INSTITUTE

## PURPOSE

The National Association of Negro Business and Professional Women's Clubs, Inc. [NANBPWC] began in 1935 as a network of business and professional women working to support each other. The Association has evolved into a community service organization working to improve the communities in which the members live and work. The community service activities are designed and implemented to address health, education, employment and economic development (HEED).

To provide directed training specifically in the areas of employment and economic development, in 2008, the Association adopted the concept and implementation of the Leadership, Entrepreneurship, and Technology Institutes [LET] to better prepare women to take on leadership roles at home, work, and the community and be better prepared to be successful in their entrepreneurial endeavors and enhance technology skills. The Leadership Institute is one of three directed study programs offered by the to prepare women to enhance their skills in these areas.

**The Objective of the Leadership Institute is:** To annually provide intensive leadership training for business and professional women of all ages, preparing them for leadership positions in their careers and community service organizations, including NANBPWC, Inc. Training is offered through a hybrid format that includes webinars and face-to-face or livestreaming sessions.

**Participants must complete a minimum of 90% of the modules to receive certification:**

	Date	General Training Modules Beginning January 2018
(Online Webinar Format)	<b>January</b> <b>Module 1</b>	<b>Leadership:</b> understand leadership theories, emerging leadership trends; identify and define leadership styles; define leadership in corporate and non-profit environments; recognize personal styles used to accomplish goals; and develop a personal definition of leadership.
	<b>February</b> <b>Module 2</b>	<b>Personal Goal Setting:</b> practice achieving more with focus and setting personal, lifetime, and career goals. <b>Prioritization:</b> learn to make the best use of time and resources; understand basic prioritization strategies and learn how to set organizational goals.
	<b>March</b> <b>Module 3</b>	<b>Meeting Management:</b> learn to develop an agenda, conduct timely meetings and maintain meeting momentum by fostering individual participation; learn to evaluate the meeting process; and learn skills that foster inclusion, diversity, and personal development. <b>Presiding skills:</b> understand the duties of the presiding officer of an assembly; overcome the pitfalls of an inexperienced presiding officer; and understand administrative duties.
	<b>April</b> <b>Module 4</b>	<b>Group Dynamics and Team Building:</b> understand the elements of positive group interaction; recognize the 5 essential people skills and group roles, issues and strategies, use members' work style preferences to accomplish goals. <b>Conflict Management:</b> understand conflict management strategies and the harmful and beneficial aspects of conflict; learn the appropriate use of conflict management styles; and strategies to divert harmful conflict into a positive energy flow.

	<b>May</b>  <b>Module 5</b>	<p><b>Communications and Public Speaking:</b> learn how to conduct an A.U.D.I.E.N.C.E. analysis; strategies for planning, preparation, gathering information and materials, and developing the presentation; understanding the use of visual aids, how to overcome anxiety, handling friendly and hostile Q &amp; A sessions, strategies for impromptu or extemporaneous speaking; and the benefits of evaluations</p> <p><b>Financial Management:</b> the efficient and effective management of money (funds) in such a manner as to accomplish the objectives of the organization.</p>
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**Note:** *The above listed modules will be repeated as shown from August 2018 to December 2018. The NANBPWC, Inc. Leadership Institute will run 2 cohorts annually.*

**Registration and Fees:**

CURRICULUM	MEMBERS	NON-MEMBERS
Full Program	\$75	\$125
Single Monthly Session	\$25	\$30

**REGISTRATION OPENS IN OCTOBER 2017 FOR THE JANUARY 2018 COHORT!**



**PROGRAM LEADERSHIP:**

**Marie E. Castillo**  
 Leadership Institute Chair

**Cheryl McKay**  
 Leadership Institute Technology Advisor