

# Looking for a way to pursue your personal and professional development?

## Mark your calendar for Jan. 21...

### New Individual Development Sessions and Trainer Sessions FOR BUSINESS AND PROFESSIONAL WOMEN

Saturday, January 21, 2006,  
West Tennessee Legal Services, Inc.,  
210 West Main Street  
Jackson, Tennessee

**Registration Fee:** Members -- \$25, Non-members -- \$30.

**Schedule** 8:00-8:30 Registration, Continental Breakfast, Networking  
8:30-12:00 3 Modules (with breaks)  
Lunch provided: 12:00-1:00 **Get On Board** (Historical perspective of BPW)  
1:00-4:00 3 Modules or 4 Modules for Track II

The Individual Development Program (ID) is BPW/USA's seminar series for personal and professional leadership development. The program assists women in meeting their personal and professional goals, as well as their goals for community action and change.

#### **Necessary tools to jump start your career and your life:**

- Communications differences
- Public speaking
- Interviewing tips and techniques
- Running meetings
- Business etiquette
- Media relations
- Creating presentations
- Networking
- Negotiating skills
- Leadership skills
- Lobbying and grassroots organizing
- and much more

#### **Track I consists of:**

***Taming the Tension Tyrant*** (Create Presentations)  
***Standing Up and Standing Out*** (Oral Presentations)  
***Define and Shine*** (Networking)  
***Yours For You to Use*** (Interviewing, Blowing Your Own Horn)  
***Meet Me in the Middle*** (Negotiating Skills)  
***Best In Class*** (Be the Leader You Want to Be)

#### **Track II consists of:**

***I understand you!*** (behavioral styles)  
***If I were to ask you...*** (recruiting)  
***Get Into It and Out of It!*** (running a meeting)  
***Fewer rules ...*** (business etiquette)  
***Right to write!*** (your civic role)  
***Reach for the Stars!*** (develop your goals)  
***Memories made!*** (Media relations)

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Registration form and fee needs to be turned in by Jan. 16, 2006.

Mail to BPW P.O. Box 3643 Jackson, TN 38303

This day-long event is limited to approximately 25 participants.

NAME \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ ALTERNATE PHONE # \_\_\_\_\_

I am registering for **Track I**

I am a BPW member

I am registering for **Track II**

I am not a BPW member , but would like to join

Enclosed is a check for \$25  \$30  I would like to apply for a corporate scholarship