

Professional Notes



Important

Dates:

- January 29, 2011 – Session 1 – Career Plus/ID
- February 26, 2011 – Session 2 – Career Plus/ID
- March 9, 2011 – Women’s Day on the Hill
- Equal Pay Day – April 12, 2011

Jackson Business and Professional Women

Brenda Monroe Moses scheduled to speak at February 7, 2011 meeting

The next regular business meeting is Monday, February 7, 2011, at 6:00 p.m., at HoneyBaked Ham Café on Vann Drive. Brenda Monroe Moses, retired educator and former City Councilwoman will be our guest speaker. Her topic, in conjunction with Black History Month, will be “Unitary Status: Where We’ve Been and Where We Are Now.”

Please call HoneyBaked Ham before noon on Monday to place your meal order (664-8800).

2011 Career Plus/Individual Development

The 2011 Career Plus/Individual Development Courses are set for January 29, 2011 and February 26, 2011. Both sessions will be at West Tennessee Legal Services. The cost for one session is \$40.00, both sessions is \$60.00.

Space is limited to 12 per session. The registration form is included in this newsletter or you can visit our website at www.bpwjackson.org for more information and registration. Just click on the Events button at the top of the home page.

Need Career Enhancement, personal and professional development?

Mark your calendar for

January 29 and February 26, 2011

**Jackson Business and Professional Women
Present: Career Plus/Individual Development
Sessions**

West Tennessee Legal Services, Inc.,
210 West Main Street
Jackson, Tennessee

Registration Fee: \$40 per day session; \$60 for both sessions

Schedule 8:00-8:30 Registration, Continental Breakfast, Networking
8:30-12:00 4 Modules (with breaks)
Lunch provided: 12:00-1:00
1:00-4:00 3 Modules or 4 Modules

CAREER PLUS/INDIVIDUAL DEVELOPMENT SESSIONS

The Individual Development Program (ID) is BPW'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:

- Speaking in Public
- Interviewing tips and techniques
- Running meetings
- Business etiquette
- Media relations

- Creating presentations
 - Networking
- Negotiating skills
 - Leadership skills
 - Lobbying and Grassroots Organizing
- and much more

First Session

The Past, Present and future (BPW)
Developing Confidence (Behavioral Styles)
to Be)
Meet me in the Middle (Negotiating Skills)
Meeting)
Taming the Tension Tyrant (Create Presentations)
Standing Up and Standing Out (Oral Presentations)
Define and Shine (Networking)
(Develop your Goals)
Yours for You to Use (Interviewing)

Second Session

Best in the Class (Be the Leader You Want
to Be)
Get Into It and Out of It! (*Running a*
Business Etiquette
Right to write! (Your Civic Role)
Reach for the Stars!

Memories made! (Media Relations)
I Know You, But (Virtual teams)

Registration form and fee needs to be submitted by Jan. 22, 2011
Mail to Beth Bates P.O. Box 2066 Jackson, TN 38302

NAME _____ WORK TELEPHONE _____

ADDRESS _____ ALTERNATE PHONE # _____

e-mail address: _____

Jackson Business and Professional Women

P.O. Box 3643
Jackson, TN 38303

2010-11 PRESIDENT
Beth Bates

PHONE:
731-426-1313 (office)
731-427-0465 (home)

E-mail:
Batesb@aol.com

Visit us on our
website at:
bpwjackson.org

You can also follow us on
Facebook!

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ANNOUNCEMENTS

- B for Business – the next breakfast will be January 27, 2010, at the Jackson Chamber of Commerce. Meeting time is 7:45 a.m. to 9:00 a.m. The topic will be “**Putting the Puzzle Together**” – *Putting Together Cash Flow Budgets & Understanding the Numbers* – Tom Carson Jones, CPA & Partner, Steele Martin Jones & Company, PLC.
- **SAVE THE DATE** – March 9, 2011, Women’s Day on the Hill in Nashville.
- **SAVE THE DATE** – April 12, 2011, Equal Pay Day!!!
- Women In Business Luncheon, Thursday, February 3, 2011. This program will have tips on women’s heart health from Dr. Sandra Dee. We will also get a little “work therapy” from John Redden. Location: Carl Grant Events Center, 1050 Union University Drive, 11:30 a.m. to 1:00 p.m. The cost is \$25 for Chamber members (Jackson BPW is a member of the Chamber). Advance registration is required. If you are interested you can RSVP to bstutsman@jacksontn.com or by calling 731-423-2200.



Spotlight on member Katherine Watts



Jackson Business & Professional Women would like to congratulate Katherine Watts, who is the new Chair of the Board of the Jackson Area Chamber of Commerce. Katherine is a partner with Horne LLP accounting firm in Jackson. If you would like to send congratulations to her, you can e-mail her at Kathy.Watts@horne-llp.com.

Congratulations!