



L3 TRAINING MODULES

Facilitator led education and training programs build relevant leadership skills, communication skills, and keep you current on issues needed in the workplace, community, and the world.

**LIFELONG LEADERSHIP &
LEARNING (L3)**

HELPING NFBPWC MEMBERS AND OUR COMMUNITY WITH THEIR PERSONAL GROWTH AND PROFESSIONAL DEVELOPMENT



ADVOCACY: ADVANCING CAUSES AND POLICIES

Introduction and overview of how to be an active advocate.

Length: 1-2 hours

BUSINESS ETIQUETTE: REPRESENTING YOURSELF AND YOUR ORGANIZATION WELL

Provides guidelines and protocols used in business settings that includes verbal and written communication, meetings and exhibiting a professional image.

- Business Etiquette: Best Practices for Verbal and Written Communication (15-30 min)
- Business Etiquette: Meeting Principles & Practices (15-30 min)
- Business Etiquette: Exhibiting a Professional Image (15-30 min)

Length: 45-90 mins



USING THE DISC MODEL OF HUMAN BEHAVIOR TO LIVE AND WORK MORE EFFECTIVELY

Assessing, understanding and recognizing underlying behaviors of yourself and others. Participants will complete the DISC Assessment prior to the session.

Length: 1 hour





ENHANCING YOUR COMMUNICATION

Using the DISC Model of Human Behavior to adapt your communication with others to increase productivity, reduce conflicts and have better outcomes. Participants will complete the DISC Assessment prior to the session.

Length: 60-90 mins

SETTING GOALS FOR PERSONAL AND PROFESSIONAL SUCCESS

Learn how to establish and create strategies to develop and break down a goal into executable steps.

Length: 1 hour



BPW HISTORY 100 YEARS AND BEYOND

Learn about BPW's robust history and our leadership in advocating for women.

Length: 1 hour

INTERVIEWING SKILLS

Go into your next job interview prepared. Know your strengths, skills and your value. Learn to create impactful behavioral examples to stand out from the crowd.

Length: 1.5-2 hours





BEING AN EFFECTIVE LEADER

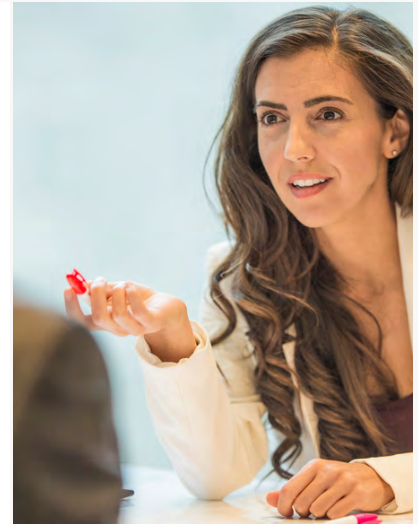
Leaders are made not born. You can be an effective leader regardless of your behavioral style. Effective leadership takes into account factors, followers, behaviors, and understanding power.

Length: 40 mins - 1 hour

BEING AN EFFECTIVE NEGOTIATOR

Some elements of negotiation can be used in every human interaction including dealing with difficult situations and people. Negotiation theory, elements, techniques and leveraging DISC behavioral styles are presented and used in practice scenarios. Negotiate your position, your salary and your future with confidence.

Length: 2-3 hours



THE ART OF NETWORKING

Creating and building social and professional networks is a critical life skill. Learn how to connect with people that you can help and who can help you. Uncover and share tips, techniques, and technology tools. Impact of DISC styles included.

Length: 45 mins - 1 hour

PARLIAMENTARY PROCEDURE - ENSURING INCLUSIVENESS AND FAIRNESS

A well-run meeting is where all views matter, time is used wisely, and business is conducted effectively. Learn to use standard processes, techniques and functions to participate and manage meetings that ensure efficiency, inclusiveness, fairness, and clear results.

Length: 30-45 mins





DESIGNING EFFECTIVE PRESENTATIONS

Learn the steps to identify your audience and create an efficient flow of information. This workshop will provide the elements for designing an effective and engaging presentation.

Length: 60-90 mins

DELIVERING ORAL PRESENTATIONS: TURNING STAGE FRIGHT INTO STAGE FABULOUS

Learn and practice the techniques to present/speak to an audience of 1 to 100 or more with calm and confidence.

Length: 60-90 mins



SEXUAL HARASSMENT, AWARENESS, AND PREVENTION IN THE WORKPLACE

Anyone can experience sexual harassment. Learn how to recognize sexual harassment behaviors and use effective strategies for dealing with them.

Length: 90 mins - 2 hours

In-Person or Virtual L3 training modules are available!

- The L3 committee develops and facilitates these FREE training modules to member affiliates as requested.
- Training modules are available for non-member professional & community organizations and groups for a fee.
- NFBPWC members can view a FREE recorded training on the national website in the Members Only area / Resource area / L3 Professional Development Videos.

The Process

NFBPWC affiliates and non-member organizations can request a group training at: [NFBPWC.org/L3-Training-Request](https://www.nfbpwc.org/L3-Training-Request).

