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)

NFBPWC.org/Lifelong-Leadership-Learning
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

NFBPWC
L3 COMMITTEE
**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

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**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

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**BPW HISTORY 100 YEARS AND BEYOND**

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

Length: 1 hour

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**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://NFBPWC.org/L3-Training-Request).