

# WOMEN'S LEADERSHIP TRAINING (WLT)

Friday-Saturday, March 9-10, 2018 ♦ Kalahari Resorts, Pocono Manor, PA

(888-212-5203)

## SPECIAL SESSION – Friday, March 9, 2018: 5:00 – 6:30 p.m.

(Intended for individuals attending the Quad Conference who are considering a career as a UniServ Representative)

**UniServ Information Session** – PSEA seeks highly motivated and skilled individuals to work as PSEA UniServ Representatives. PSEA has a rigorous selection process that all UniServ candidates must complete. That process begins by attending this 90-minute UniServ Information Session where candidates will have the opportunity to learn more about the nature and demands of the UniServ position and how PSEA's UniServ Selection Process works.

## WLT II: Toolbox for Leaders Session Descriptor and Tentative Agenda

WLT II participants will benefit both personally and professionally as these modules will equip them with knowledge and skills to emerge as confident and capable leaders. Participants will commit to 9.50 hours of training during the weekend with the first session beginning at 6:45 p.m. Friday evening. The following course modules will be offered:

**Stress Awareness** – This session will help the participants identify their individual stressors, the effect these stressors have on their lives, and gain the tools necessary to help manage their stress.

**Assertive Communication** – This session builds on the skills learned from the WLT I: Assertive Behavior workshop and will give the participants communication tools to effectively handle criticism, and to improve their verbal and non-verbal communication skills.

**Group Decision Making** – The participants will become familiar with various types of decision-making models and the criteria used to determine when and how to effectively use the group decision-making model.

**Time Management** – Participants will assess how effectively they use their time, how organized they are, and then learn time-management techniques so that they become better managers of their own time.

## TENTATIVE AGENDA FOR WLT II (QUAD CONFERENCE)

(subject to change)

### Friday, March 9

4:00 – 6:30 p.m.	Women's Leadership Training (WLT) — Conference Registration
5:00 – 6:30 p.m.	UniServ Info. Session
6:45 – 10:00 p.m.	WLT II Session
10:00 p.m.	Cocktail Hour/Social

### Saturday, March 10

7:30 – 8:15 a.m.	Conference Registration/ Breakfast
8:30 – 11:00 a.m.	WLT II Session
11:15 – 12:45 p.m.	Student Performance/ Lunch
1:00 – 5:00 p.m.	WLT II Session
6:00 – 8:00 p.m.	Dinner*
8:00 pm – 11 p.m.	Social with DJ

### \*Saturday Dinner —

Grab your trivia skills and join us in a bit of friendly competition. Each participant group is invited to put together a team to participate in PSEA's own Family Feud.

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### WLT III: Taking Your Leadership Skills to the Next Level Session Descriptor and Tentative Agenda

**WLT III is by invitation only.** This training consists of six modules geared to our members who have previous Association leadership experience. The knowledge and skills addressed in these sessions build on those addressed in WLT II which is a **prerequisite** for participation in WLT III. Participants in this session will gain knowledge and skills to enable them to move upward more confidently as active participants at any level within our Association. Participants will commit to 9.50 hours of training during the weekend. They will experience the following course modules:

**Gender Gap** – What are the characteristics of an effective leader? Do men and women differ in their leadership styles? Do males or females make the best leaders or managers? This session will help to answer these thought-provoking questions, and also address the notion of the "Gender Gap" when it comes to leadership in the Association and in the workplace.

**Professional Dress** – Whether we want to admit it or not, we are judged by others. One of the first things people notice about you is your dress. We get one chance to make a good first impression. If we want to be treated like professionals, then we must act and look like professionals. This session will take a look at judgments that people make and give tips on ways to ensure that our appearance makes the statement we intend to make.

**The Message We Send** – When you open your mouth a message comes out. This session will offer the participants skills in presenting clear and concise messages to the public. You will look at how to build your message, make your message personal to the members of your targeted audience, and identify and deflect the techniques used by reporters.

**Personality Types** – Identifying your personality type can help you understand your leadership style. This information will enhance your knowledge of yourself, your motivations, your strengths, and your areas of growth. It will also give insight into understanding others whose style is different from your own. By gaining insight into ourselves we can enhance our own leadership skills and improve communications with our members.

**Engaging Different Personalities** – Learn how to quickly assess others' personality types in order to foster productive communication and resolve conflict successfully.

**Assessing Readiness to Take the Next Step** – This module will be the culminating activity for WLT III. In this session, members will learn strategies to use and to help others when seeking Association or public office.

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