
Personal Development Manual





UNITED STATES WOMEN OF TODAY

Personal Development Program Manual

Table of Contents

Personal Development	
Introduction and Purpose	2
How to Get Started	2
How to Ensure a Successful Program	2
Personal Development Certification Form	
Forum Overview	3-4
Impromptu Topic Ideas	4
Speaking Competition	5
Essay and Short Story Ideas	5
Writing Competition	6
Leadership Exercises	6
Team Building Exercises	7
Listening Exercises	8
Family Activity Ideas	9
Chapter Social Ideas	10
Personal Enrichment Topic Ideas	10
STAT Sheet	11
Certification Form	12

United States Women of Today Personal Development Program Manager Manual

Personal development, according to Webster, is equivalent to self-improvement. The purpose of the Personal Development Program area is to encourage members to continue learning, to hone their skills and to try something new – stepping out of the comfort zone.

This certification can be completed once a year from May 1 to April 30. We encourage you to complete this area yearly completing different activities each year. By doing that, you will be learning more and becoming more confident in all areas of your life.

The Personal Development area encompasses the areas of speaking, writing, leadership, team building, listening, as well as careers and economics, American involvement and women's issues. Chaplain is also touched on briefly.

How to Get Started:

Consider appointing a Personal Development Program Manager for your chapter. As with any program manager, this person is to oversee the area and is coordinator for the program.

Many chapters find it helpful to take a chapter survey of the interests of their members. This may also include an inquiry of in-chapter resources to find members in the Personal Development profession. These members can be an excellent source of information and/or speakers.

These topics cover a broad spectrum of subjects so that virtually any subject your chapter is interested in probably qualifies as a Personal Development Program. For example you may want to pick a subject of interest to your chapter such as "Resume Writing," "Team-building Activities," or "Setting up family Budgets".

How to Ensure a Successful Program:

Once a subject has been decided, the next step is to arrange the time, date, and place. Personal Development is convenient in that a short presentation can be given before, during, or after a meeting or at other chapter functions. You can also set up separate event for subjects that your chapter wants to cover more in-depth.

All members should be encouraged to complete this program. When the requirements have been met and they certify, they are to be congratulated. Once a member's form has been completed it should be given to the program manager in charge of Health and Wellness. This contact then reports to the State Personal Development Program Manager/Contact, who in turn will send the names of members who have certified to the USWT Personal Development Program Manager.

The Personal Development form covers a variety of areas below are suggestion of actives to fill out the form.

The first, second and third activities are speaking. The impromptu is a short speech given with no, or very little, preparation time. Several states hold Impromptu competitions at their state conventions. Many chapters give the opportunity for their members to complete the impromptu at each monthly meeting or their certification events. The invitation to enter in a speaking competition exists. The topics and type of speech will be determined by the Personal Development Program Manager (PDPM). Basic guidelines for these are listed. **(See addendum A and B)**

The third, fourth and fifth activities are writing such as writing a news article for the newspaper, an essay or a short story. Again, you are given the opportunity to compete in the writing essay. The basic rules are listed and the PDPM will be in charge of this competition as well. She will set the topics. **(See addendum C and D)**

The next five are self-explanatory. Updating your resume is an important part of seeking a job. Information to complete this task, or any other topics, can be found on any of the web search engines. Merely type in “resume” and you will have more than enough information to accurately and professionally update your resume. Employers do look at resumes when they are hiring. A lot of them place a great deal of importance on what you have done and how you present yourself to them.

All members are encouraged to try their hand at taking an office; either with the local chapter, district, region, state or national organization. The amount of learning and experience you receive looks great on that resume! For some employers, volunteer and leadership experience is the deciding factor in whether or not they hire that applicant.

The leadership, team building and listening exercises can be taken directly from the past manuals, or once again, you can research the topics on the internet. **(See addendum E, F, and G for examples)**

The family activity can be a chapter project; such as a family bowling or movie night, picnic in the park, the list can be endless. Or it can be done outside of Women of Today such as a birthday party, reunion, etc. **(See addendum H)**

Participating in a chapter project and attending a chapter social are probably the easiest to complete. Since Women of Today are community minded and are social creatures each and every one of us should have these two completed in the first month of the year! There are no restrictions on the project, or the social, so let your imagination soar. **(See addendum I)**

Attending a personal enrichment course, other than those listed, above, is a wide open requirement. Some examples are how to deal with stress, time management, integrity, parenting issues, child protection and abuse issues, domestic violence, budgeting, and again the list is endless. Look back in the manual for more ideas. **(See addendum J)**

If you are employed, chances are you have staff meetings and trainings that are mandatory to attend. What can be more convenient than that? If you don't have your high school diploma, we encourage you to complete your GED. There are more employment opportunities available for if you have that piece of paper in your hand when you apply for a job.

Sit down and talk to an older person and just enjoy listening to the changes they have seen over the years. One thing they might mention is when they go into a museum and look at all the old ways of doing things they are hit in the face with "I used to use one of those" or "I must be getting old if I know what that is and how to use it". It can be very eye opening! Reconnect with someone you haven't talked to, or seen, in a long time. Maybe it is an aunt or an uncle, a cousin, or a college or high school friend. This, too, can be very enlightening.

If you attend a chapter, state or national Awards Night, or celebration, you have completed two areas by doing only one! The awards banquet at local, state and national meetings satisfy the requirement of attending a program that honors outstanding women.

The last three activities are for those who are computer savvy and enjoy the computer. Some of us are computer illiterate and this might just prove to be the area we use to step out of our comfort zone.

There is so much to be learned, and sometimes it seems, so little time to learn. This area of Women of Today gives us motive and opportunity to enhance ourselves to ensure we continue to develop personally.

Addendum A

Impromptu Topic Ideas

- Name 4 things you do well
- Give directions to your home without using your hands
- Describe the ideal pet
- Describe the worst meal you ever ate
- Describe the best meal you ever ate
- What is your favorite project and why
- What made you join Women of Today
- How would you describe Women of Today to a perspective member
- If you won the lottery, what would you do with the money
- What one thing have you always wanted to do, but are afraid to try
- How did you celebrate your last birthday
- What is the best present you ever received; who was it from; what made it the best
- What is the handiest gadget in your kitchen
- Who is your favorite author, and why
- Tell about your most embarrassing moment

- What was the best advice your parents ever gave you
- Who was your favorite teacher in grade school and why
- Describe a funny, unplanned thing at your wedding
- What occupation would you like if you had your choice and know what you know now
- How would you like people to remember you
- If you could change one part of your body, what would you change
- Describe a turning point in your life
- Tell why you like, or dislike, your name; why did your parents name you what they did
- Describe your favorite tradition
- What is your favorite holiday and why
- What 3 things would you leave your children
- How did you meet your spouse/significant other
- What 1 piece of advice would you give the President of the United States
- What do you plan to be doing 10 years from now
- What is your proudest accomplishment

Addendum B

Speaking Competition Rules

- Topic and type of speech to be announced
- Stat Sheet only to include your name, address, phone, chapter/state, title of speech
- Must attend convention to compete
- \$5.00 entry fee – make checks payable to USWT (memo: Speaking competition)
- Send to USWT PDPM

Addendum C

Essay or short story ideas

- Write about your family
- Write about your childhood
- Describe your employment history
- Write about something you know, as that is easier to write about than total fiction
- Write about “God in My Life” – take a moment in time and describe how your belief, or disbelief, made a difference
- Why did you make New Year’s resolutions, what, were they and did you accomplish them
- True meaning of Easter
- My mother/grandmother is a very special lady
- Women of Today helped change my life
- Proud to be an American

- Any holiday makes a good topic for an essay
- Children are our future
- Domestic Violence
- Child Abuse
- Weight loss

Addendum D

Writing Competition Rules

- Topic and type of essay to be announced
- Stat Sheet to include your name, address, phone, chapter/state, title of essay
- Send 4 copies
- Need not attend convention to compete
- Deadline to register to compete – May 1
- \$5.00 entry fee – make checks payable to USWT (memo Writing competition)
- Send to USWT PDPM

Addendum E

Leadership Exercises

It all depends

- Purpose is to illustrate how leader effectiveness is determined by the situation and to begin to evaluate one's own leadership style
- Materials needed:
 - o One set per group, of any set of toys, or materials, that can be assembled such as tinker toys, Legos, other wooden or other blocks
 - o Paper and pencils for each participant
 - o Flip chart and markers
- Instructions
 - o Divide into groups of 4 to 7
 - o Each group is to build a bridge using the materials provided
 - o Allow 15 minutes to construct the bridge
 - o Ask each group to select a secretary and discuss
 - who was the leader
 - how did they become the leader
 - were members of the group comfortable following their lead
 - the secretary will write the answers on the flipchart paper and will report to the all

A Leader Is

- As the facilitator, ask each member of the group to give a one word answer to the question - A leader is ...
- Write all answers on a flipchart
- Once the words are on the chart, talk about each one and why they describe a leader

- Give each member a piece of paper and pen. Ask them to answer these questions
 - o One leadership quality I want to improve upon this year
 - o What are the reasons I am lacking in this skill
 - o What results do I want to see
 - o What resources do I have to assist me
 - o Identify an individual to ask for assistance
 - o I have set a goal of ...
- Ask members if anyone wants to share what they have written – don't make it mandatory but encourage them to participate in this part of the exercise

Addendum F

Team Building Exercises

Becoming Acquainted

We work better when we know each other

- The facilitator will give each member an index card and pen
- Have them write their name on the top of the card
- Have them answer these questions
 - o What occupation would you like to do if you could pick any
 - o What is your favorite pastime activity
 - o What is your favorite sport to play or watch
 - o Why did you join Women of Today
 - o What do you want to be doing in 5 years
 - o What is your favorite project
 - o What is one thing most people don't know about you
- Hand in the cards to the facilitator
- Shuffle the cards
- Taking the questions (without identifying the person) one at a time read the answers and ask the members to pick out the person who they feel would have answered that way (ex. – who do you think would like to work in a zoo; who likes football, etc.)

Untying the Knot

- Have all members form a circle
- Have all members put their hands into the circle
- Have all members grab 2 hands – not their own
- Now **without letting go** of any hands untangle yourselves
- By working together you will be able to form 1 circle or you might have 2 intertwined circles

Trust Me

- Have all members form a circle putting their left shoulder to the inside
- Explain that they will be sitting on each other's legs and how it is going to work

- Ask if they believe it can be done
- They need to close ranks and get friendly!
- At the count of 3 they will sit down as if they were sitting in a chair
- Each person will be supporting the person in front of them as that person will be sitting on their legs
- Trust and teamwork is the support for this to work
- It shows that only 1 or 2 people can't always make something work and everyone is needed for a project to work
- Discussion
 - o Ask again who thought it wouldn't work
 - o Ask what would happen if just one of them hadn't done it

Addendum G

Listening Exercises

Revealing patterns of talk and listening

- Materials needed – 1 good sized ball of yarn
- Form a circle
- Only the person holding the ball of yarn is allowed to speak – the facilitator holds the end of the yarn as the ball is passed – the ball will unwind as people speak
- Pick a topic for discussion such as how can domestic violence be eliminated or child abuse and the cause, ways to improve the Women of Today organization, etc.
- Once the topic is agreed upon the facilitator starts the conversation
- When someone wants to speak they raise their hand and the ball is passed to them
- Continue the discussion for 10 to 15 minutes
- Topics to talk about after the final speaker
 - o Examine the pattern of speakers and listeners
 - o What is the role of the listener
 - o Did someone do most of the talking
 - o Did everyone have the opportunity to talk

This is That and That is This

- Have members sit around a table
- One end of the table says to the person next to them this is that
- The other end of the table says to the person next to them that is this
- See if the right phrase gets to the other end of the table
- If not, where did it get derailed

Telephone

- The facilitator whispers a phrase to the first person, they in turn whisper what they heard to the person next to them and so on until everyone has heard the phrase
- The last person says out loud what they heard
- Compare it to what the facilitator told the first in line
- Try to figure out where the phrase started to change

Total Recall

- The facilitator asks for several volunteers
- They leave the room
- The first one comes back in and the facilitator tells them a story
- The next comes in and the first tells the story as they remember it
- Continue until the last volunteer has reentered the room
- The facilitator then tells the original story
- How different is the story
- Did anyone of them remember the story verbatim

Addendum H

Family Activity Ideas

- Bowling outing
- Picnic in the park
- Ice or roller skating
- Take in a movie
- Movie night at a members house
- Camping weekend
- Watch a movie and discuss it
- Game night – spend the evening playing board games
- Take a family vacation
- Go on a road trip with chapter members – like to a convention
- Attend a family reunion
- Attend a family event – birthday, wedding, etc.
- Participate in Family Week
- Swimming afternoon
- Practice a fire drill monthly
- With family members, do a home safety check

Addendum I

Chapter Socials Ideas

- Christmas, Valentine or Halloween Party
- Nervous Breakdown Party
- Non-Birthday Party

- Girls Night Out/Karaoke Night
- Going out to eat as a group
- Death by Chocolate
- Manicures and/or pedicures
- Bowling or other sport
- Silly supper
- Progressive Supper

Addendum J

Topics for Personal Enrichment

- Budgeting
- Identity theft
- 2 career families
- Income tax
- Job interviews
- IRAs, 401K, retirement programs
- Insurance needs
- Marketing scams
- Dressing for success
- Do it yourself and other cost saving ideas
- Recycling
- Equality of the sexes
- Missing children
- Child abuse, elder abuse
- Rape, date rape, and how to cope
- Self esteem
- Positive thinking
- Mom burn out
- Scrapbooking, card making or other leisure activities
- Getting a balance in job, home, family, leisure
- Volunteer opportunities in your community in addition to Women of Today



United States Women of Today

PERSONAL DEVELOPMENT COMPETITION STAT SHEET

Name: _____

Chapter: _____ State: _____

_____ Speaking _____ Writing _____ Other

Date Submitted: _____

_____ Yes _____ No \$5.00 Entry Fee Included

Topic as set by USWT PD PM: _____

Name of Speech or Essay: _____



United States Women of Today

PERSONAL DEVELOPMENT CERTIFICATION FORM

Personal Development is designed to help each individual advance in personal growth, careers, and citizenship. This form may be completed once each USWT year. These items can be done anywhere; such as in church, school, or other organization. Complete a minimum of 15 out of 30 items. Submit it to your state contact so as to be postmarked no later than May 1.

Name _____ Date Joined _____ Date Certified _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Chapter _____ State _____

- _____ Complete an Effective Speaking impromptu
- _____ Present a speech (4-6 minutes)
- _____ Enter a writing or speaking competition
- _____ Write an article for a chapter, state or national newsletter or a local newspaper
- _____ Write an essay or short story (300-500 words)
- _____ Write or update your resume
- _____ Hold a Women of Today office at any level
- _____ Participate in a leadership exercise
- _____ Participate in a teambuilding exercise
- _____ Participate in a listening exercise
- _____ Participate in a family activity
- _____ Participate in a chapter project
- _____ Participate in a chapter social
- _____ Attend a Women of Today seminar or forum
- _____ Attend a continuing education class, seminar or pursue your GED
- _____ Attend a seminar or update your own estate plan, will, or trust
- _____ Attend a parenting, elder care, or foster parenting class
- _____ Attend a program honoring outstanding women
- _____ Attend a State or United States Women of Today Convention
- _____ Be a member of another organization
- _____ Learn about power of attorney, durable power of attorney, or guardianship
- _____ Learn about the United States flag, the United States Currency, or visit a United States Historical Site
- _____ Learn about the care of your vehicle
- _____ Learn how a bill becomes a law or another aspect of the government
- _____ Interview a member of an older generation about changes they have seen in their lifespan
- _____ Reconnect with a relative or friend
- _____ Create a PowerPoint presentation
- _____ Create a Facebook page and update regularly
- _____ Create or work on a chapter website
- _____ Other suggestions: _____