

Career Skills Achievement Program

One of the great things about this program is that no one needs to teach, present or lecture, although often a BPW member will facilitate. Here is the updated list of modules:

Module 1: MEETINGS – We Have Got to Start Meeting Like This! - Making the Most of Meetings: Leading and Participating©

Module 2: COMMUNICATIONS – Straight to the Point – Getting Your Message Across in 30 Seconds or Less©

Module 3: GENDER EQUITY – Gender Equity in the Workplace – How Employees, Managers and Organizations Can Prevent and Deal with Sexual Harassment©

Module 4: BUSINESS ETIQUETTE – First Impressions and Lasting Success – Business Etiquette for the 21st Century©

Module 5: MENTORING – Making Mentoring Work for You – Learning and Teaching on the Road to Successful©

Module 6: TIME MANAGEMENT – Making Time for What Matters Most – Time Management for Business Women©