



PERSONAL DEVELOPMENT
BASIC CERTIFICATION
FORM

Send to Chaplain/PD Program Manager

6/2020

____ Individual

____ Chapter

CHAPTER NAME _____

SUBMITTED BY _____

CHAPTER ADDRESS _____

DATE OF PROGRAM _____

DATE SUBMITTED _____

PARTICIPANTS NAMES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

[SUBMIT SEPARATE FORM PER PROGRAM – CHECK APPROPRIATE LINE]

P.E.P.

(Submit to PEP PM)

- ☐ Communications
☐ Listening
☐ Handling Stress
☐ Leadership Training
☐ Personal Finances
☐ Personal Goal Setting
☐ Team Building
☐ Optional _____

WOMEN IN GENERAL

(Submit to State Chaplain)

- ☐ Careers
☐ Economics
☐ Health
☐ Lifestyles
☐ Personal Concerns
☐ Legacy & Promise
 of Women

CHAPLAIN

(Submit to State Chaplain)

- ☐ Church Visitation
☐ Family Attitude Program
☐ Family Time Activity

BRIEF DESCRIPTION _____

PERSONAL DEVELOPMENT BASIC CERTIFICATION

Personal Development Programs are a means to expand our personal growth and leadership abilities to an unlimited degree.

Below are the areas offered through the Personal Enrichment Programs, and an explanation of each program.

BETTER COMMUNICATIONS – A program designed to provide for the participant an in depth look at the communication process. Surveys have shown that as much as 85% of an individual's life is affected by her ability to communicate in a successful manner. Better Communications provides an opportunity to improve those necessary interpersonal communication skills.

HANDLING PERSONAL FINANCES – Contains tools and guidelines that can aid a person or family in preparing their spending and savings plan. This is not a “how to get more money” program, but rather a program to help the individual use the money available more effectively.

HANDLING STRESS – A program designed to help the individual understand and cope with the various causes of stress.

LISTENING – A program designed to help the individual become an effective listener by becoming aware of how we listen or how we receive and interpret verbal information as well as how we respond to it.

PERSONAL GOAL SETTING – A program designed to help the participant evaluate her self-image in relation to her achievements. The program emphasizes self-evaluation, goal setting, personal planning, and personal growth skills that when applied will enable the participant to more effectively achieve her own personal success.

TEAM BUILDING – A program designed to help members develop leadership abilities such as: decision making, delegating authority, activating members, motivating members, training others and evaluating situations.

OPTIONAL P.E.P. COURSES – Any program which is different than the above. (EXAMPLE: Health, Basic Computers, or whatever your chapter decides.) Each chapter is limited to two (2) optional Personal Development courses per year.

NOTE:

Each Personal program must last a minimum of thirty (30) minutes and have at least three (3) chapter members or 10% of the membership (whichever is greater number) in attendance. After the program, fill out the Personal Development Basic Certification Form with a description of the program, and send it to the appropriate person by the trimester deadline as published. Please be sure you record each member's name that attended the program and use one form per program.

WOMEN IN GENERAL (WIG)

WOMEN IN GENERAL offers a multitude of possibilities for involvement in the Personal Development Programs on an individual basis. Share these programs with your members and give them the opportunity to participate and to grow individually. The choice of topics is limited only by your imagination.

Each Women in General program must have at least three (3) members or 10% of the chapter's membership (whichever is greater) participate. After each program fill out a Personal Development Basic Certification Form with a description of your program. Please be sure you record each member's name who attended the program and use only one form per program. Send to the State Chaplain by trimester deadline as published.

To become certified in Women In General, a member must participate in one (1) program under three (3) different areas out of the six areas offered. Your local officer in charge of this area will keep track of when your chapter and your individual members certify.

<u>CAREERS</u>	<u>ECONOMICS</u>	<u>HEALTH</u>
Working-vs.-Non-Working Moms	Women & Wills	First Aid for Mothers
Equal Rights in the Job Market	Insurance & Women	Poison Control
Dress for Success	Investment Planning	Nutrition & Diet
Resume Writing & Job Interviews	IRA's	Birth Control
Women in Business	Women & Credit	Smoking & You
Starting Your Business	Income Tax Seminar	Infertility
Working Women	Credit Bureau	CPR
	Refunds & Coupons	Breast Cancer
	Child Support	Physical Fitness
	Being An Informed Buer	Premenstrual Stress
	Marketing Scams	Mental Health
	Tenants' Rights	Drugs & Medications
<u>LIFESTYLE</u>	<u>PERSONAL CONCERNS</u>	<u>LEGACY & PROMISE OF WOMEN</u>
Computers	Rape Prevention	Women in Politics
Lifestyles & Stress	Self Defense	ERA and NOW
Wardrobe Planning	Wife/Child Abuse	Women Yesterday & Today
Microwave Cooking	Victims of Crime	Equal Rights for Women
Car Care	Drug & Alcohol Abuse	Mystique of Women
Mean Planning	Fire Prevention	Projecting a Positive Image
Divorce	Incest	
Single & Happy		
Single Parenting		
Marriage Contracts		

These are just a few of the many topics that fit the WOMEN IN GENERAL programs. The six areas are very broad and can encompass almost anything your chapter may be interested in pursuing.

CHAPLAIN 6/2020

Family Time is our way of saying, “Make time for your family and you.” Learn to enjoy the people who mean the most to you. Family doesn’t necessarily mean a spouse and children. Family can be anyone who you feel especially close to or a special pet could be considered “family”.

Family Time doesn’t have to be courses. Any activity that includes the whole family counts. Have fun, be creative, and remember how important families are to all of us.

CERTIFICATIONS AND AWARDS

1. Certifications
 - a. Church Visitation – Three (3) members must participate in an organized & publicized chapter designated church visitation.
 - b. Family Attitude – You and/or your family members may attend a program relating to interpersonal family dynamics. Most times these programs will be outside of Women of Today. Ie Parenting skills, Family Communications, Drug Abuse. Three (3) Chapter members must participate.
 - c. Family Time Activity – Any chapter sponsored family project. Three (3) Chapter members must participate.