

with
Joni Daniels

December 10, 1–2:30 p.m. ET

Welcome!

Welcome to the Federal Training Network's presentation of *Power Tools for Women*.[®] *Plugging into the Essential Skills for Work and Life*, with Joni Daniels. This program is designed to help women break through their current reality and into a new vision of empowerment and strength.

Feeling like you're struggling to tap into your own potential—whether at home or on the job? This energetic program will help charge up your personal and professional image. Learn and laugh your way to finding the interpersonal tools and strategies to access the power you already possess, and how you can transfer that power from the kitchen to the boardroom and back. Plug into greater success by learning how to power up your life.

Learn how to find the interpersonal tools to access the power you already have with practical advice sprinkled with a dose of humor. Find out how you can transfer your personal power into every domain of your life: campus, community, and home. Plug into greater success by learning to power up your life. It's the new millennium and women have a strengthened role in the world. Step up and accept the challenge to be the most effective person you can be. This program will help recharge your personal and professional energy and teach you creative strategies for new and emerging priorities.

Program Outline

Welcome by our moderator, Tracey Matisak

Presentation

Part 1

- Gimmicks and Metaphors
- Portable Tools
- Clutter
- Confidence vs. Confident
- Safety Goggles: Creating Your Vision of Success
- Electrical Sensor: Following Your Intuition
- Demolition Hammer: Breaking the Rules
- Tape Measure: Learning to Set Limits
- Power Saw: Cutting Away What Holds You Back
- Power Drill: Getting the Right Information
- Soldering Iron: Making and Maintaining Connections
- Power Sander: Using Your Schmoozing
- Battery Pack with Recharger: Replenishing Your Energy
- Voltage Meter: Getting Accurate Feedback
- Duct Tape: Planning for Plan B

Intermission (10 minutes)

Presentation

Part 2: Practice and Mastery

Question and answer session (10 minutes)

Wrap-up

What You Will Learn

By attending this seminar, you will learn to

- ✓ Identify the Power Tools in your personal toolbox (such as the Tape Measure—the ability to set limits)
- ✓ Understand what Power Tools are your strengths, which need to be further developed, and how to make them portable
- ✓ Create customized strategies for improved effectiveness
- ✓ Identify what Power Tool development will be required to get to the “next level” or goal
- ✓ Examine ways to share these interpersonal skills with others to create and generate an effective network
- ✓ Explore ways to mentor and support other women.
- ✓ Learn ways to enhance your ability to influence.

How to Get the Most from the Seminar

Before the seminar...

- Make a list of your personal objectives for taking this seminar.
- Think of situations where you would like to be more empowered.

During the seminar...

- Follow along in your handout and take notes.
- Participate! Contribute to the discussion. If you are participating in the live presentation of this program, call in or fax questions and stories about leadership in your organization.
- If you are taking part in an encore presentation of this program, share your question or comment with the seminar coordinator and your colleagues.
- Document situations where you do not feel as empowered as you would like, and create a goal for a desired outcome.
- Document the skills areas in which you feel strongest and the areas in which you feel you may have room for improvement.
- Enjoy yourself and find ways to make this personally applicable.

After the seminar...

- Use your course notes as a guide to help make immediate improvements in your productivity and effectiveness, with yourself and others. Note specifically what you try, and monitor how it works.
- E-mail Joni at JDanAssoc@aol.com with any further questions or comments you have, or if you feel stuck on a particular issue.
- Visit Joni's web site for more information on her programs: www.jonidaniels.com.
- Take what you've learned back to your organization.
- Discuss with your colleagues how the different points apply to your organization.
- Find out more about the topic by reading Joni's book, *Power Tools for Women:® Plugging into the Essential Skills for Work and Life*.

Presentation

Power Tools for Women®:

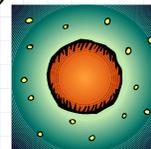
Plugging into the Essential Skills for Work and Life


JONI DANIELS

Who Needs Another Gimmick?



- ◆ Chicken Soup for the Soul
- ◆ _____ for Dummies
- ◆ Mars and Venus



Portable Toolbox

- ◆ Work
- ◆ Home
- ◆ Portable
- ◆ Essential



Power Tools



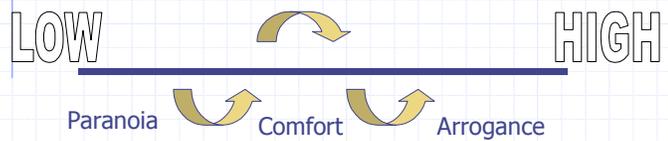
- ◆ Compete professionally
- ◆ Leverage all relationships more effectively
- ◆ More creative parenting
- ◆ Develop confidence in your own abilities

Clutter

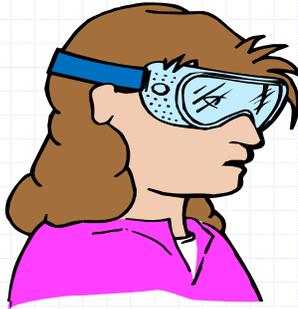


- ◆ Fear
- ◆ Guilt
- ◆ Speed
- ◆ Habit
- ◆ Lack of **ROC's**
 - Resiliency
 - Optimism
 - Confidence

Confidence vs. Confident



Safety Goggles



- ◆ Time to think about the big picture
- ◆ Allows you to see the goal
- ◆ Sell your vision to others

Electrical Sensor



- ◆ Deciphers signals from others
- ◆ Picks up and amplifies your inner voice

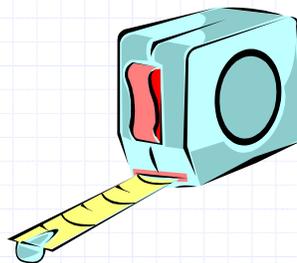
Demolition Hammer

- ◆ Smash outmoded rules
- ◆ Civil disobedience



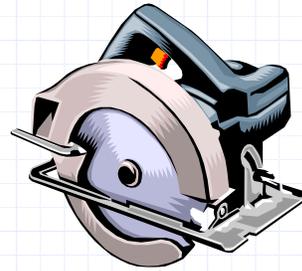
Tape Measure

- ◆ Establish limits
- ◆ Determine your boundaries
- ◆ *Your* calculations



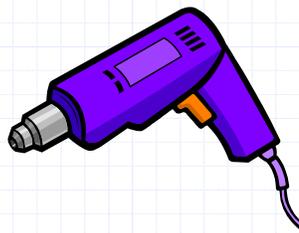
Power Saw

- ◆ Cut out what/who holds you back
- ◆ Cuts outdated, unproductive ways of doing things



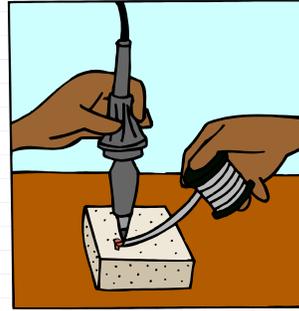
Power Drill

- ◆ Ask precise questions
- ◆ Be proactive about requests
- ◆ Get to a deeper level



Soldering Iron

- ◆ Create strong connections
- ◆ Hold up under stress and pressure



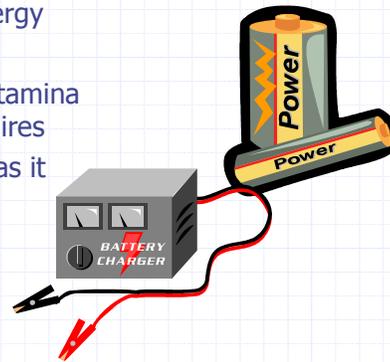
Power Sander

- ◆ Smooth out the rough spots with others
- ◆ Create rapport
- ◆ Buff up your sense of humor



Battery Pack with Recharger

- ◆ Generate energy
- ◆ Recharge
- ◆ Know what stamina the task requires
- ◆ Last as long as it takes



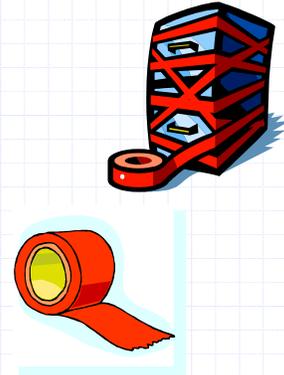
Voltage Meter

- ◆ Get unseen/hidden information
- ◆ Reality check
- ◆ Obtain feedback



Duct Tape

- ◆ Emergency solutions
- ◆ When nothing works
- ◆ Hold things together temporarily
- ◆ Plan B (C, D, E, etc.)



Tools, Not Tool

- ◆ How many are in the box?
- ◆ Go to your strengths
- ◆ Develop some skill with each
- ◆ Don't waste a skill
- ◆ Can't predict the future



Integrate Home and Work

- ◆ Compartmentalization
- ◆ Unified lifestyle
- ◆ Avoid schizophrenia



Need to Know

- ◆ What the tools are
- ◆ What each tool's purpose is
- ◆ Identify when and where we have used them successfully
- ◆ Identify when and where we could use a tool (but are not)
- ◆ Determine what is stopping us from using a tool
- ◆ How to create strategies
- ◆ How to practice, and achieve mastery

Practice

- ◆ Think
- ◆ Plan
- ◆ Rehearse
- ◆ Customize
- ◆ Bring Duct Tape



Mastery

- ◆ Melt Downs
- ◆ Tragedy
- ◆ Extreme Stress
- ◆ Universal and Unique

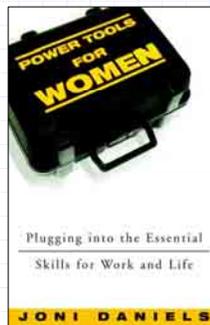


You Own Them

- ◆ Not new tools
- ◆ Used them in the past
- ◆ Create a Guide or join a Guild
- ◆ Never too late



The Right Tool



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About Your Presenter

Joni Daniels is an accomplished and dynamic speaker who has delighted audiences of all sizes for more than twenty years. Well known for presentations related to personal and professional development, she has successfully addressed a wide variety of audiences at national conventions, management retreats, and regional conferences for clients such as The Wharton School, Marriott International, the National Management Association, and the Department of Defense.

Joni has served as a resource for the *Wall Street Journal*, has contributed several articles to *Executive Update* and other print and online magazines, is frequently quoted on management topics in a variety of other publications, and has appeared on a number of television programs. Joni's first book, *Power Tools for Women.® Plugging Into the Essential Skills for Work and Life*, was published by Three Rivers Press in February 2002.

As the founder and Principal of Daniels & Associates in 1989, she has distinguished herself by providing practical solutions to clients' training needs through interactive, experiential, hands-on training. Her talents lie in planning high-energy, realistic, enjoyable programs and presentations that incorporate the objectives of the client and create solutions to problems. As a consultant, trainer, and entrepreneur, Joni possesses a wealth of career experience from which she draws and develops targeted, relevant, and substantive presentations for audiences at all levels of personal and professional development.

Joni Daniels previously has served as Senior Organizational Consultant and trainer for Independence Bancorp Inc. and has held management positions with Kulicke and Soffa Industries, Inc., CIGNA Corporation, and the Sun Company. She has developed and instructed programs at several prestigious universities and volunteers as a presenter, writer and staff trainer for a chapter of the Alzheimer's Association.

Joni received her M.S. degree in Counseling and her B.A. degree in English. In addition, she holds a certificate in Organizational Development from the Philadelphia OD Network and is a member of numerous professional organizations.

Question Sheet

Use this form to write your question or for discussion among your colleagues. Please write clearly.

Your name (optional): _____

Your organization: _____

Your location (city, state, country):

Your question (25 words or less):

Phone: 1-888-295-9499

Fax: 1-215-351-2059

E-mail: FTN@whyy.org

Attendee Evaluation Form

Name (please print): _____

Title: _____ Organization: _____

Address: _____

	Excellent	Good	Fair	Poor
1. Rating that best reflects my overall evaluation to this videoconference:	_____	_____	_____	_____
2. Reaction to speaker:	_____	_____	_____	_____
	Strongly agree	Agree	No opinion	Disagree
3. I would recommend this videoconference to others.	_____	_____	_____	_____
4. The videoconference met my expectations.	_____	_____	_____	_____
5. My comments about this program:				

6. My suggestions and comments for other programs:

7. I give FTN my consent to use my comments in its future publications and marketing materials.

Your signature: _____ Date: _____

Please return this sheet to the person in charge at your site or mail to:

Shawn Hunter
 Federal Training Network
 189 Main St., 3rd Floor
 Yarmouth, ME 04096

Thank you.

