

'PROFILE' SPEAKER'S BRIEF FOR SPRINGBOARD WORKSHOPS

"I was so encouraged and inspired by listening to the speaker – she gave me hope".

SETTING:

The Springboard Women's Development Programme is a three month programme consisting of a Workbook and four one-day Workshops. There is one session on each workshop where a guest speaker talks openly about her life.

The rest of the day is spent working in groups and developing the themes in the Workbook.

The broad objectives of the programme are that each woman:

- takes more control over her life – whatever that means to her
- finds out what she values
- makes decisions and acts based on what she values

The programme includes:

- confidence building
- direction and setting goals
- work/life balance
- assertiveness
- presenting a positive image
- living her life more, according to her values
- and many other topics

AIM OF YOUR TALK

To inspire and encourage the participants by providing them with an example of what another woman (you!) has done.

TIMING:

Please prepare a 15 -20 minute talk and be prepared to take questions which the Springboard trainer will chair.

APPROACH:

Enthusiastic
Encouraging - 'You can do it your way'
Practical
Down to earth

CONTENT:

These 'profile' sessions bring the issues raised in the rest of the programme to life, and often have a considerable impact on the participants. Your objective is simply to tell the story of what has happened to you, being as down-to-earth and honest as possible.

Start off briefly with what happened when you left school, as this is a point to which everyone can relate. Then take us rapidly through your personal and work life up to the present, pausing to explain occasions that were major turning points, or people who had a major influence. Please don't give too many dates as you are not reading your CV! It may be that several years passed without anything significant happening, or it may be that one year was particularly important and needs explanation.

It is important to include personal aspects, especially children, as participants are often very concerned at the impact on their career of having children or whether gaining promotion will rule out a balanced life.

The other factors which speakers often include:

- the role of a mentor or helpful boss
- a major failure which forced a re-assessment and brought learning
- ways of being able to pick yourself up and have another go
- knowing someone, who knew someone who helped
- networking and finding support
- ways of coping with stress and looking after yourself
- taking professional qualifications in the evenings and weekends and passing the exams sometimes against all the odds
- events such as separation/divorce or illness, as a motivator, forcing a rethink

Please use your own examples to illustrate the points that you make.

Finish your talk with some pointers or tips such as: "Things I wish I'd known when I started out" or "5 tips for success". Whatever makes sense.

The most important thing to remember is that they want to hear about you, so let your personality come through and please do not think that there is a definitive talk. These notes are simply for your guidance. Your story is yours. It's real and that's what matters.

Thank you

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