POSITION TRAINING

PWOC LDP

Leadership Development Program

Leadership Trainer

Welcome Leader,

Working on a PWOC Board can be such a delight!

This training is designed to set the correct trajectory for your position to set you up for success. Take the time to think through each element. Consider how the information applies to you and to your military installation. Ask questions! Track down answers. Be proactive.

As you are making plans for the year, be sure to include self-care. Put God and your health first—take care of yourself and your family! Your service in PWOC should be a blessing to your other areas of responsibility—if it is not, step back and make adjustments. Course corrections will be needed throughout the year.

May God bless you and direct your steps,

Your PWOC Sisters in Christ

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Summer Homework

READ **the PWOC Ministry Manual:** This will give you a great overview of the ministry of PWOC along with helpful tools and information.

CHECK OUT **theHubPWOC.net** for great resources and specifics for your position.

ASSEMBLE **a support team:** Ask 1-2 women to cover you in prayer throughout the year. It is helpful to ask non-local women so they can be objective in giving advice as needed.

COMPLETE **task items such as:** 1) Registering in a volunteer hours system, 2) Completing a Background Check for working with children, or 3) Taking a Food Handler's Course.

WATCH **the Personality Module** in this Leadership Development Program, unless your Board plans to do this training together.

A note about your Board Position Notebook:

In an ideal PWOC world, you were handed a super helpful position notebook (sometimes called a “continuity binder”) filled with everything you need to know, specific to your Board position, at your local installation. If you are one of the lucky ones, make your notebook even better by including all you learn this year. Add your own notes and resources to those of your predecessor.

If you do not have a position notebook, begin creating what you wish you would have received. Collect contact information for your key people. Record local protocol. Create event AARs. Write great Board Reports. Give the advice you wish you would have had. At the end of your term, you will have a valuable resource to hand over to your successor.

Position notebooks can be hardcopy, digital, or a hybrid. For more information and a list of items to consider including, see the section: **Keeping a Position Notebook** in Chapter 1 of the PWOC Ministry Manual.

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The Leadership Trainer has the privilege to help her fellow Board members grow in their leadership skills and ability. The position is versatile with a lot of freedom for the Leadership Trainer to follow her own leadership interests. The beginning of the PWOC year is focused on basics and core elements of the ministry of PWOC with supporting training materials in the PWOC Leadership Development Program. Once the basics have been addressed, the Leadership Trainer can branch out into areas of her own interest.

The following slides will help you "unpack" your position. The first line item on each slide comes directly from your position description in the PWOC Ministry Manual, followed by suggestions, questions, and comments to help you see how each element may play out at your installation. Text that appears in gold refers to resources in the PWOC Ministry Manual (PWOC MM) or the PWOC Leadership Development Program (PWOC LDP).

Leadership Trainer

1. **Assembles a Leadership Training Ministry Team to accomplish her position responsibilities—involving and developing women from the PWOC body who have a passion for training and developing leaders.**

   - The Leadership Training Team is usually not a large group. If you have one or two ladies who are passionate about leadership development, that will be adequate. Ask women who are not already on the Board.
   - Invest in your teammates. How can you help them grow in their leadership? How can they help you grow? Tap into each other's specialties and strengths.

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2. Works closely with the President, PWOC Chaplain Sponsor, and Director of Religious Education (DRE) to plan and coordinate leadership training events. Keeps the Board informed.

- Stay on the same page with your President. What is her vision? How does what you want to do fit into that vision? Check in with her often to make sure you are on the right track.
- The PWOC Chaplain Sponsor is responsible for PWOC. Be transparent with your training plans. Allow him/her to give you direction.
- The DRE is responsible for all types of curriculum and instruction in the Chapel Community. It is her/his job to check content and to advise. Be transparent with your training plans.

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3. Facilitates training sessions at the beginning of the PWOC year to equip Board members in their new roles (see the PWOC LDP: 1) ***Incoming Board Toolkit***, 2) ***Personality Module***, and 3) ***Annual Core Training***).

- The ***Incoming Board Toolkit*** has five elements that will help set the correct trajectory for the year. Coordinate with your President to determine what you would like to use in person and what you may be able to use online.
- The ***Personality Module*** can be done as individuals, as a Board, or both. Perhaps individual Board members would preview the video and take the *Personality Assessment*, then the Board would come together in person to do the activities. This training will give your Board a basic understanding and appreciation for how their teammates think and operate.
- The ***Annual Core Training*** is the heart of the PWOC LDP. The four workshops are based on the outcomes of a Masters level research project that focused on the essential needs of PWOC for successful leadership.

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4. Invites key Chaplains, enlisted personnel, DRE, and other Chapel staff to the first two workshops of the PWOC LDP Annual Core Training: *PWOC Mission* and *RSO 101*.

- The four workshops in the Annual Core Training will take an entire day to present (90 minutes each, plus lunch, plus breaks). Splitting the training into two half-days may be better for your Board.
- The first two workshops deal with the basics of PWOC and of Religious Support. ***PWOC Mission*** is presented by the PWOC Board. ***RSO 101*** is presented by your PWOC Chaplain Sponsor, the DRE, or another representative from the Religious Support Team. You will need to make sure they have the Word templates for ***RSO 101*** well ahead of time.
- These workshops will help both teams understand each other's purpose and operating procedures and will set them up for a healthier working relationship.
- Work with your President and PWOC Chaplain Sponsor to invite key individuals well ahead of the event. Determine who will present the workshops. Providing a meal is a nice gesture and helps forge relationships through fellowship.

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5. **Fosters an atmosphere of personal development for leaders to hone their own skills. This can happen through a wide variety of methods (e.g., reading and discussing a leadership book as a Board, suggesting relevant podcasts and other materials, offering self-assessment tools, practicing skills in a role-playing environment, etc.).**
    - Once the beginning-of-the-year training is done, you will have lots of freedom to pursue your own interests. What have you learned, read, or discovered about leadership that you want your peers to know?
    - What is your favorite leadership book? Can you order it for the Board? What other resources do you love?
    - Not everyone will be as passionate about leadership development as you are. Allow your peers on the Board to engage with opportunities according to their personal interest and their time constraints. For example, if you want to read a book together as a Board, consider making participation optional.
    - Share tools, articles, and other items you think will be helpful. Be available for those Board members who want to invest in their personal leadership growth.

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6. Offers brief and practical leadership training (about 15-20 minutes) on relevant issues (one per month) at monthly Board Meetings as requested by the President. Training should always have an interactive portion for leaders to discuss, absorb, or apply the information.

- Talk with your President about the possibility of incorporating leadership development in every Board Meeting.
- Choose the monthly topic according to what you perceive the Board needs. Make sure the President agrees with your assessment. See the PWOC LDP's ***Ongoing Training*** as well as resources on ***TheHubPWOC.net***.
- Plan on about 5 minutes of content. Present a single idea, then let your Board interact with that idea through answering related questions or through some sort of activity. Utilize small groups (3-4) or partners to get everyone talking and processing. You will be surprised at the impact this focused training will have on the Board.

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7. Offers leadership development opportunities to the general PWOC body to identify and develop new leaders (e.g., a devotion on leadership, a leadership workshop, a semester-long leadership class, a leadership book club, etc.) according to the vision of the President, the needs of the body, and the personal interest of the Leadership Trainer Board member.

- Leadership training for the PWOC body will likely be an occasional event. The purpose is to identify leadership potential. Many women in the body do not see themselves as leaders, are not considering joining the Board, and may even be afraid of leadership. How can you step past these obstacles?

- Think about how to make leadership intriguing. How can you convey some of your own passion? Your own fire may help to light a flame in women's hearts. Your words may open up possibilities for them!

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8. If needed, coordinates with the 1VP Spiritual Life to support Facilitator Training events.

- Not everyone has the training skill set. Your 1VP of Spiritual Life may be very comfortable in this role, or she may appreciate some support in training her Bible Study Facilitators. Check in with her to see if she would like your assistance.

- If your 1VP wants help, make sure to train on the topic(s) she would like. You can also make recommendations. Read the ***Chapter 2 Getting Started: Bible Studies*** section in the PWOC Ministry Manual for an overview that includes some suggested topics for training.

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9. Works with the Financial Liaison to purchase necessary supplies for projects and events, keeping within budget constraints.

- Keep ahead of the calendar. What events do you have coming up? Will you serve a meal? What materials do you need? How many weeks in advance do Purchase Orders Requests need to go in?
- Are there any resources, such as your favorite leadership book, that you think would benefit the Board? Talk with your President about it. If the budget allows, consider ordering tools to equip leaders.

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Some final thoughts...

Seeing people grow in their leadership abilities and confidence is thrilling! It's a tremendous investment in the ministry of PWOC that is 100% volunteer-run and that must raise up its own leaders. What you are doing matters on a global scale as the women you have invested in move around the world and make their own investments. Dig in, have fun, and run hard after Jesus!

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