



Collegiate Leadership Coaching Committee (CLCC)

FY14 Module List

- **Active Listening**
 - This module will allow participants to recognize what may affect their ability to successfully be an active listener, and learn how to be a good active listener.

- **Building Membership**
 - After this module is presented, the participants will have information and tools to develop a plan to increase their membership through recruitment and retention initiatives. Upon completion of this module, participants should
 - Understand why people join organizations
 - Be prepared to develop a recruitment and retention plan for her/his SWE section
 - Gain ideas for how to target new member and retain members
 - Be able to personally recruit new members.

- **Building Teams**
 - The Team Building Module defines what a team is compared to a group, discusses the phases of developing a team, teaming strategies, effective team traits, and how to continue to develop the team in the future. This module describes forming, storming, norming, and performing as the cycle of building a team.

- **Conflict Resolution**
 - The Conflict Resolution Module explains six steps to conflict resolution, describing conflict types and characteristics as a basis for understanding.

- **Dealing with Leadership Burnout**
 - This module will help you recognize the signs when members and/or officers are reaching a potential burnout. It provides a forum for best practices for effective solutions, and will allow you to walk away with concrete ideas of prevention.

- **Effective Personal Communications**
 - This module is designed to give an overview of personal communication. It deals with email, face to face and phone communication. It is highly effective if the crowd participates and asks questions. It can be geared toward the workplace or students striving for a job. Some of the highlights include a proper way to shake hands and how to leave a voice mail.

- **Event Planning and Advertising**
 - This module is designed to give helpful hints for planning events from large conferences to monthly meetings. This module will also discuss the importance of advertising.

- **Fund Development**
 - This module is ideal for SWE sections that fundraise to support meetings, conferences and other expenses. This module is broad enough that it encompasses fundraising for meeting all the way up to securing funds for members to attend the SWE National Conference. From getting organized with your fundraising needs to creating a corporate packet, this module provides a great introduction into the art of fundraising.



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- **Hit the Ground Running**
 - This module gives information on how to prepare for a student's transition from college to their career.
- **Leadership**
 - This module contains a brief overview of different leadership theories, leadership types and situations where leadership can be effectively applied. It is best given to a group of young leaders or students who are thinking of assuming larger roles in SWE.
- **Managing Effective Meetings**
 - The Managing Effective Meetings Module describes the characteristics of effective meetings and introduces the tactics and methods to be employed by meeting facilitators to manage effective meetings. At the conclusion of this training, participants should be familiar with tactics for managing effective meetings
- **Strategic and Tactical Planning**
 - This module will help the section plan for the future. The strategic plan will help the section align its objectives with the national organization's objectives. The tactical plan will discuss the importance of a plan this year.
- **SWE Officer Training**
 - This module will help introduce new officers or potential officers to the roles and responsibilities of the SWE officer positions. It includes necessary report information, as well as resources for section officers at both the regional and national level.
- **Women in Engineering**
 - The Women in Engineering module is presented as a panel, showcasing women in engineering at various stages in their careers. Questions from the audience are encouraged for a lively discussion.
- **You're in SWE, Now What?**
 - This module will help you understand the SWE organization at all levels, including the mission and goals of the society. Additionally, this module focuses on the value of a SWE membership and the SWE organization can help you.