

USING YOUR SIGMA RESOURCES - TRADEWINDS

Objectives:

- To learn how to use Sigma resources, specifically, TRADEWINDS, and realize its potential and value for the future.
- To explore careers of interest prior to selection of a major and seek employment opportunities.

Preparation:

Approximately two weeks before the presentation:

- The Education Director should meet with the Education Committee to plan the program presentation.
- Request copies of current TRADEWINDS packets from the Chapter President files or from National Headquarters.
- Confirm location of program.
- Notify chapter of program.

Approximately one week before the presentation:

- The Education Director appoints group leaders for the presentation.
- Duplicate enough copies of TRADEWINDS Application Forms and Career Network Code forms for all participants.

One day before the presentation:

- Group leaders review their responsibilities and prepare to facilitate their group.

Program:

The Education Director should introduce the program and set expectations such as:

- The program will last approximately 30 minutes.
- The chapter will learn how to use TRADEWINDS as an effective Sigma resource.
- Graduating seniors will learn how to use TRADEWINDS to help develop their career aspirations.
- Juniors/Seniors searching for internships and experience will have an opportunity to network with Sigma alumnae in their area of professional interest.
- Members who have not yet found their major can learn more about careers available from Sigma Sisters.

Once expectations are met, the membership is divided into a number of groups each with a group leader. Groups may look something like the following:

1. Graduating Seniors seeking employment.
2. Members seeking an internship or experience within a specific field.
3. Members with an undecided major looking for ideas and direction.
4. Members that may work with the Education Committee to find resources of future education programs (alumnae can provide information for programs or facilitate presentations).

Each group leader will tell their group about the TRADEWINDS based on the information in the TRADEWINDS packet.

Next, group leaders will distribute copies of the Application Forms and Career Network Codes to each Sister. Groups 1 & 2 will complete an Application Form for each participant. Groups 3 & 4 can complete one form for the group.

Finally, the groups are called back together. A short discussion should be led by the Education Director which asks each group what they learned, what they feel the value of TRADEWINDS is and how TRADEWINDS may be improved. The Application Forms are collected and sent to National Headquarters c/o TRADEWINDS.

Program Follow-Up:

In approximately two weeks, the members will begin receiving packets of information from TRADEWINDS. Each member should review the information they receive personally or with the Education Committee and develop an action plan. A Graduating Senior's action plan may include contacting the women on her list and requesting if they know of any career opportunities in their field or have any advice to share. The Education Committee's action plan may include contacting some alumnae to schedule a visit to their chapter to provide a short presentation on a specific topic of interest to the group.

Members evaluate program. Tabulate a chapter evaluation and record on Form K-87W and mail to National Headquarters monthly.