Your professional image is the set of qualities and characteristics that represent perceptions of your competence and character as judged by your colleagues. It is important to distinguish between the image you want others to have of you and the image that people actually have of you. There are four areas that have a huge impact on your image and how you present yourself professionally: appearance, interpersonal interaction, written interaction, and networking.

This workshop will help you to:

- Understand the difference between "desired professional image" and "perceived professional image"
- Identify the core competencies and character traits you want people to associate with you
Presentations that Wow: PowerPoint
Kiahna Davis

PowerPoint can be used beautifully or misused horribly. We will explore the basics hands-on of making a new presentation, bringing in graphics and photographs, adding effects and sharing your show with others. Attendees are asked to bring their laptops for hands on demonstration. PowerPoint 2010 will be used.

- Create, organize, and customize slides
- Add clip art, images, and shapes
- Use transitions and other animations
- Embed YouTube clips, and files from other programs (Microsoft Office, Adobe)
- Create and navigate slide shows
- Save, print, and share presentations

Know your Documents

This workshop is designed to help Sorors identify our governing sorority and chapter documents. Knowledge of our documents is the responsibility of all members of Alpha Kappa Alpha Sorority, Inc. Understanding of the contents is important as we seek to operate in a sisterly, efficient and structured manner. As Chi Chi Omega continues to grow and our members expand in local, regional and international leadership, it becomes increasingly imperative to have a demonstrated and working knowledge of our most vital resources.

During this workshop you will understand how our documents are constructed, when updates or additions are made, by whom, effective dates.

- Identify International Documents
- Identify Chapter Documents
Community and Civic Leadership Track

Relationship and Influence

Yvette Gibson and Ja’Neane Minor

Our sisterhood and interpersonal relationships in general, traditionally involve some level of connection between one another. We are for better or worse, interdependent. We are defined by being in relationship with our community and those around us. As women and as leaders, we must understand that relationships impact each who we are and where we aspire to be. When we share our thoughts and feelings and engage in activities together, we have the potential to make a difference within the neighborhoods, political environments and organizations we serve.

Determine the relationships that are most important to you, explore positive ways to leverage relationships and be intentional about the connections you will make in 2012. Your personal impact comes through connectivity with people – you are indeed your sisters’ keeper.

In this workshop:

- Examine the current condition of your relationships – who are the audiences that impact you and what audiences do you impact.
- What relationships goals have you set for 2012 – be specific and write down what you would like to accomplish during this year.
- Create a relationship work plan – who will you touch, who will you contact, what meetings will you attend, how will you prioritize your time for the people who matter most.
- Document the 5 relationships that you would like to create, strengthen and recognize in 2012. Action creates impact – lets
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| Foundation 101: Stay Exempt   | Temeka Easter/Anika Allen | "Stay Exempt" is a series of dynamic and comprehensive tax courses that can help your tax-exempt organization maintain its exempt status and meet its filing requirements offered by the IRS office of Exempt Organizations (EO). This workshop will explore the following:  
  - How to apply for tax-exempt status  
  - How to maintain your tax-exempt status  
  - How to expand your exempt organization knowledge |
| High Performance Leadership   | Aimee Laramore/Kiahna Davis | High Performance leadership recognizes that it is everyone's job to rise to a higher level. Centered, high performance leaders dedicate a great deal of their energy, resources and time to determining how to help people. Helping people improves performance. One of the most revolutionary concepts of our time has been servant leadership – a belief that by sowing into the lives of others, we truly lead by example. Servant leaders demonstrate an active commitment to the growth of people, innovatively build community and seek to listen receptively to both what is said, and unsaid. Take your leadership skills to the next level, by examining the characteristics of high performance leaders and creating a personal prescription for how to leave a stronger legacy this year. |

- Find out what's standing in the way of the performance you want.  
- Find out how to remove those barriers.  
- Ask how you can help.
### AKA 101 Track

| The Chi Chi Omega Way: Our legacy and brand | Natissa Woodard | Chi Chi Omega was chartered with the vision to adhere to high ethical standards promoting strong sisterhood, exemplified by love, unity, and faith. We saw ourselves as visionaries committed to service, being change agents for positive interaction towards one another, and honoring our African heritage. Chi Chi Omega as grown from the forty-seven (47) charter members, but still strives to create an atmosphere of sisterhood not evident in most chapters. Soror Yuwanis pinned the quote...“If you ain’t Chi Chi....then bye bye”! This affectionately describes how members feel about our chapter.

In this workshop you will:

- Learn the History of Chi Chi Omega
- Discuss membership growth and strategies for adhering to our vision of Strong Sisterhood
- Examine ways to exemplify our “brand”
- Refine our Legacy and our impact on the city of Indianapolis |

| Technology 101: Chapter uses of Technology | Rhonda Stephens and Flora Lewis | Chi Chi Omega Chapter’s drive to be an effective and efficient chapter has created a movement that allows us to utilize technology to the fullest. From finances, attendance, email and branding, Chi Chi Omega’s Chic Squad continues to explore ways to make operating the chapter easier.

During this workshop:

- Explore our chapter website and members only site
- Learn to use video conference feature for our chapter meetings
- Learn how to pay for dues and activities online
- Learn the new voucher system, “Expensify” |
All attendees are encouraged to bring their laptop for hands on demonstration.

This workshop is designed to help Sorors prepare for the “cost” of membership as we begin our sorority duties with events, programs and activities for 2012 and beyond. Active membership in Alpha Kappa Alpha Sorority, Inc., and Chi Chi Omega chapter does have a cost! Not only are there monetary responsibilities for each member, but there are also costs associated with the use of your time, skills, talents, and other personal resources. Defining areas in which you are willing to pay the cost is key in being an effective member and maintaining a healthy sorority-life balance.

- Financial Responsibilities
  - Chapter Dues
  - Tiered Level Memberships
  - Budgeting & Payment Plans
  - EPF Dues
  - Program Obligations**
  - Additional Costs
  - Regional Conferences
  - Area & Chapter Retreats
  - Leadership Conferences
  - Boule
  - Chapter Social Activities – Sisterly Relations, Founder’s Day...

- Time Commitments
  - Chapter and Executive Board Meetings
  - Committee Meetings
  - Chapter Programs
• Skills, Talents, Additional Resources
  - Where do you work? How can they support the goals of XXO?
  - Perhaps you own a business, how can we partner?
  - Maybe you sing! Can you lead AKApella?

Beyond your check, how can YOU foster sisterhood and service?