

The T.Byrd Leadership Academy Information Packet

Introduction

The T.Byrd Training center located at 1501 S. New Road in Pleasantville, announces the opening of its Leadership Academy for boys and girls between the ages of 12 and 21. The Leadership Academy will offer Saturday programming at no charge for youth and quarterly programming for their parents. Topics will include: health, prevention, career, college, finance, entrepreneurship, etiquette, technology, employment, and personal improvement to start. The Center is looking for volunteers who will donate two hours, one Saturday a month to deliver educational sessions in their field of expertise. Interested businesses who would like to donate items for gift bags distributed to each attendee are encouraged to contact us immediately. Interested volunteers and businesses please call the Leadership Academy at: 609-484-9356.

Purpose

The purpose of this project is to educate our youth and their parents about their culture, positive behavior, to teach them old school methods that have contributed to the success of our leaders.

Goals and Objectives

We would like to hold a full day workshop once a month, where volunteers will donate their time to teach our youth about subjects such as:

- **Health** – how to properly take care of themselves in term of hygiene, their hair, proper attire for the appropriate event, etc.
- **Prevention** – drug and alcohol prevention, sexual transmitted diseases, over the counter drugs, planning, organizing, etc.
- **Career** – what is required starting at middle school to obtain their career goals, what can they do now that they are a junior or senior and have not planned a career, etc.
- **College** – what does it take to go to college, what college is right for me, before after college – what to expect.
- **Finance** – money management, basic financial information – checking and savings accounts, difference between a check cashing place and a bank, money market, stocks, bonds, how and when to save, credit versus cash, money order versus a check, etc.
- Entrepreneurship – going into business for yourself, the do's and don'ts. How you can start a business at any age, successful business people and how they got there.

- **Etiquette** – proper way to talk, walk, eat, etc. at any event, when to and when not to.
- **Technology** – the importance of being computer savvy, how to buy a computer and what software you should be proficient in, the importance when going to college or obtaining employment
- **Employment** – what is work and how to be the best employee, planning as you become an employee to go into management, own your own business, developing a career while still working
- **Personal improvement** – how to improve your personal self
- **Other** – any ideas you have

These are just a few of the subjects we would like to educate our youth and their parents at our Leadership Academy once a month. Parents will be invited to a special session quarterly to see the progress and receive services available.

The Concept

The concept is for volunteers to donate two or three hours a month – one hour for our planning meeting. We will plan each monthly event which will be held at our training facility and will include the following:

- Six topics will be identified for the full day workshop. There will be a morning session and an afternoon session.
- Volunteers will present their 45 minute presentation that will include hand-outs, software and other supportive materials for the subject
- Each presentation will be held in three classrooms simultaneously
- Attendees will then switch to another presentation during the morning and afternoon sessions.
- Attendees and Volunteers will break for a one hour lunch with a guest speaker.
- At the end of the afternoon session, each attendee will be presented with a gift bag that includes positive items such as gift certificates, hygiene products, educational software and magazines, etc.

We have several companies who will participate with donations for the gift bags, the luncheon and continental breakfast

If you are interested in being a part of this academy in a volunteer role or as a business donating any item, please complete the request form and fax it to our office.

I look forward to working with you and thank you for your support of our youth and their parents.

Trina Byrd
President, T.Byrd Computers, Inc.

T.Byrd Leadership ACADEMY Request Form

1. Name of Volunteer or Company	Contact Person
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2. Address	City	State	Zip
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3. Internet Information (website, e-mail address)	Phone, Fax Numbers
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4. Credentials or Company Description
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5. Educational Session Concept

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6. Session Detail

Class Title	Length	Materials

Completed by: _____ Date: _____

Fax completed form to: 609-484-8777