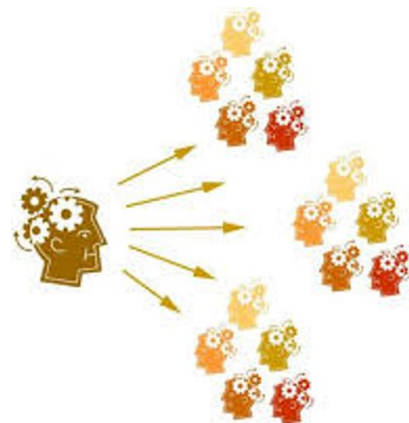


# The WUN *to Many*



## What is a WUN to Many Event?

WOMEN Unlimited Inc. believes in broadening the reach of our on-going leadership education provided to our program alumnae – The WUN. We encourage our alumnae to take full advantage of the complimentary development webcast events offered each quarter. Use the following template to create a successful and insightful **WUN to Many event**.

Total Time Recommended - 90 minutes (min) to 2 hours

### 1-2 Months Prior to The WUN webcasts:

- Determine attendees to invite to the one hour WU Webcast series. Include male and female managers/leaders from different areas and functionalities.

This builds cross team/department networking.

- Create compelling invitations by pasting the webinar overview/goals provided by WUI into the invitations
- Secure a meeting room with ample seating, a large screen for viewing and speakers/speaker phone
- Order refreshments

### Day of The WUN Webcast: Tips for a Smooth Event

Ensure A/V is working properly and room is set up to accommodate attendees.

Post flipcharts if post webinar discussions will take place.

### **30 minutes prior to the start:**

Provide refreshments/light lunch

Host a pre-webinar, 10 minute “Meet and Greet” to encourage networking.

Example: Find 2 other managers who you do not know and share a little-known fact about yourself.

### **10 minutes prior:**

Assign one person to sign on using the Cisco WebEx sign on information to ensure proper connection.

### **Post Webinar Discussion**

Assign a person to lead a debrief discussion on the leadership concepts and techniques covered during the webinar.

#### Sample Debriefing Questions:

- What resonated most for you, individually?
- How can applying these concepts help you in your role?
- How can these practices ultimately help our organization?
- What do we need to do to fully integrate these practices/techniques?
- What can you share back in your department to help others?

### **Additional Recommendations to Design a Great Event: \*Allow additional time**

- Ask WU Alumnae members to host the event, provide opening comments and conduct the debrief discussion
- Identify executive to sponsor the event and provide opening remarks
- Hold a drawing for all attendees and provide a business book that corresponds with the topic of the webinar
- Share key concepts via internal networks/newsletters

### **Want your event to be showcased in The WUN Newsletter?**

Send us a brief description of your **WUN to Many** event with a few high-quality photos of the group gathering – and a JPEG of your company logo. Contact The WUN Program Manager, Susan Kendrick at [skendrick@women-unlimited.com](mailto:skendrick@women-unlimited.com) with any questions!