

Greetings!

The 5th Annual West Hollywood Women's Leadership Conference (WLC) is seeking experienced, dynamic facilitators for its leadership workshops.

The WLC will be held on Saturday, April 9, 2011 at 7377 Santa Monica Blvd. in West Hollywood, CA. The conference will run from 9am-4:30pm and includes two 1.5 hour workshop sessions.

This prestigious, non-profit program was founded by the City of West Hollywood to develop and foster leadership opportunities for women. The conference provides inspiration, motivation, and tools and resources for women to play a leading role in their careers, communities, and personal lives. Over 150 women attend the conference, annually.

Facilitators receive a small stipend as well as free meals, parking and registration for the conference. **The deadline to apply is Monday, January 10, 2011.**

The application overview and instructions are attached, as well as the list of workshops for which we are seeking facilitator applications. The workshops address a broad range of topics from advocacy skills, to career development, to communication and planning, to basic public relations skills.

Please read the packet carefully. Feel free to direct questions to Roz Helfand, Women's Leadership Conference Workshop Coordinator, at rozhelfand@gmail.com or 323-848-6515.

Thank you!

Sincerely yours,

5th Annual West Hollywood Women's Leadership Conference
www.weho.org/wlc

5TH Annual West Hollywood Women's Leadership Conference Unlimited Opportunities

Knowledge | Power | Community



Saturday, April 9, 2011 ★ 7377 Santa Monica Blvd., West Hollywood ★ weho.org/wlc

APPLICATION INSTRUCTIONS: LEADERSHIP WORKSHOP FACILITATORS

Application Overview

The Saturday, April 9, 2011 5th Annual West Hollywood Women's Leadership Conference invites application submissions for leadership training workshop facilitators. This is an opportunity to participate in a prestigious, innovative leadership conference, and to train women from throughout the Los Angeles area. We are seeking experienced facilitators who demonstrate a strong depth of knowledge and well-developed skill sets relevant to the workshops scheduled for 2011.

Conference Overview, Application Requirements & Instructions & Facilitator Compensation: See below.

Deadline to Apply: Monday, January 10, 2011

Interviews: Monday, January 10 -Tuesday, January 18, 2011

Facilitators Announced: Thursday, January 20, 2011

Conference Overview

The West Hollywood Women's Leadership Conference is an annual community event for women who live, work, and play a role in West Hollywood. The conference was created to develop and foster leadership opportunities for women. The Conference will provide inspiration, motivation as well as the tools and resources for women to play a leading role in their personal life, career and in their communities. The conference is a not for profit program.

Now in its fifth year, over 150 women attend this exciting one day conference featuring morning, lunch, afternoon and end of day programs. These include:

- * Conference Kick-Off Event (Friday, April 8, 2011—7pm-9:30pm).
- * Continental Breakfast and Morning Activity (9:30am-10am).
- * Opening Plenary Session and Breakfast (10am-11am—check in from 9am-10am).
- * **Four (4) morning leadership training workshops and a panel discussion (11am-12:30pm—1.5 hours).**
- * Keynote Leadership Luncheon (12:30pm-2pm).
- * Afternoon "Becoming an Appointed or Elected Official" Intensive (2pm-4m—2 hours).
- * **Three (3) afternoon leadership training workshops and a panel discussion (2:15pm-3:45pm—1.5 hours).**
- * Conference Closing Program: "The Exchange" (4pm-4:30pm).

Guidelines for Workshop Structure

- * 1.5 hours.
- * Active and Interactive (we are not looking for lecturers, but facilitators).
- * Combines discussion with relevant activities, handouts, etc.
- * Each workshop must have a specified goal for attendees and/or a desired "Action Outcome."
- * A packet of "Additional Resources" plus any handouts must be created by the facilitator and made available.

Compensation & Requirements for Facilitators

Compensation: \$250.00 stipend

Materials: Expenditures for workshop materials will be reimbursed. Copies and certain items can be completed or ordered directly by conference staff (guidelines will be provided).

Conference Registration & Meals: Facilitators receive complimentary conference registration, which includes breakfast, lunch, snacks and free parking.

Requirements for Facilitators: Facilitators must submit a workshop outline and timeline, descriptions of workshop activities sample handouts, and a sample resource packet to the Workshop Coordinator prior to the conference.

Facilitators must be available for two meetings with the Workshop Coordinator prior to the conference and the Saturday, April 9, 2011 conference. Attendance at the Friday evening, April 8, 2011 conference kick off event in West Hollywood is also desired.

Facilitators will be given evaluation forms to hand out at the end of their workshops, and will receive copies of the forms submitted by the attendees.

How to Apply

Please assemble and mail, e-mail or turn into West Hollywood City Hall a packet including the following:

- * Cover page with your name and contact information including phone, address, e-mail and web site (if available). Include the name of the workshop/s you are interested in facilitating. *NOTE: Facilitators will be assigned one workshop, only.*
- * A resume, cover letter summarizing your interest and qualifications, and three references.
- * A proposed outline for each of the workshops for which you are applying. The outline must show how you will meet the above "Guidelines for Workshop Structure."

The workshop titles and descriptions are attached. Proposed outlines should cover the topics listed in the descriptions (the descriptions may be modified at the suggestion of facilitators after facilitators have been recruited).

Contact Information

Please direct questions and application materials to:

Roz Helfand, West Hollywood Women's Leadership Conference Workshop Coordinator
E-mail: rozhelfand@gmail.com Web Site: www.weho.org/wlc
Address: West Hollywood City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069
Phone: 323-848-6515

5TH ANNUAL WEST HOLLYWOOD WOMEN'S LEADERSHIP CONFERENCE

LEADERSHIP WORKSHOPS AND DESCRIPTIONS

Session One: 11:00AM-12:30PM

FROM THE GROUND UP! BE AN EFFECTIVE ADVOCATE IN YOUR OWN TOWN

Learn effective advocacy and grassroots organizing skills for the local advocate. Explore the basics of taking on the issues in your home town or county from identifying and researching the issues, to meeting with local leaders and organizations, to organizing others to help speak out.

AT THE HEART OF IT: STRATEGIES FOR PLANNING FOR THE FUTURE & MAKING DECISIONS

In work and at home, in business and in politics, effective planning will help you to make the best possible decisions. This workshop covers a strategy toolkit—with discussion of goal setting, time management, problem solving and decision making skills—that can be applied to multiple situations.

KNOW BEFORE YOU GO! FREELANCING SUCCESSFULLY IN THE NEW DECADE

More women than ever are becoming freelancers! It's an exciting field, but when you're your own boss, it's a whole different game. In this workshop, you'll learn about contracts, pay, and benefits for freelancers, managing your finances, getting your name out there, managing your time, and more!

PR & MARKETING BOOTCAMP—FOR ADVOCATES & ENTREPRENEURS ALIKE!

An understanding of basic PR and Marketing skills is something everyone must have. This workshop is a PR boot camp covering basic marketing concepts and strategy, community outreach techniques, press releases, social media and the internet, and designing great materials and web sites.

Session Two: 2:15PM-3:45PM

NOW YOU'RE THE LEADER—BUILD & MANAGE YOUR OWN TEAM OR COMMITTEE

You've heard about being a great team member, but what do you do when it's YOUR PROJECT? This workshop will cover the leadership skills you need to put together the right team or committee for your project and effectively manage them.

IMPROVE WITH IMPROV: COMMUNICATE WITH STYLE

This dynamic workshop won't just teach you to communicate well, it'll get you out of your chair and on the "stage"! Learn both communication and public speaking skills with an improv master!

BRAVE NEW WORLD: CHANGE CAREERS NOW—AND DO IT RIGHT!

Taking the leap into a new career can be challenging and intimidating. But once you do it, it can be one of the most rewarding, fulfilling and exhilarating things you'll ever do. This workshop will cover how to take the right steps as you set your sights on a new career, and how to identify and overcome the challenges in making a career change.