I-LED

INSTITUTE FOR LEADERSHIP IN EDUCATION DEVELOPMENT

Presented by Futures Without Violence
and the U.S. Department of Justice Office on Violence Against Women

Effective Facilitation Skills Workshop

Futures Without Violence's Institute for Leadership in Education Development offers a 2-day, hands on, highly interactive workshop that will help OVW grantees to train faculty in effective, interactive adult education methods.

January 11-12, 2016

New York City, NY

PENDING OVW APPROVAL, WE ARE ACCEPTING APPLICATIONS.

The workshop begins Monday, January 11, at 9:00 a.m. and concludes Tuesday, at 4:30 p.m.

Workshop Learning Objectives

As a result of this workshop, participants will be better able to:

- Identify the purposes and uses of facilitation in specific types of meetings.
- Use specific facilitation techniques to make meetings more productive and engaging.
- Conduct appropriate meeting preparation, including creation of an agenda.
- Manage group dynamics and address facilitation challenges.

Note: This workshop will **not** discuss facilitation in the context of an education or training program, because the workshop does not provide adequate time to address the education/training planning and development process. If you wish to focus on the facilitation of interactive training and education programs, please attend the next I-LED Faculty Development Workshop.

Faculty

Amy E. Judy, JD
Senior Program Associate
Center on Victimization and Safety,
Vera Institute of Justice
Madison, WI

Jennifer White
Senior Staff Attorney
Futures Without Violence
New York, NY

Hon. Marshall B. Murray
Judge
Children's Court Center
Milwaukee, WI

Juan Carlos Areán
Consultant
New York, NY

Who may attend?

Attendance is limited to 40 participants representing OVW grantees, including advocates, attorney-advocates, batterers intervention specialists, prosecutors, law enforcement, judges, and other professionals. Participants must agree to attend all workshop sessions as a condition of acceptance. The workshop begins Monday, January 11 at 9:00 a.m. and concludes Tuesday at 4:30 p.m.

Persons or teams interested in participating will need to submit an application for this training, with each individual applying separately and noting other team members in the space provided.

Please complete the attached application or for **online application**, please use the following link: https://www.surveymonkey.com/r/ILEDFacilitation
Due to space limitations, your application is not confirmed until you receive an acceptance letter.

Costs and Additional Information

This education program is provided free of charge. Please note that participants are responsible for their own meals, lodging, travel arrangements, and costs associated with attending the program and most OVW program managers require that participants obtain approval of their attendance. Hotel accommodations are available at the program rate of $175 plus 14.75% tax per night + $5 occupancy tax. Tentative location: Residence Inn by Marriott-Times Square. Detailed information on the hotel will be provided upon confirmation of your application. ***Note: Please do not make any travel arrangements until you receive a confirmation letter.***

Effective Facilitation Skills Workshop

Application Form: Deadline December 7, 2015

Late applicants may be accepted if space is available.

Full Name:

First *Last* *M.I.*

Organization:

Job title:

Address:

Street Address *Address 2*

City *State* *ZIP Code*

Phone: Alternate Phone:

E-mail Address:

Please check your discipline category:

□ Domestic Violence Advocate □ Sexual Assault Advocate □ Court Personnel

□ Law Enforcement □ Attorney/Legal Advocate □ Other_____

□ National TA Provider □ Culturally Specific Program

Please list your team members: Each team member must also fill out an application form.

Name, organization:

Name, organization:

Main contact person for the team:

Mail or Email to:

Futures Without Violence
Attention: Mie Fukuda
50 Milk Street, 16th Floor
Boston, MA 02109
Tel: 617-426-8667 | Fax: 857-415-3293
mfukuda@futureswithoutviolence.org

Note: Accommodations are available at the program rate of $175 plus 14.75% tax + $5 occupancy tax. Participants are responsible for their own lodging, travel arrangements, and costs associated with attending the program.

I agree to attend the entire 2-day workshop if accepted to participate.

Applicant Signature (required):

_____

Accessibility Needs

Please provide accessibility requirements in this section. Every effort will be made to accommodate advance requests; on-site requests cannot be guaranteed. Reasonable accommodations will be provided during meeting sessions. Referrals for assistance outside of the meeting can be made available. Please contact Mie Fukuda at mfukuda@futureswithoutviolence.org with any questions or for more assistance.

1. Are you traveling with a Personal Care Attendant (PCA) or Personal Assistant (PA)?

   ☐ YES
   ☐ NO

   If yes, for planning purposes, please provide your Personal Care Attendant's or Personal Assistant's contact information: (Full Name and Contact Information): _____

2. You are responsible for making your own hotel reservation. However, by providing us with information on the type of room you requested, we will be able to check with the hotel to make sure they meet your room request. Please indicate which room type you require from the following list:

   ☐ No Lodging Required
   ☐ Standard Room
   ☐ ADA Room with Roll-in Shower
   ☐ ADA Room with Tub & Chair
   ☐ Room Accessible for Deaf/Hard of Hearing
   ☐ Chemical Free Room
   ☐ Other (please specify):

3. Please select any additional accommodations you require from the list below. If you require something that is not listed, please indicate your request by selecting “Other” and providing us with specific information about your request in the comments box. We may contact you for further information, if necessary.

   - ☐ None
   - ☐ Electronic copies of materials in advance
   - ☐ Electronic text file of materials on-site
   - ☐ Hard Copies of materials on-site
   - ☐ Materials in Braille
   - ☐ Wheelchair access
   - ☐ Materials in font over [please indicate font size]- Materials will be produced in 14 pt font size
   - ☐ Other (please specify in comments)

4. Please indicate your interpreting needs from the list below:

   - ☐ None Required
   - ☐ American Sign Language
   - ☐ CART
   - ☐ C-Print
   - ☐ Simultaneous Spoken Foreign Language Interpretation; Please Specify language in "Other" if needed:
   - ☐ Other (please specify in comments)

Comments:
Please tell us of any additional needs you may have for this meeting. Please be as specific as possible.

OVW Grant Programs

- ☐ Consolidated Grant Program to Address Children and Youth Experiencing Domestic and Sexual Assault and Engage Men and Boys as Allies
- ☐ Enhanced Training and Services to End Abuse in Later Life Program
- ☐ Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program
- ☐ Grants to Enhance Culturally Specific Services for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program
- ☐ Grants for Outreach and Services to Underserved Populations
- ☐ Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program
- ☐ Grants to Support Families in the Justice System
- ☐ Legal Assistance for Victims Grant Program
- ☐ Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Assistance Program
- ☐ Sexual Assault Services Culturally Specific Program
- ☐ Training and Services to End Violence Against Women with Disabilities Grant Program
- ☐ Transitional Housing Assistance Grants for Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault Program
- ☐ Tribal Governments Program*
- ☐ Tribal Sexual Assault Services Program
- ☐ STOP Violence Against Women Formula Grant Program
- ☐ Sexual Assault Services Formula Grant Program
- ☐ State and Territorial Sexual Assault and Domestic Violence Coalitions Program
- ☐ Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program

- ☐ Other (specify): _____