



Success Team Facilitator Application

NAWBO members who would like to facilitate a Success Team must meet the following criteria:

1. Must be a NAWBO member (unless no qualified NAWBO members are available)
2. Must have experience facilitating groups in a business setting
3. Must attend a NAWBO Success Team facilitator training and request to be evaluated as part of the training

STEPS to becoming a success team facilitator

1. Fill out NAWBO Success Team Facilitator Application
2. Provide a professional resume
3. Provide two letters of reference to support experience facilitating in a business setting
4. Attend the next NAWBO Success Team facilitator training

HOW to fill out this application

1. If you have a “read-only” word document, choose “File”, “save-as”, and rename the document before filling it out. This will enable you to type your responses directly into this document.
2. To acknowledge the bulleted check lists while typing in word, you can just type “yes” after each statement, or change the bullets to check marks – whatever is easiest.
3. If you fill out the application manually, and need to fax it instead of sending it via e-mail, please send the fax to 714-730-4019, attention Nahid Casazza

Check-List

Send all documents via e-mail to: admin@nawbo-oc.org. Or fax to **714-632-5405**, attention Andrea Messina

- Complete and send Facilitator application
- Send professional resume
- Send letter of reference # 1
- Send letter of reference # 2
- Attend the next NAWBO facilitator training *(To be determined)*



Things to know about Success Teams *(please acknowledge each statement by checking the box)*

- Schedule:** Success Team meetings will generally be held on the first Tuesday of the month from 1:00 pm to 4:00 pm. There will also be “mid-month” conference calls. Each team runs for six months. As a facilitator, you are responsible for running all twelve of your team meetings.
- Facilitator Training:** You must attend a facilitator training in order to run a success team
- Orientation:** There will be an orientation meeting for all success team members and facilitators to “kick off” each six-month period. You will be expected to attend the orientation meeting each time you start a new team.

Success Team Best Practices Group

The success team best practices group is comprised of coaches, facilitators, trainers, and other NAWBO members who are involved in supporting this program. If you are not able to commit to running a team, or you are not chosen immediately for a spot as a facilitator, please consider working closely with us as part of the best practices group. There will be ongoing needs for facilitators, and the facilitators who are not currently managing a team will be able to stay connected, visible, and contribute as part of our continuous improvement process.

- Yes, I would like to be a part of the Success Team Best Practices Group

Application Questions

Name:

Name of business:

Address:

Phone:

E-mail:

Briefly describe your experience facilitating groups in business:

List three key strengths you bring to the table as a NAWBO facilitator:

What do you like most about facilitating?

What is the most challenging facilitation experience you have had, and what did you learn from that experience?



Application Questions (cont.)

You do not have to be an expert on a business topic in order to be a great facilitator. However, your natural comfort with discussions in the major categories below will be taken into consideration as we match you to a group. Please rate the topics below in order of priority according to your interest / comfort level.

Business Category	Examples	Priority (1-4)
Leadership	Recruiting, training, developing employees, changing culture, succession planning	
Marketing	Increasing revenue, client base, developing products and services, branding, differentiating from competition, selling, networking	
Operations	Getting more from technology, process improvement, financial management, creating systems, increasing profitability, managing rapid growth, accounting, budgeting, best practices	
Personal Growth	Time management, energy management, making more effective decisions, handling conflict, improving communications and personal business skills, overcoming fear, managing stress, getting out of my own way	

Your Availability *(please check all that apply)*

- I am available to run a success team from November 2009 through April 2010
- I am available to run a success team from January 2010 through June 2010
- Other: please indicate date range _____

Comments

Other comments or questions related to your interest in facilitating a team?

Please send this application, along with your resume and two letters of reference to admin@nawbo-oc.org by Friday, September 25, 2009. We will have a final decision on the Facilitators by, Wednesday, September 30, 2009.