

# NATIONAL EDUCATION ASSOCIATION

## *Women's Leadership Training Program*

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### **Cadre Trainer Application Form**

**October 2011**



*Great Public Schools  
for Every Student*

***NOTE: Applications will not be considered unless received on or before November 18, 2011.  
All information should be clearly printed or typewritten.***



1201 16th St., N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Dennis Van Roekel  
*President*

Lily Eskelsen  
*Vice President*

Rebecca S. Pringle  
*Secretary-Treasurer*

John Stocks  
*Executive Director*

***RE: NEA Women's Leadership Training Program (WLTP)—National Training Cadre***

*Dear Applicant:*

Enclosed are the application materials for the NEA Women's Leadership Training Program (WLTP) National Training Cadre. Please read the enclosed materials carefully. The deadline for receipt of applications is **THURSDAY, DECEMBER 1, 2011**. Applications received after that date will not be considered. No exceptions will be made.

*The following documents are enclosed:*

*Application Booklet*  
*WLTP Program Brochure*

WLTP cadre trainers serve a one, three-year term. Trainers may not currently serve on any other NEA national cadre OR have served on any other NEA national cadre in the past year.

Trainers work in diverse teams of two to three and conduct one to two trainings per year. WLTP training sessions are conducted over a 2 to 2 ½ day period (often Friday evening through Sunday morning). WLTP cadre trainers are not paid for their work, although NEA reimburses actual expenses in connection with the training, including airfare, hotel, meals, and ground transportation. Additionally, NEA reimburses the school district for substitute pay for WLTP trainers when on assignment with the national cadre. NEA does not reimburse salary.

A selection committee will review all applications and select the finalists for the cadre. All applicants will be notified of the committee's decision by May 1, 2012.

Finalists will be required to attend a Training of Trainers (TOT) session, July 18-25, 2012, (place TBD). The National WLT cadre will be selected from the finalists who successfully complete the Training of Trainers. NEA will cover airfare, hotel, ground transportation, and meals associated with attending the Training of Trainers session.

If you have any questions or need any additional information, please contact Pamela Rios Mobley at 202-822-7727, by e-mail [Prrios@nea.org](mailto:Prrios@nea.org) or Robin Jones at 202-822-7713, by email [rjones@nea.org](mailto:rjones@nea.org).

# Women's Leadership Training Cadre Application

**The Women's Leadership Training Program Cadre**, a national peer-to-peer training program for NEA members, is a key component in the delivery of skills training to prospective women leaders at all levels of the Association. The national cadre provides skills training to members at state, local, regional and national WLTP training events, seminars, and conferences.

Cadre members serve a one three-year term.

**Applicants who currently serve on any NEA national cadre OR have served on any national cadre in the past year are not eligible to apply.** This does not apply to participation on state or local cadres or former WLTP trainers.

Cadre members are not paid for their services. They are, however, reimbursed for travel-related expenses. Additionally, NEA reimburses the school district for substitute pay for WLTP trainers when on assignment with the national cadre. NEA does not reimburse salary.

## INSTRUCTIONS

Members desiring to become WLTP cadre trainers should submit the following:

### A completed application form.

No additional information or documentation should be forwarded with the application, unless specified on the application form.

Two recommendations and Two References from individuals, excluding relatives, who have knowledge of the applicant's qualifications as a trainer.

One of the two recommendations must be from an officer or staff member of the applicant's state or local association.

A written statement describing applicant's advocacy for gender and equity issues, the value of having a WLTP Program and the reasons for applying for the WLTP Cadre.

Mail or Fax the application forms to NEA so that they are received on or before

**THURSDAY, DECEMBER 1, 2011.**

**Applications received after the deadline date will not be considered. No exceptions will be made.**

**Mail the application materials to:**  
NEA Human and Civil Rights  
ATTN: Robin Jones  
1201 Sixteenth Street, N.W., Suite 616  
Washington, DC 20036  
or  
Fax to: 202-822-7578  
ATTN: Robin Jones

## ELIGIBILITY AND SELECTION CRITERIA

NEA invites your application if you meet the following criteria:

- a proven track record in training adult learners;
- experience and/or knowledge of the Association;
- strong oral and written communication skills;
- strong interpersonal skills;
- sensitivity and appreciation of diversity including gender and cultural differences;
- the ability to work as a team member;
- exposure to subject matter content (i.e. leadership, diversity, bullying).

## ADDITIONAL REQUIREMENTS

Applicant must have:

- full active NEA membership;
- application submitted by deadline;
- favorable references;
- availability to deliver at least one to two trainings annually.

A selection committee will review all applications and select 20 semi-finalists. All finalists will be required to attend a six-day Training of Trainers (TOT) session scheduled from July 18-25, (place to be determined).

**Finalists will be selected and notified of their acceptance onto the cadre by August 15, 2012**

**If you cannot participate fully in the WLTP Training of Trainers session, please do not complete this application.**

## APPLICATION AND SELECTION SCHEDULE

**October 1 – December 1, 2011**

*Applications and information available online.*

**Thursday, December 1, 2011**

*Deadline for Receipt of Applications to NEA.*

**March 1 – April 1, 2012**

*Check references and conduct telephone interviews with semi-finalists*

**May 1, 2012**

*Notify finalists of their participation in Training of Trainers.*

**July 14-25, 2012**

*Training of Trainers session for finalists conducted.*

**August 15, 2012**

*Cadre Selections Completed. Notification of status mailed to all Finalists*

# Women's Leadership Training Cadre Application

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

Employment Position: \_\_\_\_\_

State Affiliate: \_\_\_\_\_

Local Affiliate: \_\_\_\_\_

Have you ever served on a NEA National Cadre(s)?\* \_\_\_\_\_

If so, what cadre and when? \_\_\_\_\_

## NEA Membership

Are you an active National Education Association (NEA) member:  YES  NO

If so what is your membership number: \_\_\_\_\_

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> ESP       | <input type="checkbox"/> NEA Retired |
| <input type="checkbox"/> Higher Ed | <input type="checkbox"/> Student     |
| <input type="checkbox"/> K-12      |                                      |

Grade Level: \_\_\_\_\_

Number of years you have worked as an education employee: \_\_\_\_\_

Ethnicity:  American Indian/Alaska Native Tribal Affiliation: \_\_\_\_\_

Asian

Black

Caucasian

Hispanic

Multiple Races

Native Hawaiian or Other Pacific Islander

Other Racial or Ethnic Minority

Please specify: \_\_\_\_\_

## Gender:

Female

Male

*Note: The application packet includes the eight-page application, and two recommendation forms and a reference form. Failure to complete and submit the complete application with the recommendation forms to NEA on or before **December 1, 2011**) will be cause for automatic disqualification. No exceptions will be made.*

## Women's Leadership Training Cadre Application

**I. Women's Leadership Training Participation.** Have you participated in any of the following NEA 12- to 15-hour Women's Leadership Training Programs sponsored by your state Association or NEA in the past 5 years? (Check all of the trainings that are applicable)

- Advancing Your Leadership Skills (AYLS)
- Campaigning To Win (CTW)
- Group Process Skills (GPS)
- Organizational Analysis Skills (OAS)
- Personal Assessment Leadership Skills (PALS)
- Personal and Professional Decision-Making Skills (PPDMS)
- None

If you checked "none," please state why not?

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**II. Training Experiences (Begin with the most recent)** Please list/presentations in which you were the trainer (List only experiences with adult learners). Use additional sheets, if needed.

Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Description: \_\_\_\_\_

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## Women's Leadership Training Cadre Application

### III. Association Experience: (Begin with the most recent experiences)

List positions you have held, specifying appointive and elective positions; committee or caucus activity; volunteer positions; and, if currently in service, length of term. Include dates for each position and activity. Use additional sheets, if needed.

Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

*Please check:*

Elected       Appointed       Volunteer

Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

*Please check:*

Elected       Appointed       Volunteer

Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

*Please check:*

Elected       Appointed       Volunteer

Position: \_\_\_\_\_ Year: \_\_\_\_\_

Association: \_\_\_\_\_

*Please check:*

Elected       Appointed       Volunteer

## Women's Leadership Training Cadre Application

**IV. Specialized Training/Experiences.** List recent training or education, which you have attended that would enhance your ability to deliver leadership training. Include equity/gender training experiences and/or education. Use additional sheets, if needed.

Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Description: \_\_\_\_\_

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Type of Training: \_\_\_\_\_ Year: \_\_\_\_\_  
Sponsor: \_\_\_\_\_  
Description: \_\_\_\_\_

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## Women's Leadership Training Cadre Application

- V. **Availability for Training.** Are there other commitments that would be a factor in your availability to deliver training? *Trainers are expected to be available 1-2 times a year to train.*

## Women's Leadership Training Cadre Application

**VI. Statement.** On **one side** of a page share your thoughts about **each** of the following topics. Please type or print using a font size no smaller than 12 ( **no more than 500 words**).  
*Duplicate the page as needed.*

In our selection process, one goal is to include the broadest range of diversity (i.e. race, ethnicity, sexual orientation, gender, membership categories and regional location).

- Describe the importance of having a Women's Leadership Training Program in a female dominated profession and association.
- State why you would be a valuable addition as a trainer for the Women's Leadership Training Program.
- Please describe your knowledge of gender and equity issues.
- If applicable, what has been your experience in advocating for your gender and equity issues?

## Women's Leadership Training Cadre Application

**VII. References.** It is essential that you provide two Association (local, state, or national) references that we may contact in order to verify your membership and who also has first-hand knowledge of your association participation. The reference form is enclosed.

**VIII. Recommendations.** It is essential that you include recommendations from two individuals, excluding relatives, who have first-hand knowledge of your skills and abilities as a public speaker or trainer. Two recommendation forms are enclosed.

- (1) Complete the information at the top of the form.
- (2) Provide a self-addressed, stamped envelope with the form.
- (3) Have each recommendation returned to you in a sealed envelope.
- (4) Send the **sealed recommendations** with your application to NEA.

**IX. Telephone Interviews.** Members of the Cadre Selection Committee will contact you to schedule a telephone interview between the week of March 1, 2012 and April 1, 2012. Please provide valid contact information on your application as we will use this information to communicate with you.

## Women's Leadership Training Cadre Application

### Understanding of Commitment:

Applicants for the NEA WLTP national cadre may not currently be a member of any other NEA national cadre OR have served on any other NEA national cadre in the past year. This exception does not apply to applicants who currently serve, or have served on a state or local cadre in the past year.

*Are you currently a member of any other NEA national cadre?*       Yes    No

*Have you served on any other NEA national cadre in the past year?*       Yes    No

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Please check each box if you agree with the statement.

*If I am selected as a finalist for the NEA WLTP National Cadre, I agree to attend an initial Training of Trainers session July 18-25, 2012 place to be determined.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to my selection for the NEA Women's Leadership Training Program (WLTP) cadre, I understand that false or misleading information in my application can result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This application, including the two sealed recommendation forms, must be mailed to NEA and postmarked on or before THURSDAY, DECEMBER 1, 2011. Incomplete applications will be NOT considered. Please send your completed application and recommendation forms to:**

**NATIONAL EDUCATION ASSOCIATION  
Human and Civil Rights  
WLTP Peer Trainer Selection  
Attention: Robin Jones  
1201 Sixteenth Street, NW – Suite 616  
Washington, DC 20036  
Fax: (202) 822-7578**

# Women's Leadership Training Cadre Application

## Trainer Applicant References

*NOTE: References will not be considered unless received with the application on or before **December 1, 2011**. All information should be clearly printed or typewritten.*

*Please do not abbreviate.*

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

Employment Position: \_\_\_\_\_

State Affiliate: \_\_\_\_\_

Local Affiliate: \_\_\_\_\_

Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email/Internet Address: \_\_\_\_\_

Employment Position: \_\_\_\_\_

State Affiliate: \_\_\_\_\_

Local Affiliate: \_\_\_\_\_

# Women's Leadership Training Cadre Application

## Trainer Applicant Recommendation

*NOTE: Recommendations will not be considered unless received with the application on or before **December 1, 2011**. All information should be clearly printed or typewritten.*

***FOR APPLICANT:** I waive the right to review this completed recommendation form.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant named above is submitting an application to participate in the National Education Association's Women's Leadership Training Program (WLTP) as a peer trainer. This individual, if selected as a national trainer, will deliver leadership skills training to educational personnel across the United States. WLTP trainers volunteer their time and energy to enhance the skills of educational leaders.

Please help us make a determination about the suitability for participation by responding to the following questions. **Return this form to the applicant in a sealed envelope within one week of receipt.** The applicant must send the application and recommendation forms into NEA no later than **December 1, 2011**. Thank you very much for your time and assistance.

- What is your association with the applicant? (e.g.: principal, supervisor, colleague, etc.)
- Please rate the applicant on each of the following items using the scale below:

(5) Outstanding	(4) Excellent	(3) Good	(2) Fair	(1) Needs Improvement			
			5	4	3	2	1

Confidence and self control before an audience

Ability to organize, clarify and express thought verbally

Ability to create a noticeable level of enthusiasm and rapport with the audience

Ability to read and react to the audience to create a positive learning environment

Ability to listen, empathize with others and reflect on what has been said before responding

Ability to develop and utilize effective instructional methods to get the audience involved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*Please note that your reference will be held in confidence.*

# Women's Leadership Training Cadre Application

## Trainer Applicant Recommendation

*NOTE: Recommendations will not be considered unless received with the application on or before **December 1, 2011**. All information should be clearly printed or typewritten.*

*FOR APPLICANT: I waive the right to review this completed recommendation form.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

The applicant named above is submitting an application to participate in the National Education Association's Women's Leadership Training Program (WLTP) as a peer trainer. This individual, if selected as a national trainer, will deliver leadership skills training to educational personnel across the United States. WLTP trainers volunteer their time and energy to enhance the skills of educational leaders.

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Ability to organize, clarify and express thought verbally

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Ability to read and react to the audience to create a Positive learning environment

Ability to listen, empathize with others and reflect on what Has been said before responding

Ability to develop and utilize effective instructional methods to get the audience involved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

*Please note that your reference will be held in confidence.*