



Women's Leadership Institute Facilitator Guide

Prior to Event:

- Each facilitator is responsible for contacting the guest speaker/s at least 3 weeks in advance to:
 - Review theme and content of speaker's presentation
 - Share all presenters contact information as the presenters will need to coordinate their presentation either by conference call or by email
 - Time of arrival of presenter, length of time presenter will be expected to speak and answer questions
 - Contact facilities at the venue to confirm parking arrangements for participants and set up of room and relay this information to Pam at pcalley@bryantstratton.edu
- Arrange for a "My Story" presenter who will give her background and leadership journey. She will present for 10 minutes and then take questions for 5 minutes. She is invited to stay for the entire event.
 - Facilitators can either arrange for a speaker or do the speaking themselves.

Day of Event:

- Please plan on arriving early to meet venue representatives, review room set up, ensure catering is set
- Greet guest speakers and "My Story" speaker
- Introduce and facilitate speakers' presentation and Q &A, please be prepared to ask questions to move discussion if need be and to manage time.
- At end of speaker presentation please take a brief moment to introduce the facilitator for the next upcoming meeting, who will then give a brief description of the next meetings focus and guest speakers.
- Prepare discussion questions for dinner that relate to the Leadership Practices Inventory that each session is assigned. The Steering Committee will assign those themes.