

Established to provide educational programs and resources that support the business growth and profitability of women business owners

Call for Instructors- 2009

The Education Center is soliciting applications for instructors in the following areas:

Business Planning
Sales and Business Development
Marketing and Public Relations
Finance and Accounting
Operations and Processes
Leadership and Management

Courses are offered monthly.

Program Formats

Programs will be offered in three formats- classes, workshops and series. Classes are 3 hour lecture-based sessions designed to provide a topical overview and strategic concepts. Workshops are 3 hour interactive sessions designed to produce a management tool for the attendees such as a business plan, marketing plan, staffing plan or succession plan. Series are comprised of multi-part classes and workshops.

Instructor Support

The NAWBO-OC Education Center will provide instructors with full program support. We will manage course registration, course material reproduction, room reservations, session evaluation and reporting, audio/visual set-up, etc.

Instructor Qualifications

1. Instructors must have experience teaching business owners in 3 target segments:
 - **Energizers**- first time business owners with no prior business experience
 - **Evolvers**- first time business owners with prior corporate business experience
 - **Show Me the Money**- owners of small to mid-sized companies in business for 4 or more years.
2. Prior corporate and/or entrepreneurial experience
3. Prior teaching/platform/public speaking experience, specifically educating business owners and executives
4. Knowledge of and/or education in subject matter

Compensation

In addition to full program support, instructors will be compensated for their time: \$100 for a class, \$200 for a workshop, \$300 for a series.



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Instructor Application

Name _____ Company _____
Address _____ City _____ Zip _____
Phone _____ Fax _____ Email _____
_____ NAWBO-OC Member _____ Non-member

Select track(s) in which you would like to teach.

- Business Planning
- Marketing and Public Relations
- Sales and Business Development
- Finance and Accounting
- Operations and Processes
- Leadership and Management

Indicate specific courses you would like to teach.

Describe relevant corporate and/or entrepreneurial experience that has prepared you to teach the above checked topics.

Describe teaching/platform/public speaking experience, including sample topics, delivery method (in person, online), target audience, course length.

Describe any relevant education, training and/or certification.

Requested documentation:

- Completed Instructor Application
- One page Letter of Interest
- Bio

Return application to:
NAWBO-OC
1240 N. Jefferson Street, Suite G
Anaheim, CA 92807
admin@nawbo-oc.org