

NAWLEE Regional Training Protocol

The following are guidelines for presenting regional training that is co-sponsored by NAWLEE and your agency. We want you to adhere to the timelines as closely as possible, but will make exceptions on a case by case basis. The goal of the regional training is to have it. The guidelines are to keep us all on track.

Your NAWLEE Board

1. Forward the following to the President and to the Chair of the Professional Development committee at least **four (4) to six (6) months** prior to regional training.
 - a. Your seminar agenda
 - b. Seminar data (give alternate dates, if necessary or "possibles")
 - c. The Partnership Agreement, including your proposed budget, that is completed and signed by your agency representative(s)
2. After receiving your documents, the NAWLEE Executive Director, on behalf of the Board, will respond to you in **fourteen (14) days**. The Board will notify you, in writing of their concurrence on the Partnership Agreement. The denial will itemize the portions they feel must be changed.
3. If in the opinion of the Board, the proposal is not in keeping with the objectives of the association, the seminar organizer will have **fourteen (14) days** to present an alternative proposal.
4. At the conclusion of the seminar, send copies of printed materials you used to the Chair of the professional Development committee¹. Include the completed evaluation forms.

¹ The committee Chair is responsible for forwarding the training documentation to the Executive Director within one (1) month. The Executive Director maintains all records involving NAWLEE.

NAWLEE Regional Training Partnership Agreement

The National Women's Law Enforcement Executive Association and

_____/_____
Names of Agencies

agree to a partnership for the purposes of providing regional training to law enforcement personnel in _____ (year).

Pursuant to this training partnership, the respective agencies / associations / organizations agree to provide those items named and initialed by each group's lead executive (or a designated position holding partnership authority).

Agreement Specifications

Itemize the agreement specifications below. For example, the use of the organization's name on brochures may need to be released by this agreement. Any NAWLEE expenditures must be itemized for Board approval.




_____/_____
Name of Partner Agency Date

_____/_____
NAWLEE Representative (Board Member) Date




_____ / **NAWLEE Regional Training
Seminar Evaluation**

Our goal is to sponsor relevant, professional training. Please take the time to complete this evaluation. We will use your ideas to enhance our next seminar.

Please rate the PRESENTATION.

Topic _____ Speakers(s) _____			
Relevant to my needs			
Strength of content			
Learn anything new?			
Quality of visual aids			
Use of visual aids			

Please rate the SPEAKER.

Topic _____ Speakers(s) _____			
Knowledge of subject			
Organization of material			
Persuasiveness			
Motivated participants			
Professional demeanor			

What other topics interest you?

Please give us names and telephone numbers of other speakers who might be interesting.

Name (optional)

Telephone
