

NCCW LEADERSHIP TRAINING DEVELOPMENT (LTD) PROGRAM
Custom- designed leadership training for Today's Catholic Women
INFORMATION ON HOSTING AN LTD

WHAT IS THE LTD PROGRAM AND WHAT CAN IT DO?

It is an NCCW leadership training program custom designed to meet the needs of your organization. This happens through group and individual pre-assessment (survey) forms completed, returned, and studied by the trainers in their preparation of agenda topics. The large range of LTD topics are designed to help:

- improve personal skills in many areas.
- analyze where you, your organization, or group are, where you need to be, and how to get there; and to realize you can make that change!
- understand the importance of creating a strong foundation for your organization and provides techniques to do it.
- cultivate a level of communication that truly reaches your intended audience.
- learn to analyze how to turn challenges into opportunities, to use effective strategies for problem-solving, how to interact in a positive, spiritual way with difficult personalities.
- provide ideas and inspiration to help you make changes in your council or group, at work, and in personal relationships.
- realize your role of ministry by the spirituality that **is** woven throughout the presentations.

The NCCW Leadership Training Development Program is available to groups of 20 to 200.

It is designed to encourage attendance with an affordable registration fee for attendees, and it also provides some financial help for the Host Council/group to help with their financial responsibilities.

Setting a Program Date

It is important that you choose a date that will allow the maximum number of people to attend. It is recommended that you check varied calendars before choosing the date. These would include Parish, Deanery and Diocesan event calendars, special community events, sports schedules, etc. Double check before the final contract is signed.

Host Council/Group Financial Responsibilities:

1. Trainers' transportation, meals, motel lodging (separate rooms)
2. Program day(s) meal(s) for attendees (May differ if LTD Program is within a Convention)
3. Local site arrangements
4. Publicity
5. Name tags, folders, duplication of handout materials
6. Physical arrangements and equipment requirements (See separate page regarding this)
7. Morning coffee and rolls (not mandatory, but nice)

Minimum/Maximum Attendance:

The minimum number of attendees is 20; maximum is 200. If over 200 are expected, consult with the LTD Team Lead Coordinator. Twenty registrations must be paid (received by your organization) 6 weeks prior to the scheduled LTD Program, or sadly the LTD Program may be cancelled.

(The 20-person minimum would need a high amount of host funding to help cover the financial expenses above. The number 20 is set to let all know we can come to a small group, if financial Program costs can be fully provided: See the cost information and do the math with 20 attending).



The LTD Program has been designed to help host councils to be able to afford to host a program. The information below shows how the LTD Registration Fee varies depending on the number of hours of training chosen, and it also shows the amount host councils are able to keep to help with financing.

# of Hours Training		Registration Fee	Host Council would keep
6 Hours	1-Day Stand-Alone* LTD Program 8:30 a.m. – 3:30 p.m. Within a Convention Hours to fit agenda over a 2-day period	\$30 per person	\$20 per person
9 Hours	Stand-Alone Program over a 2-day period Within a Convention – hours to fit agenda	\$40 per person	\$30 per person
12 Hours		\$50 per person	\$40 per person

*Stand-Alone Program means not within a Convention

The amount the Host Councils get to keep is meant to help only. It is not meant to cover all the costs involved in the financial responsibilities. Fund raisers or budgeted funds are important to supplement the financial help provided here. However, the more people that attend, the more the help adds up.

With Programs scheduled *within* a Convention, the budget set for said Convention needs to include the costs for the items described in the list of Host Council Costs/Responsibilities. That may mean increasing the Convention Registration Fee to cover those expenses. If you substitute the LTD trainers' sessions for the usual Commission workshop speakers in the budget, that can help on saving some costs. Some Conventions schedule silent auctions to help with the costs. Also, LTD Programs scheduled in parishes rather than hotels can save quite a bit on costs.

Contracts that need to be signed:

There are two contracts that will need to be signed prior to moving ahead: the Financial Contract that covers the agreement of providing the \$10.00 per person to NCCW, and the Host Agreement Form where you agree to your role of Host Council and to the responsibilities stated in the material sent.

We also will need to have a phone conversation to go over all this information prior to having you sign the contracts, to be sure your questions are answered and all is understood. It's a lot of information, but we will work with you all the way.

Here's a quote from *Patty Johnson, a Past President of the National Council of Catholic Women, that is good for P.R.: "The LTD Program trainers are NCCW members who know the graces and challenges of active participation and leadership on all rings of Council. They speak your language. They have walked paths like your own. They have met and mastered the frustrations and have found joy in leadership."*

