

Prospective NACTT Staff Symposium Facilitator Questionnaire

Name: _____ Phone: _____

Email Address: _____

Office (Trustee Name and Location): _____

Job Title: _____ Years of Service: _____

Past Public Speaking Experience? ___Yes ___No (can include providing in-house training, presenting at other conferences, presentation experience as an undergrad or graduate student, Toastmasters, etc)

If yes, please elaborate: _____

Please provide a brief summary of your main duties within your office and any pertinent work history (you may attach a resume if you prefer):

Please rank your interest in facilitating the following tracks, 1 being the most interested and 5 being the least interested. If you feel that you are unqualified to facilitate a specific track, please mark it with an X:

_____ Paralegals/Case Administrators

_____ Leadership

_____ Bankruptcy A-Z

_____ Staff Attorneys

_____ Office Managers/Comptrollers

Will your trustee support your involvement with the NACTT symposia? ___Yes ___No

Signature: _____ Date: _____

***** Please return to CWaldrup@pmpamc.com *****

FAQ

1. Do prospective facilitators receive training?

Yes. In order to be seriously considered for a facilitator opening a prospect should attend a training session. Training is typically offered on the morning of the preceding day of a staff symposium in the same hotel where the symposium is taking place. Your Trustee is responsible for the cost of the additional night in the hotel, and additional day of per diem. The training session is free of charge for all participants.

2. How does the selection process work?

When an opening becomes available the committee will review the candidate pool and select an individual that fits the track. The committee will select someone whom they believe will be successful based on performance in training and overall related business/personal experience.

3. If selected what is the commitment?

The typical commitment period for a facilitator is 3 years. Depending on facilitator performance and committee needs a facilitator may be asked to continue. On the flip side, if a facilitator consistently receives poor reviews and is not a productive member of the team the committee has the option to release the facilitator and select someone else from the candidate pool.

4. How does travel and time away from the office work?

Travel expenses for facilitators are paid for by the NACTT, this includes per diem for meals and incidentals, flight, hotel, ground transportation, mileage and parking. The only "cost" to the facilitator's trustee is the paid time out of the office. This is why you must have support from your Trustee to engage in this endeavor.

5. Preparing takes time; does preparation happen on my own time (at home) or Trustee time (work hours)?

This is between you and your Trustee. In many cases it is a combination of both as facilitating and becoming an "expert" in business related subject matter can be an asset to Trust operations. Talk to your Trustee.

6. What is the average time commitment for preparation and attendance?

There are a minimum of 2 symposiums each year, and potential for participation in the staff track at the National Conference in the summer. The time commitment for the symposiums is typically as follows: Arrive afternoon/evening Day 1. Facilitator training for 3 hours the morning of Day 2. Symposium sessions run all day on Day 3. Symposium sessions run until noon on Day 4, at which time you are free to leave. Depending on distance to travel you may end up spending one more night. Preparation depends on your expertise level with the subject matter you are presenting. If you are facilitating a topic you are unfamiliar with it may require more time to research and prepare. If the topic is something you are well versed in preparation time will be less. Please note that subject matter is often selected by the facilitators based on their track, however there may be times when the committee will assign the subject. Committee support is available to aid the teams in brainstorming and content creation.