

Date: January 14, 2004

To: Neighborhood Council Leaders

From: Greg Nelson, General Manager, Dept. of Neighborhood Empowerment

Subject: NEW EMPOWERMENT ACADEMY CLASSES.

We look forward to you attending our 2005 workshops. Check out our various accessible locations and our fantastic set of faculty presenters! Registration is now easier than ever.

Register online at our home page:

www.lacityneighborhoods.com

Click on "Online Registration"

You may also fax, call in, mail or e-mail your registration/RSVP requests to the office listed below.

January 11, 2005

COMMUNICATING WITH YOUR STAKEHOLDERS

6:30 p.m.-8:30 p.m.

Location: Felicia Mahood Senior Center Craft Room
11338 Santa Monica Blvd. Los Angeles, CA 90025

This class will help Neighborhood Councils comply with the outreach requirement as outlined in the Plan. It will discuss the development and delivery of a message to community stakeholders through various communication methods such as websites, e-mail, mail, flyers, direct outreach, newsletters, and special events. The class will also discuss how to target the audience and develop methods to receive and incorporate stakeholder feedback.

Faculty: Empowerment Academy Staff

January, 2005

COMMUNICATING WITH YOUR STAKEHOLDERS

6:30 p.m.-8:30 pm

3rdWeek. Please visit our website or call to confirm date.

Location: Kaiser Permanente, Conference Ctr
25825 S. Vermont Ave. Harbor City, CA 90710

This class will help Neighborhood Councils comply with the outreach requirement as outlined in the Plan. It will discuss the development and delivery of a message to community stakeholders through various communication methods such as websites, e-mail, mail, flyers, direct outreach, newsletters, and special events. The class will also discuss how to target the audience and develop methods to receive and incorporate stakeholder feedback.

Faculty: Empowerment Academy Staff

January 22 & 29, 2005

TREEPEOPLE CITIZEN FORESTER LEADERSHIP PROGRAM

9:00 a.m.-3:00 p.m.

Location: Coldwater Canyon Park
12601 Mulholland Dr. Beverly Hills, CA 90210

This class provides participants with the extraordinary skills of changing the face of a community by planting and caring for trees. Shadier and healthier streets make for stronger communities. During this intensive course you will learn how to plan and implement a community tree planting project including permit needs, tree selection, tree planting, community organization skills, event planning, budgeting and more! This class is part of a series. Each session will focus on one or more topics related to this subject. It is recommended that participants attend all sessions in the series. When offered as part of the Empowerment Academy, scholarships are available to pay for Neighborhood Council leaders.

Faculty: Empowerment Academy Staff
(Must be pre-registered with an intended project and attend both courses in series)

January 22, 2005

DEVELOPING YOUR VOLUNTEER BASE

9:30 a.m.-12:30 p.m.

Location: Barlow Respiratory Hospital Williams Hall
2000 Stadium Way. Los Angeles, CA 90026

This class will teach Neighborhood Council leaders how to identify, recruit, cultivate and keep volunteers engaged. It will also help participants develop methods to promote volunteerism.

Faculty: LA Works
(The first ten to RSVP and attend will receive a goodie bag)

February 15, 2005

HOW TO BUDGET AND FINANCE FOR YOUR NEIGHBORHOOD COUNCIL

6:30 p.m.-8:30 p.m.

Location: EA Training Center
305 E. 1st Street. Los Angeles, CA 90012

This class will review the Generally Accepted Accounting Principles (GAAP), and provide templates for meeting the financial recording and reporting requirements

under the Plan. Sample budgets and tracking systems will be provided. Neighborhood Council leaders will also learn the "do's and don'ts" of accounting.

Faculty: Marsha Porter, Finance Consultant

February 24, 2005

COMMUNITY AWARENESS & PUBLIC SAFETY PERSPECTIVES

6:00 p.m.-9:00 p.m.

Location: Old Depot Plaza
10038 Old Depot Plaza Rd. Chatsworth, CA 91331

This class will provide participants with a better understanding of the City's community safety and enforcement structure. It will discuss the efforts of agencies such as the Los Angeles Police Department, the Los Angeles Fire Department, Animal Services, and Recreation and Park's Park Rangers in working with the community to improve the quality of life.

Faculty: Panel - LAPD, LAFD, Park Rangers, Animal Services

February 26, 2005

BUILDING YOUR POWER BASE

10:00 a.m.-12:00 p.m.

Location: Constituent Service Center
8475 S. Vermont Ave. Los Angeles, CA 90044

This class will discuss the components to build relationships within a Neighborhood Council as a means to establish a power base. Emphasis will be placed on getting stakeholders to take ownership of the Neighborhood Council's goals and mission.

Faculty: Empowerment Academy Staff
(The first ten to RSVP and attend will receive a goodie bag)

March 5, 2005

UNDERSTANDING AND IMPLEMENTING THE GRIEVANCE PROCESS

9:30 a.m.-11:30 a.m.

Location: Mount Carmel Senior Center
830 West 70th St. Los Angeles, CA 90044

Having a system through which grievances against a Neighborhood Council are resolved is a legal requirement. This course will discuss the various methods for addressing and resolving them. Each method will be analyzed to determine its

effectiveness and implementation process. Possible new language for the bylaws or operating procedures will be provided as templates.

Faculty: Empowerment Academy Staff

March 17, 2005

UNDERSTANDING AND IMPLEMENTING THE GRIEVANCE PROCESS

6:30 a.m.-8:30 p.m.

Location: LAPD Museum & Historic Building
6042 York Blvd. Los Angeles, CA 90042

Having a system through which grievances against a Neighborhood Council are resolved is a legal requirement. This course will discuss the various methods for addressing and resolving them. Each method will be analyzed to determine its effectiveness and implementation process. Possible new language for the bylaws or operating procedures will be provided as templates.

Faculty: Empowerment Academy Staff

March 19, 2005

ROLES & RESPONSIBILITIES OF BOARD MEMBERS

9:00 a.m.-1:00 p.m.

Location: Sunland-Tujunga Municipal Bldg.
7747 Foothill Blvd. Tujunga, CA 91042

This class goes beyond the general board orientation by further defining the role, responsibilities, and expectations of each position on the board. A break out session will allow for focused discussion with each board position, using hands-on tools to provide examples and templates.

Faculty: Empowerment Academy Staff
(The first ten to RSVP and attend will receive a goodie bag)

March 24, 2005

UNDERSTANDING AND IMPLEMENTING THE GRIEVANCE PROCESS

6:30 a.m.-8:30 p.m.

Location: Kaiser Regional Lab Conference Room 6
11668 Sherman Way. North Hollywood, CA 91605

Having a system through which grievances against a Neighborhood Council are resolved is a legal requirement. This course will discuss the various methods for addressing and resolving them. Each method will be analyzed to determine its

effectiveness and implementation process. Possible new language for the bylaws or operating procedures will be provided as templates.

Faculty: Empowerment Academy Staff

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