

# FACILITATION OF ADULT LEARNING

December 1-2, 2020

**Application Deadline: September 25, 2020**



**Fees:** There is a **\$500** fee to help defray the cost of training materials, meals and one night of lodging per participant. Complete all sections of this application. See page 3 for additional billing information. *There are no refunds for cancellations after November 13, 2020.* Payment must be received before attending the training.

**Lodging/Meals:** Lodging is provided on **Tuesday, December 1<sup>st</sup>** only. Meals are provided once the session begins. The Winthrop Rockefeller Institute does not permit pets in their facilities. Additional information about lodging and amenities is available at [www.rockefellerinstitute.org](http://www.rockefellerinstitute.org).

**Location:** Winthrop Rockefeller Institute, Petit Jean Mountain ([www.rockefellerinstitute.org](http://www.rockefellerinstitute.org))

**Day 1:** December 1, 2020 10:00 am – 8:15 pm

**Day 2:** December 2, 2020 7:30 am – 3:00 pm

**Application Date:** \_\_\_\_\_

You will receive a confirmation e-mail within 1-3 business days of submitting your application. If you do not receive an e-mail, please contact Joseph Wilson at [jjw02@uark.edu](mailto:jjw02@uark.edu) 479-575-6708. We have a limited number of spots available for this training. The spots are filled as applications are received. You are encouraged to submit your application **with PO#** as soon as possible. If the number of allotted spots is exceeded for this session, you will be placed on a waiting list in the event there is a cancellation. The training is offered once each fall and spring semester.

## INDIVIDUAL INFORMATION

I have attended another ALA Institute: YES \_\_\_\_\_ NO \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

Please indicate any special needs: \_\_\_\_\_

## SCHOOL INFORMATION

SCHOOL OR DEPARTMENT: \_\_\_\_\_

SCHOOL DISTRICT OR ORGANIZATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTY: \_\_\_\_\_ CO-OP: \_\_\_\_\_

PHONE: \_\_\_\_\_

WORK E-MAIL: \_\_\_\_\_

POSITION: \_\_\_\_\_

NUMBER OF YEARS IN EDUCATION: \_\_\_\_\_

Please answer the following questions in the space provided.

**Why is it important for you to participate in the Arkansas Leadership Academy's Facilitation of Adult Learning?**

**What experience do you have in facilitating adult learning (professional development, meetings, etc.)?**

**What specific content and/or skills do you hope to gain from this training?**

### COMMITMENT

If selected to attend Facilitation of Adult Learning, I understand I am making a commitment to examine and improve my facilitating skills in order to improve myself and all learners, adult and children, in my system.

**In order to be considered for this training, I agree to participate in both days.**

APPLICANT SIGNATURE \_\_\_\_\_

**PRINCIPAL/SUPERVISOR (please print):** \_\_\_\_\_

If the above applicant is selected to attend Facilitation of Adult Learning, I commit to support him/her in this endeavor. I understand attendance is mandatory for both days of the institute.

PRINCIPAL/SUPERVISOR SIGNATURE \_\_\_\_\_

PRINCIPAL/SUPERVISOR E-MAIL ADDRESS \_\_\_\_\_

### BILLING INFORMATION

The University of Arkansas Treasurer's Office will send out invoices shortly after September 25<sup>th</sup>. Please do not remit payment until invoices are received. Please indicate below the point of contact for your invoice. A **PO#** is required for acceptance into this training. Payment is also required before attending this training. Please provide a **copy of your Purchase Order** when submitting this application (include the email address where the University of Arkansas may submit the invoice). **Your application will not be considered complete until we have a copy of your P.O.**

PO#: \_\_\_\_\_

NAME/OFFICE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Contact:** Joseph Wilson  
[jjw02@uark.edu](mailto:jjw02@uark.edu)  
479-575-6708  
479-575-8663 (FAX)

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