



19210 S. Vermont Avenue, Building A, Suite 100  
Gardena, CA 90248  
Phone: (310) 538-0233  
www.irwaonline.org

## 219 Introduction to Presentation, Instruction and Facilitation 10.15-16.18 Phoenix, AZ



### Course 219 - Introduction to Presentation, Facilitation, and Instruction

#### Course Description:

This course provides participants with an understanding of presenting, instructing and facilitating; an opportunity to develop or enhance presentation, instruction and facilitation skills; personal and professional development, and a venue during which to assess personal skills and abilities before expressing an interest in becoming an IRWA Instructor or a Conference presenter. At the conclusion of the course, participants will have learned about, developed, and demonstrated presentation, instruction and facilitation techniques.

#### Credentialing

- Generalist: An intermediate course that can be applied towards the ARWP, RWP or SR/WA program.
- Specialist: An elective for the R/W-AMC, R/W-EC, and R/W-NAC programs. Fulfills IRWA Instructor recertification requirement

**IMPORTANT NOTE:** Course 219 is interactive and requires participants to demonstrate their presentation, facilitation, or instruction skills. Participants are expected to incorporate the learning points into their delivery. Participants' presentations will be digitally recorded on both days of the class.

**Course Level:**  
Intermediate

#### Course Tuition Includes:

- Participant Manual

#### Who Should Take This Course:

The course is intended for individuals who want to develop or enhance their presentation, instruction and facilitation skills. This course is also a prerequisite for those who plan to apply for and attend a future IRWA Instructor Clinic.

\_\_\_\_\_  
 Last Name First Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip/Postal Code  
 (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Yes  No  
 Phone Member Member ID Number  
 \_\_\_\_\_  
 Email Address

If payment includes the fees for registrants other than yourself, check here:   
 (Please submit names of other registrants on a separate paper along with this form)  
 Will you also be attending?  Yes  No

<b>Member Tuition</b>	<b>Non-Member Tuition</b>	<b>Total Tuition Amount</b>
\$ 415	\$ 520	_____

Total Member Registrants: _____
Total Non-Member Registrants: _____

PRINT NAME AS IT APPEARS ON CARD: \_\_\_\_\_ 3-DIGIT CVV: \_\_\_\_\_

AMEX  MC  VISA  Card #: \_\_\_\_\_ EXP: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_ Amount to be Charged: \_\_\_\_\_

**219 Introduction to Presentation, Instruction and Facilitation 10.15-16.18 Phoenix, AZ**

Sponsor: IRWA Chapter 28  
 Date: October 15-16, 2018  
 Time: 2 days – 8 AM to 5 PM Daily  
 City: Phoenix, AZ

**Class Location:**  
 Maricopa County Flood Control District  
 2801 W. Durango Street  
 Phoenix, AZ 85009  
 Participant Capacity: 25

**Four Ways to Register:**  
 Online: www.irwaonline.org  
 Fax: (310) 538-1471  
 Phone: (310) 538-0233, x138  
 Contact Course Coordinator

**Accommodations:**  
 Holiday Inn Express & Suites Phoenix Downtown Ballpark  
 620 N. 6th Street  
 Phoenix, AZ 85004  
 Phone: (602) 452-2020  
 Please call for reservation rates and mention any discounted rates you might be eligible for.

**Course Coordinator:**  
 Mrs. Karen L. Williams, SR/WA  
 Real Estate Analyst  
 Arizona Office of the Attorney General  
 1922 W Highland St  
 Chandler, AZ 85224  
 Phone: (602)542-8857 Fax: (602)542-3646  
 Email: karen.williams@azag.gov

**Course Instructor:**  
 Carol L. Brooks, SR/WA is the Owner of Cornerstone Management Skills, and internationally recognized and award winning author and trainer. She is a Certified CLIMB Lead Instructor with the IRWA and began teaching in 2002. With over 15-yrs experience in public utilities and local public agencies, her expertise includes: Easement and land acquisition, negotiations, easement valuation, permitting, easement law, project management, and eminent domain support. Ms. Brooks is the Vice Chair of the IRWA's P.I.P.E. (Partnership Infrastructure Professional Education) chartered to mentor and groom current and new instructors. She is the VEIT Instructor for C213 and C100. She also wrote the VEIT C100 and Classroom C100 manuals. She is the contributing course writer/editor for Crown College, MN for their business course offerings in China. She is a contributor to ROW Magazine, featuring articles on effective communication skills, communication etiquette, teambuilding management, and the art of negotiations. Ms. Brooks' column entitled, Back to Basics was featured in ROW Magazine from 2010-2014. She is the recipient of the Louise L. & Y. T. Lum Award for distinguished contribution to education for the r/w professional. She is also the proud recipient of the Mark A. Green Award for Journalistic Excellence and Outstanding Contribution to the ROW Magazine. She is a frequent workshop speaker at the IRWA's annual conference. She is a coach/mentor at a local state university for real estate and business majors. She has said, "R/W Professionals exemplify the public good and I want them to have all the communication tools to become the best they can be, and serve our citizens in an exemplary manner." Ms. Brooks presents relevant communication and negotiation techniques in a humorous and engaging way. Her goal is to create critical thinkers in the classroom and prepare the participant to return to the job better than when they arrived on the first day of class.

**Cancellation Policy:** All classes scheduled by IRWA are subject to cancellation. All class registrants must contact the Course Coordinator prior to making travel arrangements, keeping in mind that the class may be cancelled at any time (for reasons including, but not limited to, insufficient registration, Instructor emergencies or other issues beyond the control of the chapter and/or IRWA). Fully liquidated damages for any losses incurred by a class registrant are limited solely to a refund of the registrant's prepaid class tuition. IRWA and its chapters assume no other registrant liability resulting from class cancellation.

**Tuition Refund Policy:** Written notification of intent to cancel registration must be received via email by both the Course Coordinator and IRWA Headquarters Education Staff (education@irwaonline.org) prior to the class start date in order to be eligible for a tuition refund. A full tuition refund will be issued if notice is received 15 days or more prior to the class start date; a 75% refund will be issued if notice is received less than 15 days prior to the class start date, and no refund will be issued for notice received on or after the class start date.

