

# Congress of Neighborhoods

October 9, 2003



This Congress features the launching of the Empowerment Academy along with a keynote address by the Mayor of Los Angeles, caucuses, hospitality suites, instructor-led classes, and department sponsored events. We are anxiously looking forward to the participation of all who contribute to the City of Los Angeles. To that end, provided below is a description of the different aspects of the Congress:

## **7:30-9:30 am- Registration/Breakfast/Networking**

On site registration and breakfast will begin at 7:30 am.

## **8:30 –9:30 am- Caucuses**

Caucus rooms are a place where Neighborhood Council leaders can network and discuss common areas of interest.

## **8:30 am-1:00 pm- City Department Booths**

Department staff will be available to provide information and answer questions .

## **9:30–10:30 am-Opening Session, Mayor James K. Hahn**

Mayor Hahn will give the key note address to Congress participants and will be followed by a Roll Call of the Neighborhoods.

## **10:40 am-1:00 pm-Empowerment Academy**

Empowerment is a goal, a vision, and a destination. Empowerment is the belief that dreams are road maps to reality. Three years in development, the Empowerment Academy's curriculum was designed to provide practical and concrete examples that Neighborhood Council leaders can easily implement in their own communities. Through specialized tracks and training components, the Empowerment Academy will address the needs of novice and experts alike. Courses that stress the fundamental aspects of community organizing will provide the rudimentary apparatus needed by every new leader. Likewise, advanced courses specializing in communication, community development, and finances will meet the needs for leaders looking to sharpen their skills.

The Empowerment Academy will be an on-going series of instructor-led courses similar to a college curriculum. The Academy will offer nine different training series with four to eight classes in each. The classes will be repeated throughout the year. The first of these classes will be offered at the Congress event on November 1st.

The Empowerment Academy is the answer for Neighborhood Council leaders looking for the preparation to meet the challenges and overcome the obstacles they will be facing. It prepares leaders to say more than "I will." It enables them to say, "I did."

## **10:40 am-1:00 pm-Additional Courses sponsored by City Department**

Key City Departments will offer workshops addressing important issues facing local neighborhood leaders. Participants will have an opportunity to dialogue and ask questions of City Department staff.

## **12:00– 2:00 pm- Hospitality Suites**

Hospitality Suites are intended to bring people together to network and discuss a common topic as presented by the sponsoring agency.

What follows is an in-depth description of the Empowerment Academy courses, City department sponsored courses, caucuses, and hospitality suites as well as the registration form.

- **Priority registration for Neighborhood Council Elected Board Members begins on October 10, 2003 and ends October 26, 2003.**
- **Registration for the general public begins October 17, 2003 and ends October 26, 2003.**

If you have any questions or concerns, please call 1 (866) LA HELPS (toll-free) and a staff member will assist you.



# EMPOWERMENT ACADEMY COURSE DESCRIPTIONS



The following is a list of courses, caucuses and hospitality suites that will be offered at the Congress of Neighborhoods on November 1, 2003, at the Los Angeles Convention Center.

Section	Track/Session Title	Course Description
<b>1 Leadership Skills</b>		
101	<i>Effective Leadership - Coro (Limited to Elected Presidents and Vice-Presidents)</i>	With vast experience in leadership development in the public sector, Coro will bring together presidents and vice-presidents of Neighborhood Councils with elected boards to work together to develop skills that produce effective leadership. This program is designed especially for these leaders to help identify and discuss specific challenges and strategic solutions relative to Neighborhood Council governance. This series will offer participants an opportunity to harness their "collective intelligence" and experiences to generate action plans outlining strategies to augment community participation, promote orderly meetings, and identify and execute meaningful and feasible projects. (First of multiple sessions.)
<b>2 Creating the Most Effective Board</b>		
201a	<i>Running an Effective Board</i>	This workshop will teach critical skills for board management, and how to understand your role in the context of Neighborhood Council rules, regulations, bylaws, and the needs in your community. Participants will review their roles, day-to-day management, guiding the work plan, setting up board policies and procedures, and the responsibility for leadership development within the Neighborhood Council.
202a	<i>Making Meetings Work</i>	This workshop will teach participants how to make meetings goal-oriented, how to develop an effective agenda, how to conduct work in committees, delegating tasks, and developing board rules, including a code of conduct. The instructor will also share tips on how to maintain control of meetings and deal with difficult people. Q & A. (First of multiple sessions.)
<b>3 Building a More Effective Neighborhood Council</b>		
301	<i>Consensus Building</i>	This session will strengthen the skills of Neighborhood Council leaders to help them work together more effectively, move an agenda forward, and recognize how to get beyond obstacles and division in order to be productive. The specific skills to be shared will include facilitation, listening, strategizing, and being able to identify the big picture and community priorities. Q & A.
<b>4 Improving Your Neighborhood</b>		
401a	<i>Building on Your Community's Assets</i>	Rev. Jim Conn, former Mayor of the City of Santa Monica, will help participants focus on how to look at their community by evaluating and building on its assets. There will be a discussion on the overall philosophy of Asset Based Community Development, and the value of conducting a physical mapping of assets, and how to approach this as Neighborhood Council. Q & A. (First of three sessions including a hands-on lab.)
402	<i>New Thinking, New Schools - Presented by the Los Angeles Unified School District</i>	New schools in your community! It is NOT a dream. Find out the why, how, who, when, and where about the new schools that will alleviate the severe overcrowding in schools. Learn about the key role that Neighborhood Councils will play in the process. This workshop will provide you with the tools and information you will need, and it will identify exactly how Neighborhood Councils can impact what happens next. Q & A.
402	<i>Ideas Nuevas - Escuelas Nuevas - Presentado por el Distrito Escolar de la Ciudad de Los Angeles (Spanish)</i>	Escuelas nuevas en su comunidad! No, no es un sueño. Entérese de porqué, cómo, quién, dónde y cuándo estas nuevas escuelas aliviarán la severa sobrepoblación en nuestras escuelas. Los Concilios Comunitarios jugarán un papel clave. Este taller de trabajo provee los elementos e información que usted necesitará.
<b>5 Increasing Public Participation</b>		
501	<i>Organizing</i>	The main objective is to offer a set of guidelines that emphasize the importance of building relationships and a following in a diverse community. This workshop is centered on the idea of building networks in community institutions. Q & A.

Section	Track/Session Title	Course Description
501	<i>Organizando Su Vecindad (Spanish)</i>	Los objetivos principales seran de ofrecer una guía que pone énfasis en la importancia de establecer relaciones con varios grupos de una comunidad diversa. Esté taller se enfocara en la idea de establecer una red entre instituciones comunitarias.
<b>6 Communication is Power</b>		
601	<i>Effectively Communicating Your Message</i>	Robert Alaniz, with more than 26 years of experience in crisis communication, news reporting, producing, and public affairs, will conduct an interactive workshop that will use live video cameras, and provide participants with the ability to effectively develop and deliver their message to the media, city officials, and the public. Participants will have the opportunity to practice delivering a message, and receive tips for improving their technique. Q & A.
<b>7 Money Matters</b>		
701	<i>Spending the Money (Formerly called "NC Funding Training")</i>	General orientation for the Neighborhood Council Treasurer and second signatories on the Neighborhood Council Funding Program. Review of application and requirements. (This session is required in order to become enrolled in the Funding Program.) Q & A.
<b>8 City Requirements</b>		
801	<i>Compliance with the Americans with Disabilities Act (ADA) &amp; Outreach to the Disabled</i>	The Department of Disability will review the main components of the ADA, and how Neighborhood Councils can conduct successful events with the law in mind. Participants will receive the "Guide to Accessible Event Planning." In addition, a disability advocacy organization will provide a disability-competent approach to conducting outreach and communicating with people who have disabilities. Q & A.
802	<i>Open Meetings - The Brown Act</i>	The Office of the City Attorney will help participants develop an understanding of the Brown Act as it applies to Neighborhood Councils, and learn how to use it as a tool for empowerment and participation. The law can be fun. Q & A.
803	<i>Financial Disclosure</i>	Help will be provided for Neighborhood Council board members to understand conflict of interest regulations, and filling out the required forms. This session will help reduce fear by demystifying and explaining the requirements, and creating an understanding of the state law. Participants will be able to go through the entire form and discuss scenarios to help understand the differences between financial disclosure and conflict of interest. Q & A.
<b>9 The Basics</b>		
901	<i>How to Get Certified</i>	Participants will be able to understand the components of the certification process including a review of the certification application, bylaws, and preparing for the public hearing. A panel of Neighborhood Council leaders will share best practices to help the NC have a successful presentation before the Board of Neighborhood Commissioners. Q & A.
902	<i>Developing &amp; Improving Your Bylaws -Best Practices</i>	Through a panel discussion, participants will be provided with best practices regarding developing and revising bylaws to establish a living and working document that promotes the goals of your Neighborhood Council. Q & A.
903	<i>Running the Best Election</i>	This session will help participants understand the critical components of an election process, and the development of good election procedures. Participants will hear from experienced Neighborhood Council leaders who will share best practices for developing an outreach plan; recruiting candidates, voters, and volunteers; and lessons learned. Q & A.
904	<i>Orientacion Para Miembros del Concilio - (New Board Orientation - Spanish)</i>	Este taller proporcionará una comprensión del proceso del los Concilios de Vecindarios, el Plan de la ciudad que guía los concilios, el departamento de fortalecimiento para la vecindad, las leyes y las regulaciones aplicables, los servicios proporcionados, y el proposito de las reglas del concilio. (This workshop will provide an understanding of the Neighborhood Council process, the Plan, DONE, applicable laws and regulations, services provided and review the role and purpose of bylaws.)
<b>10 Additional Workshops Offered by City Departments</b>		

Section	Track/Session Title	Course Description
10	<i>Keeping Our Children Safe, Collaboration &amp; Community Safety - Presented by the Commission for Children, Youth and Their Families (CCYF)</i>	The workshop will begin with a brief statistical overview of the status of the children of Los Angeles. Following the presentation there will be a panel discussion on the various activities and projects in communities around safety for children and families. The panel will include representatives from various City departments. Q & A.
10	<i>LAX Master Plan - Enhanced Safety and Security Alternative - Presented by Los Angeles World Airports</i>	Los Angeles World Airports management will describe Mayor Hahn's proposed vision for the future of LAX, a facility plan to ensure that LAX remains a world-class gateway and economic engine for the region while improving safety and security for the traveling public. The session is especially timely because the public review period for the Supplemental Draft Environmental Impact Report ends on November 7, and it's important that Neighborhood Councils learn about this important project before the issue is considered by the City Council in 2004. Q & A.
10	<i>Getting the Most from Public Works During Lean Times - Presented by Department of Public Works</i>	Public Works Commissioner Valerie Lynne Shaw and Director of Bureau of Street Services, Bill Roberts, will discuss how to get your fair share of public works services and what will be needed to fund services in the future. Q & A.
10	<i>Using LA Cityview Channel 35 to Promote your Neighborhood Council, One Call to City Hall (3-1-1), and Cable Television Services (Presented by ITA)</i>	Come to this informative session and find out what LA Cityview Channel 35 is planning to do for neighborhood councils. From participating in upcoming television shows to promoting your calendar of events, it's all about ways to get the word out into your communities. Additionally, you will learn about 3-1-1 Services and your rights related to cable television services.
10	<i>Ask DONE</i>	Open dialogue with the General Manager. Ask questions and share your ideas.
11	<b>Caucus Meeting Rooms</b>	
11	<i>Los Angeles Citywide Alliance of Neighborhood Councils</i>	The Citywide Alliance of Neighborhood Councils will be available to discuss effective ways to empower your Neighborhood Council in leadership, citywide issues, and networking.
11	<i>Gay and Lesbian Caucus for NC Leaders</i>	GLBT Board members of Neighborhood Councils are cordially invited to meet, greet, and learn about the City's commitment and support for its LGBT stakeholders.
11	<i>Arts</i>	Join other Neighborhood Council Leaders in sharing ideas about the Arts and Neighborhood Councils.
11	<i>Involving Businesses in Neighborhood Councils</i>	Meet other people with whom you can share ideas about how to encourage business leaders to participate in Neighborhood Councils.
12	<b>Hospitality Suites</b>	
12	<i>Los Angeles World Airports</i>	The Los Angeles World Airports invite Neighborhood Council leaders to enjoy food and refreshments while networking with other leaders and viewing the plans for LAX's future.

# EMPOWERMENT ACADEMY COURSES

## COMING TO A VENUE NEAR YOU!

Please call our office at 1 866 LA HELPS (toll-free) for specific locations, dates and times for the following courses:

### Leadership Skills

- 101** *Effective Leadership - Coro (Limited to Elected Presidents and Vice-Presidents)*
- 102** *Leadership Development (open to all NC Leaders)*
- 103** *Coalition Building*
- 104** *Coalition Building (Lab)*
- 105** *Working with other NCs*

### Improving Your Neighborhood

- 401a** *Building on Your Community's Assets*
- 401b** *Building on Your Community's Assets 2 (Lab)*
- 401c** *Building on Your Community's Assets 3*
- 402** *New Thinking, New Schools - Presented by the Los Angeles Unified School District*
- 402** *Ideas Nuevas - Escuelas Nuevas - Presentado por el Distrito Escolar de la Ciudad de Los Angeles (Spanish)*
- 403** *Economic Development (series)*
- 404** *Creating a Business Improvement District*
- 405** *Planning and Land Use (basic)*
- 405b** *Planning and Land Use (advance)*
- 406** *Community Improvement Projects*
- 407** *Emergency Preparedness*
- 408** *Community Policing*
- 409** *Creative Community Solutions*

### Creating the Most Effective Board

- 201a** *Running an Effective Board*
- 201b** *Running an Effective Board 2*
- 202a** *Making Meetings Work*
- 202b** *Making Meetings Work 2*
- 203** *Ways to Run Your Meetings*
- 204** *Effective Committees*
- 205** *Event Planning*
- 206** *Work Plan Development*
- 206b** *Work Plan Development 2*
- 206c** *Measuring Your Success*
- 207** *Self-Assessment*

### Increasing Public Participation

- 501** *Organizing*
- 501** *Organizando Su Vecindad Spanish)*
- 502a** *Outreach Strategies*
- 502b** *Outreach Strategies 2*
- 503** *Developing a Volunteer Base*
- 504a** *Strengthening Your Power Base*
- 504b** *Strengthening Your Power Base (Lab)*
- 505** *How to Get Things Done*
- 506** *Involving Youth*

### Building a More Effective Neighborhood Council

- 301** *Consensus Building*
- 302** *Managing Change and Dealing with Diversity*
- 303a** *Conflict Resolution*
- 303b** *Conflict Resolution 2*
- 303c** *Conflict Resolution 3*
- 304** *Diversity & Cultural Sensitivity*

### Communication is Power

- 601** *Effectively Communicating Your Message*
- 602a** *Communicating with Stakeholders*
- 602b** *Communicating with Stakeholders*



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## COMING TO A VENUE NEAR YOU!

Please call our office at 1 866 LA HELPS (toll-free) for specific locations, dates and times for the following courses:

<b>Money Matters</b>		<b>City Requirements</b>		<b>The Basics</b>	
<b>701</b>	<i>Spending the Money (Formerly called "NC Funding Training")</i>	<b>801</b>	<i>Compliance with the Americans with Disabilities Act (ADA) &amp; Outreach to the Disabled</i>	<b>901</b>	<i>How to Get Certified</i>
<b>702</b>	<i>Budget &amp; Finance</i>			<b>902</b>	<i>Developing &amp; Improving Your Bylaws -Best Practices</i>
<b>703</b>	<i>City Grants</i>	<b>802</b>	<i>Open Meetings - The Brown Act</i>	<b>903</b>	<i>Running the Best Election</i>
<b>704</b>	<i>Non Profits</i>	<b>803</b>	<i>Financial Disclosure</i>	<b>904</b>	<i>Orientacion Para Miembros del Concilio - (New Board Orientation - Spanish)</i>



**EMPOWERMENT ACADEMY**  
 COURSE SELECTION/REGISTRATION FORM

November 1, 2003 @ Los Angeles Convention Center



NEIGHBORHOOD COUNCIL: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

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

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

ZIP: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please check the box next to the item if any of the following is required:

<input type="checkbox"/> Translation-Specify Language: _____	<input type="checkbox"/> Transportation-Specify General Location: _____	<input type="checkbox"/> Special Needs-Please Explain: _____ _____
<input type="checkbox"/> Childcare-Specify Age: _____	_____	
_____	_____	

**EMPOWERMENT ACADEMY COURSES**

**2-Hour Courses 10:40 am-1:00 pm**

- Building on Your Community's Assets
- Effectively Communicating Your Message
- Making Meetings Work
- Open Meetings-The Brown Act
- Organizing
- Running an Effective Board

**1-Hour Courses 10:40-11:55am**

- Consensus Building
- Effective Leadership
- Financial Disclosure
- How to Get Certified
- Ideas Nuevas, Escuelas Nuevas
- Organizando Su Vecindad
- Spending the Money

**1-Hour Courses 11:55 am-1:00 pm**

- ADA Compliance & Outreach to the Disabled
- Consensus Building (Repeat from 1st Session)
- Developing & Improving Your Bylaws-Best Practices
- Orientacion Para Miembros del Concilio
- New Thinking-New Schools
- Running the Best Elections

**ADDITIONAL COURSES**

**1-Hour Courses 10:40-11:55am**

- Keeping Our Children Safe, Collaboration & Community Safety
- LAX Master Plan-Enhanced Safety & Security Alternative
- Using LA Cityview Channel 35 to Promote your Neighborhood Council, One Call to City Hall (3-1-1), and Cable Television Services (Presented by ITA)

**1-Hour Courses 11:55 am-1:00 pm**

- Getting the Most from Public Works During Lean Times
- Ask DONE

**CAUCUSES**

**1-Hour Caucuses 8:30-9:30 am**

- Arts
- Involving Business's in Neighborhood Councils
- Gay & Lesbian Caucus for Neighborhood Council Leaders

**1-Hour Caucuses 1:00-2:00 pm**

- L A Citywide Alliance of Neighborhood Councils

**HOSPITALITY SUITES**

**12:00-1:00 pm**

- Los Angeles World Airports

**1:00-2:00 pm**

- Los Angeles World Airports