



Women
With
Disabilities
Australia
(WWDA)

*WWDA Leadership & Mentoring
Workshop Project
Final Report*

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Introduction

Women With Disabilities Australia (WWDA) is the peak organisation for women with all types of disabilities in Australia. It is a federating body of individuals and networks in each State and Territory of Australia and is made up of women with disabilities and associated organisations. The national secretariat is located in Tasmania, the island State of Australia. WWDA is run by women with disabilities, for women with disabilities. It is the only organisation of its kind in Australia and one of only a very small number internationally. WWDA is inclusive and does not discriminate against any disability. WWDA seeks to ensure opportunities in all walks of life for all women with disabilities. In this it aims to increase awareness of, and address issues faced by, women with disabilities in the community. WWDA seeks to ensure the advancement of education of society to the status and needs of women with disabilities in order to promote equity, reduce suffering, poverty, discrimination and exploitation of women with disabilities. WWDA is unique, in that it operates as a national disability organisation; a national women's organisation; and a national human rights organisation.

WWDA addresses disability within a social model, which identifies the barriers and restrictions facing women with disabilities as the focus for reform.

The aim of Women With Disabilities Australia (WWDA) is to be a national voice for the needs and rights of women with disabilities and a national force to improve the lives and life chances of women with disabilities. The objectives of Women With Disabilities Australia (WWDA) are: a) to actively promote the participation of women with disabilities in all aspects of social, economic, political and cultural life; (b) to advocate on issues of concern to women with disabilities in Australia; and (c) to seek to be the national representative organisation for women with disabilities in Australia by: undertaking systemic advocacy; providing policy advice; undertaking research; and providing support, information and education.

In late 1999, WWDA applied to the Commonwealth Office of the Status of Women (OSW) for project funding to undertake a *National Leadership and Mentoring Workshop for Women With Disabilities*. The application for funding was successful and WWDA was allocated \$25,000 to conduct the Project. The first grant payment arrived in late January 2000 and the project commenced shortly after.

This report is the Final Report to the Commonwealth Office of the Status of Women (OSW) on the Project. The Report is written in five sections: Background to the Project; Project Planning; Project Implementation, Project Evaluation, and Project Expenditure. A number of appendices and attachments are provided with this Report.

Section 1: Background to the Project

Leadership is a major issue for women with disabilities in Australia. Lack of training opportunities, employment and education mean that women with disabilities have few chances to develop leadership skills. In most states of Australia, access to higher education and training for women with disabilities is limited. At the *International Leadership Forum for Women With Disabilities* held in Washington USA in 1997, more than 600 women from 80 countries and territories attended, and participated in research about Leadership. They identified their leadership training needs to be around skills development, having women centred groups, and having practical information, tools and resources. They identified the need for information and training in a range of specific areas to assist in leadership development. Some of these areas included:

- Mentoring – how to run a mentoring and peer support program and more information on materials and role models featuring adult women and girls with disabilities;
- Communication – how to speak in public, how to work in groups, interpersonal communication skills and multi-media communication techniques such as the Internet;
- Training about non-profit organisations, including organisational group development and how to write proposals to generate support for projects;
- Training about specific topics important to women with disabilities such as self-esteem, parenting, technology use, reproduction issues, self-care, and nutrition.

Ms Vicky Toovey, a WWDA member who attended the forum states:

“Women with disabilities have often had less access to education, health, rehabilitation and employment and their opportunities to take up leadership roles have been severely restricted...[We] need to support women with disabilities to gain leadership positions in all walks of life. This means that we do not solely focus our attention on disability issues but take a more holistic view.”

(WWDA, 1997)

Research undertaken by WWDA in consultations with members has supported the findings from the International Leadership Forum for Women With Disabilities held in Washington USA in 1997. WWDA members have cited their lack of confidence and skills as a major barrier to them taking up leadership roles both within the organisation and more broadly in their own families and communities.

In late 1997 WWDA was successful in securing funding from the Global Fund for Women (USA) to develop a Leadership and Mentoring Resource Kit for Women With Disabilities. The proposal for a National Leadership and Mentoring Training Workshop for Women With Disabilities aimed to see WWDA build on this work by training women with disabilities in Leadership & Mentoring skills using the Kit. It was envisaged that the women participating in the Workshop would then be able to

implement the Leadership and Mentoring Resource Kit with other women with disabilities in their States, Territories and local communities.

Enabling women with disabilities to acquire new knowledge and skills, and by providing them with opportunities for self-development and increased confidence, is one way WWDA can work towards achieving equality for women with disabilities in Australia.

1.1. Project Objectives

The objectives of the National Leadership and Mentoring Training Workshop for Women With Disabilities Project were:

- To conduct a National Leadership & Mentoring Training Workshop for women with all types of disabilities;
- To provide an opportunity for women with disabilities in each State and Territory of Australia to assist them to develop the confidence and skills to become more involved in WWDA activities, particularly representation work and decision-making processes;
- To assist women with disabilities to develop the skills to enable them to have more control over their lives;
- To strengthen the infrastructure of WWDA by developing the confidence and skills of its members.

1.2. Anticipated Outcomes

The anticipated outcomes of the National Leadership and Mentoring Training Workshop for Women With Disabilities Project were:

- Increased numbers of women with disabilities taking up representation activities;
- More women with disabilities involved in decision-making processes within WWDA;
- More women with disabilities being represented on relevant government, non-government and industry fora;
- Development of a national database of women with disabilities trained for representation work;
- Increased confidence and skills of women with disabilities participating in the Leadership & Mentoring Training Workshop;
- Increased recognition nationally and internationally of WWDA's Leadership & Mentoring Program;
- Strengthened infrastructure of WWDA.

1.3. Project Deliverables

The key deliverables of the National Leadership and Mentoring Training Workshop for Women With Disabilities Project included:

- Conducting of a National Leadership and Mentoring Workshop for women with disabilities;
- A Video of the Workshop Proceedings
- A Written Report of the Workshop – including Executive Summary; Recommendations and Priority Areas for Further Action; Background to the Project; Project Methodology; Literature Review; Workshop Proceedings; Project Outcomes and Project Evaluation
- Broad dissemination of Workshop Report
- Model of Best Practice in Leadership and Mentoring Training for Women With Disabilities
- Information about the Project and its outcomes on WWDA website.

Section 2: Project Planning

This section of the Report looks at the main project planning tasks associated with conducting the Project. It highlights the complexities associated with organising a project of this magnitude, and gives a good indication of the level of detailed planning and organising involved.

2.1. Obtain the services of the Project Officer

The first task of the Project was to obtain the services of a Project Officer to work with the WWDA Executive Director to implement the Project. As WWDA is committed to providing employment opportunities for women with disabilities, the Project Officer position was advertised internally using WWDA's networks. A WWDA member from Melbourne (Margherita Coppolino) was contracted to undertake the role of Project Officer for this Project. Margherita has extensive experience in education and training around disability, and has well established links with the corporate sector. Margherita was also the winner of the Inaugural Oliver Zakhararov Scholarship (Council for Equal Opportunity in Employment) in 1998. WWDA developed a detailed Project Brief for the Project Officer.

2.2. Establish a Project Steering Committee

A Steering Committee made up of women with disabilities was established in January 2000 to oversee the Project and provide support and guidance to the Project Officer. The Steering Committee was drawn from WWDA's Portfolio Working Groups, which were established in 1999. These Portfolio Groups are made up of WWDA members who have an interest or expertise in the particular portfolio area. One of WWDA's Portfolio Areas is Leadership & Mentoring. The members of the Project Steering Committee were: Carolyn Frohmader (WWDA Executive Director); Keran Howe (WWDA Chairperson); Margaret Cooper (WWDA member and member of the National Disability Advisory Committee); and Lina Pane (WWDA member). The Project Steering Committee initially met on a weekly basis via Teleconference. The Committee had 1 face to face meeting for project planning purposes, and the remaining meetings were held via teleconference. Being based in Melbourne, Margaret Cooper and Keran Howe were able to meet with Margherita Coppolino (Project Officer) face to face to offer guidance and ongoing support.

2.3. Develop Project Plan including structure of Workshop

The Steering Committee met face to face in Canberra on 24 & 25 January to develop a more detailed Project Plan and start planning in relation to the structure and framework of the Workshop. Issues discussed in the planning meeting included: venues; application processes; publicity and promotion strategies; number of participants; selection criteria; workshop sessions; access issues; future steering committee meetings; and so on. A draft Workshop structure was developed in this meeting, along with a more detailed project plan and timelines. Workshop dates were also proposed. The Steering Committee also explored the opportunity of holding a more formal dinner

on the first night of the workshop. It was proposed that the dinner would feature women with disabilities and would be open to other women and mainstream women's organisations.

2.4. Promote the Workshop

A flier promoting the Project was developed. This flier doubled as an Expression of Interest Form, where interested parties were asked to contact WWDA to register their interest in attending the Workshop. A database was developed which documented the names and contact details of those expressing their interest. The Workshop Flier/Expression of Interest Form was disseminated using a range of mechanisms, one of these being the use of appropriate electronic mailing lists. The flier was distributed to the following email discussion lists:

- WWDA-DISCUSS - Women With Disabilities Australia (WWDA) Discussion List
- OZADVOCACY - Disability rights in Australia Discussion List.
- AUSFEM-POLNET - The Australian Feminist Policy Network Discussion List
- PAMELA'S LIST - Australian National Women's Organisations Discussion List
- AWHN-LIST - Australian Women's Health Network Discussion List
- WELINK - Rural Australian Women's Discussion List
- CAL-WILD - International Data Linkage for Women With Disabilities

The Workshop Flier/Expression of Interest Form was also circulated to each National Disability Consumer Organisation, including:

- National Caucus of Disability Consumer Organisations
- Carers Association
- National Council on Intellectual Disability
- Blind Citizens Australia
- Physical Disability Council of Australia
- Deafness Forum
- Australian Psychiatric Disability Coalition
- Head Injury Council of Australia
- National Ethnic Disability Alliance
- National Association of People Living With HIV/AIDS

An article about the Workshop was printed in WWDA's Newsletter (Issue 17 January 2000) which was circulated to over 2000 WWDA members (including approximately 600 organisational members). WWDA was also approached by the National IDEAS organisation who asked WWDA to write an editorial for their March 2000 Newsletter. WWDA wrote the article about its Leadership and Mentoring Program and included information about the Workshop in this article. The Workshop Flier/Expression of Interest Form was also made available on the WWDA website, which proved to be an effective mechanism for advertising the Workshop. (A copy of the Workshop Flier/Expression of Interest Form is provided in Appendix 1).

More than 60 individual women with disabilities registered their Expression of Interest in participating in the Workshop. Those registering their interest crossed all disability types - WWDA received expressions of interest from deaf women; women with intellectual disabilities; women with acquired brain injury; women with psychiatric disability; women with physical disability; blind women; and women with chronic health conditions and/or illnesses. WWDA also received expressions of interest from women with disabilities living in rural and remote areas of Australia; and from women with disabilities from a non-English speaking background. Expressions of interest were also received from women with disabilities from overseas.

It is noteworthy here to mention the number of other organisations that expressed interest in having their members attend the Workshop. Many organisations offered to pay for their members to attend the Workshop. These requests came not just from disability organisations but women's organisations, health centres/services; sexual assault services; and so on. Given that the Project funding only allowed for approximately 13 women to be funded to attend the Workshop, WWDA was unable to meet the request of other organisations to have their members attend. The Project Steering Committee decided that in order to be successful, the Workshop could not accommodate any more than 18 participants, so even those organisations offering to pay for their members to attend had to miss out. However, the level of interest shown, particularly from other organisations, indicates that there may be opportunities in the future for WWDA to undertake Consultancy work with other organisations by offering Leadership and Mentoring Training Workshops for their members.

WWDA also received a written request from Ms Susan Halliday (Acting Disability Discrimination Commissioner) to attend the Workshop. Ms Halliday stated that she would be interested in presenting a session on Leadership at the Workshop. The Steering Committee decided to invite Ms Halliday to be a keynote speaker at the Workshop dinner which was to be held on Day 1 of the Workshop.

2.5. Develop an Application Process for Selection of Workshop Participants

Given the number of women with disabilities registering their interest in attending the Workshop, it became clear very early in the Project that WWDA would need to develop an Application Process for the selection of Workshop participants. In developing an Application Form and process, the Steering Committee focussed on the objectives of the Workshop as set out in the original funding submission to OSW (and outlined under Section 1 of this Report).

With this in mind, the Steering Committee decided that, when selecting participants for the Workshop, current WWDA members (or potential members) would be given priority. An Application Form was developed which included selection criteria which focused on the participants commitment to assisting in the ongoing development of WWDA. (The Application Form has been provided in Appendix 2). The Application Form was distributed to those who had registered their interest in

attending the Workshop. An email version of the Application Form was developed, so that women could complete the Application Process on line if they preferred.

By the closing date, the Project Co-ordinator had received 25 applications nationally. A large number of the applications were from non WWDA members. A Selection Panel was established to choose participants, and the successful applications were notified mid April. The successful applicants who were non WWDA members, were required to become current financial members of WWDA. They were also introduced to their respective State/Territory WWDA Branches during the month of April.

2.6. Select participants for the Workshop

Seventeen participants were selected for the Workshop:

1. Jan Wright - Tasmania
2. Vanessa Cini - Tasmania
3. Margie Charlesworth - South Australia
4. Christina Hosking - Queensland
5. Christine Tilley - Queensland
6. Louise Bannister - Australian Capital Territory
7. Kim Jackson - Australian Capital Territory
8. Thushara Peiris - New South Wales
9. Uma Puvanendrarajah - New South Wales
10. Kathleen De Bretton - Northern Territory
11. Maria McGrath - Western Australia
12. Pamela Menere - Victoria
13. Vicki Alipasinopoulos - Victoria
14. Samantha Jenkinson - Victoria
15. Effie Meehan - Victoria
16. Annette Sassana - Victoria
17. Jeanie Akamanti - United States of America (guest)

Given the nature of disabilities represented at the Workshop, a number of support staff were also included. For example, WWDA paid for a support worker (Diane McGowan) to accompany a young woman with an intellectual disability to the Workshop. Diane was also provided with all the same information prior to, during and after the Workshop, so she could work on a one-to-one basis with the young woman with an intellectual disability at all stages of the Workshop. The support staff for the Workshop were:

1. Carolyn Frohmader
2. Sue Salthouse
3. Helen Mattick

4. Diane McGowan
5. Margherita Coppolino
6. Julie Roberts

2.7. Identify venue and any supports necessary for women to take part in the Workshop

It was agreed to conduct the Workshop at the Hotel Y (YWCA) in Elizabeth Street Melbourne. This venue was chosen because it has good access, is reasonably priced, and all aspects of the Workshop could be held at the one place. Participants could be accommodated at the YWCA and the venue had good Conference facilities and a large function room where the Workshop dinner could be held. Choosing a venue where all aspects of the Workshop could be conducted was important, as it reduced the likelihood of participants becoming fatigued by having to travel between venues. The Application Form developed by the Steering Committee contained questions which sought to identify the types of supports required to enable participants to attend the Workshop. These included supports such as:

- Communication - such as hearing loop, Auslan interpreter, etc.
- Accommodation & Equipment - such as wheelchair accessible room; shower chair; hoist; share/single room etc.
- Information Production - such as large print; computer disk, audio cassette etc.
- Personal Assistance/Support - such as support worker; attendant care; note taker; guide etc.
- Other Requirements - such as dietary information etc.

Early in the planning stages, WWDA made a tentative booking of sign language interpreters in the event that any deaf women applied to attend the Workshop. Two sign language interpreters were booked. It was important to ensure that the Interpreters were booked in advance as they are not always readily available at short notice.

The Steering Committee met with the YWCA staff in mid April, to ensure that the accommodation needs of the participants would be adequately met. Five of the Workshop participants required wheelchair accessible accommodation, so WWDA conducted an access audit of the Hotel Y prior to the Workshop. This access audit involved having WWDA members who use wheelchairs (and who were based in Melbourne) visit the Hotel Y and effectively 'test out' the venue for access. This access audit identified a number of issues and adjustments which needed to be made by the Hotel Y prior to the Workshop taking place. WWDA was able to successfully negotiate with the Hotel Y for these adjustments to be carried out prior to the Workshop. The adjustments included:

- *Bathrooms in the 5 Disabled Rooms:* Hotel Y agreed to put a false floor in the shower of each room, as there was a small lip on the base of the showers which would have prevented wheelchair users wheeling straight into the shower bay;

- *Purchase of Plastic Foot Stools:* Hotel Y agreed to purchase plastic foot stools for the toilets in the 5 disabled rooms. These stools were required for women using wheelchairs in order to use the toilets safely (so their feet don't 'dangle'). Approximate measurements of these stools was provided to the Hotel Y by WWDA. The Hotel Y also agreed to purchase these same plastic foot stools for the accessible toilet near the Workshop Conference Room, and also for the accessible toilet near the Function Room.
- *Height of Mirrors in Bathrooms of Disabled Rooms:* The Hotel Y agreed to check the height of the mirrors in the bathrooms of the disabled rooms, and lower them so that women using wheelchairs could use the mirrors in the bathrooms from a sitting position.
- *Fire Evacuation Procedures:* Hotel Y agreed to make their Fire Evacuation Maps available in large print format so that women with visual impairments could access fire evacuation procedures. WWDA also requested that the Hotel Y provide WWDA with a copy of their Policy & Procedures Manual prior to the Workshop, so that the relevant information could be made available in alternative formats to those women who were unable to access the written word.

2.8. Undertake detailed planning process once participants and venue has been selected.

Once the participants had been selected, and their access and support needs had been identified, it was important to undertake a further detailed planning process to ensure that all aspects of the Workshop (before, during and after) was carefully organised. The Project Coordinator and the WWDA Executive Officer met in Canberra to spend a day going through a detailed planning exercise. (A copy of the Planning Document is provided in Appendix 3 of this Report). Planning was done using the following subject headings:

1. Applicants
2. Information Preparation for Participants
3. Venue Arrangements
4. Accommodation
5. Catering
6. Equipment for Accommodation
7. Equipment for Workshop
8. Workshop Dinner
9. Attendant Care/Support Workers
10. Additional Travel/Transport Issues
11. Workshop Framework and Session Details

The major activities associated with these areas will be outlined here.

2.8.1. Applicants

A database was developed which provided information on each of the participants including their contact details; their information and communication needs; their access and support requirements;

their training needs, and their personal objectives for the Workshop (A copy of this database has been provided in Appendix 4). Formal letters were sent to both the successful and unsuccessful applicants.

2.8.2. Information Preparation for Participants

A Leadership and Mentoring Background Information Kit was produced for each participant prior to the Workshop. This Kit was developed by the WWDA Executive Director and was sent to each participant 3 weeks prior to the Workshop. The Leadership and Mentoring Background Information Kit contained the following papers and articles, and was intended to provide participants with background reading to ensure they were well briefed and understood the context of the Workshop:

- Introduction
- WWDA Membership form
- Background to WWDA - including information on the National Executive Committee and WWDA Portfolio Areas
- Workshop Objectives & Expected Outcomes
- WWDA Leadership Report 1997
- Excerpts from *"Taking the Lead - A Leadership and Mentoring Resource Kit for Women With Disabilities"* Chapters: Leadership (Section 2); Section 6 Women with Disabilities; 1-2 pages on Mentoring; Consensus Statement from International Leadership Workshop
- Reading List; Web sites & summary
- *"Empowerment and Women With Disabilities"* - an article by Margaret Cooper
- *"Burning Issues for People With Disabilities"* - an article by Elizabeth Hastings
- Last 2 copies of WWDA News
- Flyer about the WWDA website & wwda-discuss (WWDA's electronic mailing list)
- Workshop Evaluation Form

The Leadership and Mentoring Background Information Kit was produced in alternative formats including Plain English; Large Print; Disc Version (Word 97 and Text Only formats). All participants received a disc version of the Background Information Kit as well as a hard copy. (A copy of the Leadership and Mentoring Background Information Kit accompanies this Report).

Closer to the Workshop date (and once travel etc had been arranged), a Workshop Details Information Package was developed and sent to each participant. (A copy of the Workshop Details Information Package accompanies this Report). The Workshop Details Information Package contained the following information:

- Venue details - address and contact details of Hotel Y; map of Melbourne CBD; layout map of the Hotel Y; Mobility map of Melbourne; Hotel Y Information pamphlet;
- Travel & Transport Arrangements;
- Room Allocation;
- List and contact information for all participants;

- Contact details for Carolyn, Margherita and other identified support workers;
- Form for Emergency Contact Information and any medical information WWDA needs to be aware of;
- Name of WWDA travel agent & contact details;
- Registration on arrival information;
- Workshop framework, times and session information;
- Names and contact details for Workshop facilitators;
- Meals/Catering Information - copies of menus; exactly what WWDA will be paying for;
- Cabcharge vouchers, including instructions on how to fill out a cabcharge voucher and butt;
- Stamped envelope for return of cabcharge voucher butts to WWDA;
- Airline tickets and itineraries;
- Accessible taxi phone numbers in Melbourne;
- Information about the Workshop Dinner, including that WWDA will pay for the Workshop participants to attend the dinner.
- Smoking arrangements

2.8.3. Venue Arrangements

As outlined earlier, the Hotel Y was booked for the Workshop, accommodation and dinner function. An access audit was carried out by WWDA members and necessary adjustments were negotiated with the Hotel Y management. The Hotel Y was provided with a list of all participants who were to be staying at the Hotel, including their access requirements, dietary requirements and contact details. Room allocation was also organised by WWDA and provided to the Hotel Y. All venue arrangements were confirmed by WWDA in writing to the Hotel Y. The Hotel Y provided WWDA with a copy of its Policies & Procedures Manual, so that any necessary information could be passed onto the participants prior to the Workshop, and made available in alternative formats for those who required it.

2.8.4. Accommodation

The accommodation needs of participants staying at the Hotel Y were identified and booked. Room allocations were undertaken by WWDA, and all participants received their preference regarding sharing or having a single room. A third night's accommodation was booked for participants travelling from Queensland, Northern Territory, and Western Australia, as the flights were too long for them to depart on the Friday night after the Workshop. All participants were notified in writing (in their Workshop Details Information Package) of room allocations.

2.8.5. Catering

Dietary requirements were obtained from participants and included in the Workshop database. The specific dietary requirements of the women were made available to the Hotel Y. Menus were obtained from the Hotel Y, and all participants were notified prior to the Workshop of what would be provided for meals. The Workshop Dinner was organised separately.

2.8.6. Equipment for Accommodation

Shower chairs were booked for 7 of the women and arranged to be delivered to each room prior to the women arriving at the Hotel. Plastic foot stools were also organised for the wheelchair accessible bathrooms. WWDA organised for additional equipment to be made available by the Hotel Y, including: power-boards and extension cords; extra blankets, and pillows. Those women using electric wheelchairs were contacted to identify whether they required facilities for recharging wheelchair batteries.

2.8.7. Equipment for Workshop

All equipment required for conducting the Workshop was identified and organised. WWDA was fortunate in that we were able to borrow a lot of equipment (such as video camera, tripod, camera etc), thereby reducing the costs. The WWDA Executive Director purchased necessary equipment (see Appendix 3), and was responsible for transporting it to Melbourne and back by car.

2.8.8. Workshop Dinner

The Workshop Dinner, entitled "*Celebrating Our Abilities*" was an enormous task to plan and organise. The Victorian Women With Disabilities Network (VWDN) agreed to co-host the Dinner with WWDA, and also agreed to assist with a lot of the planning work involved. It was agreed that WWDA would take the opportunity to conduct the Workshop Dinner as a major function which celebrated the achievements of WWDA and its members, and show-cased a number of leadership styles. The function included an art exhibition, poetry, cartoons, displays of WWDA publications and awards, raffles, door prizes, entertainment etc. WWDA sought corporate sponsorship to fund the "*Celebrating Our Abilities*" Function. A submission for funding/sponsorship was written and an Information Package about WWDA was developed to circulate to potential corporate sponsors. WWDA was successful in attracting corporate sponsorship from AMP and Paraquad. WWDA also sold corporate bodies and other agencies tables of 10 places, on the condition that they sponsored two women with disabilities at each table. An invitation to the "*Celebrating Our Abilities*" Dinner Function was developed by WWDA and sent to over 400 individuals and organisations. A copy of the Invitation is attached in Appendix 5. The detailed level of planning and organisation which went into the "*Celebrating Our Abilities*" Dinner Function is provided in Appendix 3.

2.8.10. Attendant Care/Support Workers

Several of the participants attending the Workshop required attendant care. An Attendant Care agency in Melbourne was booked by WWDA and the details of the participants requiring attendant care were provided to the Agency. WWDA also booked and provided attendant care for the "*Celebrating Our Abilities*" Dinner Function, and the attendant carer was available on the night to assist anyone who required assistance with toileting, feeding, cutting food up and so on. WWDA paid for a support worker to attend the Workshop to work on a one to one basis with a young woman an with intellectual disability who was participating in the Workshop. The support worker was provided with a duplicate of all information sent to the young woman an with intellectual disability, so that they could work through the information together prior to the Workshop. WWDA

also organised for volunteers to assist with various aspects of the Workshop and the Dinner function.

2.8.11. Additional Travel/Transport Issues

WWDA was able to negotiate with Qantas to secure a Conference /Group booking for the women flying in to attend the Workshop. WWDA worked through a travel agent to organise all the bookings. The Travel Agent (Harvey World Travel) was provided with detailed information about each participant, including: name; contact details; access issues/disability type; preferred date and time of return flight. Qantas Customer Services Officers were contacted to ensure that those women requiring assistance at the airport were met and assisted by Qantas staff. Qantas were also contacted and asked to ensure that any safety information was provided in braille etc to those women who were blind and/or visually impaired.

Each participant attending the Workshop was provided with Cab-charge vouchers prior to the Workshop. Butt numbers of each cabcharge voucher was recorded by WWDA, and all participants were provided with a stamped envelope addressed to WWDA to ensure that cabcharge voucher butts were returned to WWDA after the Workshop. Once the flight times had been determined, WWDA organised for accessible taxis to meet those women using wheelchairs at the airport, and transport them to the Hotel Y.

2.8.12. Workshop Framework and Session Details

The Steering Committee, Project Officer and Workshop facilitators met regularly to work on structuring the Workshop format and sessions. The Workshop structure and sessions were developed in response to the needs identified by participants in their Application Forms, and also in line with the Workshop objectives, and previous research undertaken by WWDA in the area of leadership and mentoring. Ms Julie Roberts from the Council of Equal Opportunity in Employment (COEOE) and Ms Margherita Coppolino (WWDA member and Project Officer) co-facilitated the Workshop. All participants were sent a copy of the Workshop structure and sessions prior to the Workshop. A copy of the Workshop framework and sessions is included in Appendix 6.

Section 3: Project Implementation

This section of the Report looks at the implementation of the Workshop, including proceedings of the Workshop. It also discusses the implementation of the *"Celebrating Our Abilities"* Dinner Function.

3.1 The Leadership & Mentoring Workshop

The Leadership and Mentoring Workshop was co-facilitated by Julie Roberts and Margherita Coppolino. The Workshop provided a balance between theory and practical exercises to illustrate particular theories and models. The Workshop was structured in line with the WWDA Leadership and Mentoring Resource Kit entitled *"Taking the Lead"* (published June 2000). The Workshop used a combination of large and small group work and exercises.

Day One: June 8 2000

Introductions

Julie Roberts & Margherita Coppolino introduced themselves as program facilitators. Each participant was asked to briefly introduce themselves and describe what they wanted to get out of the Workshop. Keran Howe (WWDA Chairperson) and Carolyn Frohmader (WWDA Executive Director) introduced themselves and gave an overview and background of WWDA, including current policy and program areas. Carolyn also gave a background to how the Leadership and Mentoring Workshop came about, and what WWDA hoped to achieve from the Workshop.

Icebreaker Exercise - Objectives of the Workshop and Me

The participants were given an ice-breaker exercise, where they were asked to consider the question:

"If I had a million dollars I would improve things for women with disabilities by....."

Participants were asked to discuss this question in pairs for five minutes. The participants came up with the following responses:

- Accessible refuges, showers etc, with proper standards (widths/height/handrails etc)
- Shops accessible (as above) / wider to look at the kitchen things
- Redesign shopping trolleys
- Good wheelchairs for less than \$1,000
- Turnaround in the supermarket aisles

- Lots of empowerment workshops to change attitudes of self and others
- Technology education – broad access
- Better, more responsive health services
- No need for supported wages
- More support for parents and their children
- Accessible & reliable transport
- Access to assistive devices & information about what is available and training regarding use
- Scholarship fund (education)
- Clothing design and models for and by women with disabilities (saturated advertising)
- Special funds for particular needs in schools etc
- Transport for refugees (women drivers)
- Less voluntary more paid employment
- Information /education re sex, safe sex, sexuality, parenting, ageing, the challenge of life
- Motel & leisure /travel arrangements
- More Carers
- Improve older buildings. Ramps that don't require super-muscles
- Accessibility – highly paid SWAT team to demonstrate the difficulties of doing the banking, shopping etc. "Wheelchairs Challenges"
- Put the lifts in the middle & flat lead up to moving walkways – enforce standards

Objectives of WWDA and Me

This exercise explored participants' past experiences of bringing the perspective of a woman with a disability into group processes. It looked at actions that make for inclusive group practices and actions that make for exclusive group practices.

Think of a time when you felt included in a group, and your participation was valued, respected and contributed to an outcome. What actions made it a good experience? Discuss for fifteen minutes.

The participants came up with the following:

Actions that promote inclusion:

- Acceptance
- Accessible information
- Everyone putting forward options
- Activities together
- Discussions related to own experiences
- Small groups, changed groups
- Mutual respect
- Support from within
- Ideas taken seriously
- Purpose to meeting

- Listening/ empathy/ understanding
- Report to parents with disabilities
- Knowledge of issues
- Confidence in self
- Body language/ eye contact
- Feedback
- Speaking to be understood rather than impress
- Non competitive/ not adversarial
- Determination
- Equal participation
- Constructive model
- Get the needs from the participants
- Persistent, perseverance, patience, = positive outcomes
- Commitment
- Networking
- A concrete outcome was achieved
- Consulted by specialists in that field – consultation generally
- Presented a report in non-threatening way – being heard
- Obvious change in attitude by professional staff
- Sharing of life experiences

Now think of a time when you felt excluded in a group, and your participation was ignored or undervalued and could not contribute to an outcome. What actions made it a bad experience? Discuss for fifteen minutes.

The participants came up with the following:

Actions that promote exclusion:

- Lack of flexibility
- No time – especially for speech impairment & language differences
- Timing, eg. breaks constrained by carer availability
- Difficulty of using acronyms & other information that others know
- Gender difference
- Control by a few who are experienced
- Lack of empathy/ respect = disempowerment
- Can't see past & only judged by the disability = excluded from courses
- People assume the worse
- Need for Carers
- People coming into groups with hidden agendas
- Being ignored
- Don't ask questions = frustrations
- Prejudice

- Public perceptions of disability – we don't bite – caught up with perfection
- Hard to speak out re your needs
- Need for humour
- Keep positive
- Talk about someone not difference all the time

Expectations of Leadership

This session involved a presentation outlining resources in the WWDA Leadership & Mentoring Resource Kit followed by an exercise drawing out the different skills/attributes of leadership that enable empowerment and participation. The presentation included an analysis of traditional models of leadership, and the feminist model of leadership.

What skills and qualities do we expect from our leaders? Discuss.

The participants came up with the following attributes for leaders:

Leaders need to:

- Be there
- Have knowledge
- Be good networkers
- Have expertise
- Be confident
- Be accepting of people
- Be a good listener
- Be nice
- Be honest
- Be patient
- Take responsibility
- Encourage others
- Be democratic
- Delegate
- Be trusting
- Be diplomatic
- Draw out skills of others
- Use the skills of others
- Be focussed
- Know your limits
- Know when to get help
- Have a sense of Humour
- Listen to and accept criticism
- Be aware of languages
- Be organised

- Encourage diversity
- Motivate
- Have energy
- Communicate at different levels

Congruent Leadership

This session involved a presentation outlining resources in the WWDA Leadership & Mentoring Resource Kit followed by a Skills Audit Exercise. An exercise was also conducted with participants which enabled them to reflect on their personal values and visions.

The Politics of Leadership

This session involved an exercise which enabled participants to identify opportunities and barriers to achieving their vision. The participants looked at why it can be difficult for women with disabilities to speak up about their issues and concerns:

Speaking up is hard because:

- You're not acceptable
- People think you're whingeing again or if you identify you'll be further disadvantaged
- Things will not get better – they will get worse
- We will be punished for wanting, blackmailed, judged, disempowered
- Men want to use our energy for their issues
- Medical frameworks

The participants also looked at the attributes, skills and qualities that assisted women with disabilities in achieving their goals, and areas that hindered women with disabilities in achieving their goals.

What are the driving forces that assist in achieving your goals?

What are the driving forces that hinder achieving your goals?

The participants came up with the following:

Driving forces that assist in achieving goals:

- Being ambitious
- Networking
- Having ideals
- Possessing inner strength
- Having self confidence
- Being tenacious
- Determination

- Resilience
- Sharing of resources
- Knowing what is hindering
- Anger about barriers
- Being able to delegate
- Being a passive aggressive
- Taking risks
- Ego/knowing limitations
- Having opportunity
- Developing new skills
- Knowledge
- Valuing of your worth (\$\$\$\$\$)

Driving forces that hinder in achieving goals:

- Being isolated
- Bureaucracy
- Prejudice
- Network of disability
- Ignorance
- Masculine culture or traditional values
- Inaccessible information
- Risk of rejection
- Ego
- Being judged
- Lack of data or knowing where to access it
- Not being able to delegate
- Fatigue – hard to let go
- Time (lack of)
- Money & lack of
- Lack of ambition
- Perceptions/attitudes
- Acceptance of negativity
- Being unknown /lack of networks
- Lack of confidence
- Empire – building
- Fear of change

Skill Building for Leadership

This session involved a presentation outlining resources in the WWDA Leadership & Mentoring Resource Kit on building on strengths and identifying resources. The presentation was followed by a coping with change exercise.

Reflection on the Day & Preparation for the "Celebrating Our Abilities" Dinner Function

This session involved the participants undertaking a reflection exercise to examine what they had achieved during the first day of the Workshop. The session also included discussion about the Dinner function which was being held later in the evening. The participants were given a task to conduct during the evening which was to seek out and talk to one person they have never met before

Day Two: June 9 2000

Reflections on Day One

The first session of Day Two of the Workshop involved the participants reflecting on Day One of the Workshop. Participants were asked to split up into pairs and discuss their reflections of Day One.

What are the key things you found yourself thinking about from what we covered yesterday?

The participants identified the following as positive outcomes from Day One of the Workshop:

- The sharing of experiences & information
- Realising that I'm powerful because of who I am
- The inclusive, participatory group dynamics
- Recognising our combined experience
- Developing strategies for connection
- The diversity of us all
- The Skills audit
- Re usefulness of turning things upside down- reframing
- Us providing/ organising /giving.....

Mentoring

This session involved a presentation using the resources in the WWDA Leadership & Mentoring Resource Kit on Mentoring. The presentation included looking at the history of mentoring; Feminist approaches to mentoring; structured and unstructured mentoring; barriers to mentoring; phases of mentoring; areas for mentoring. The presentation included an exercise where the participants reflected on the critical influencers and encouragers in their life.

Mentoring Skill Share

This session involved an exercise building on the Skills Audit from Day One and developing into a Mentoring Network. In this exercise, participants looked at their collective experience and skills in

relation to mentoring. The participants identified the following areas where they had experience, and could act as mentors:

Collective Mentoring Skill Areas

- Undertaking access audits
- Advocacy for schooling / children's services
- Main-streaming into women's groups and organisations
- Undertaking surveys - eg: Survey on users of accessible taxis/ across states, differing entitlements, vouchers eligibility
- Working knowledge of Assistive technologies; computer software
- Conducting workshops for professional groups about how to talk and listen to people with a disability
- Marketing Skills - eg: production and marketing of stickers; resource kits etc
- Research & design Skills eg: tertiary networks
- Accessing Funding, starting support groups, lobbying
- Book Production and Publishing
- Lobbying - eg: writing, promoting ideas & developing solutions
- Information Technology Skills, including Programming
- General disability advocacy
- Training Skills - disability, and general
- Consulting Skills - in areas such as education, employment, training, financial management
- Nursing, women's health, and midwifery knowledge and skills
- Knowledge and skills in the Leisure & recreation field

Mentoring Options

This session built on information and resources provided in the WWDA Leadership & Mentoring Resource Kit. It included an exercise where participants were involved in a brainstorming exercise on Mentoring Options and Support Mechanisms.

Mentor Questionnaire

This session involved each participant completing the WWDA Mentor Questionnaire which is included in the WWDA Leadership & Mentoring Resource Kit. The questionnaire encourages each woman to focus on her skills, knowledge and experience. The questionnaire includes the following questions:

- Have you participated in mentoring before? If so, please specify, including whether you were a mentor or a mentoree.
- What do you expect of the mentor/mentoree relationship?
- In what areas are you interested in mentoring? Please specify those areas that you feel you could contribute the most in.
- Please indicate any other areas of interest.

- Do you have particular preference regarding a possible mentoree (age, type of disability, geographic location etc?)
- Are you prepared to accept more than one mentoree?
- Please describe briefly why you wish to become a mentor.
- Please provide any other details that you feel are relevant.

The completed questionnaires were to be added to the WWDA Skills Database currently being developed by the WWDA National Office.

Building Confidence to Mentor

This session of the Workshop included a presentation outlining resources in the WWDA Leadership & Mentoring Resource Kit, followed by Exercise drawing out powerful barriers to building confidence/self esteem that need to be overcome to take a Mentoring/Leadership role.

Building Assertiveness

This session involved a presentation outlining resources in the WWDA Leadership & Mentoring Resource Kit on assertiveness. It looked at the difference between assertive, aggressive, and passive behaviour; as well as skill development around learning to be assertive. The session also included a group reflection exercise where participants undertook role plays to examine the differences between assertive, aggressive and passive behaviour.

Working With Groups

This session of the Workshop included a presentation on Working with Groups, and utilised the resources and information provided in the WWDA Leadership & Mentoring Resource Kit. The session addresses a number of areas including: Getting started; Using processes; Working together and making decisions; Agendas, minutes and follow through; Managing conflict; and Respecting diversity.

Banner-making Finale

The final session of the Workshop involved participants painting 2 banners for Women With Disabilities Australia (WWDA). The exercise required collective action from the participants, and also saw participants develop creative strategies to achieve an outcome. For example, sighted women were able to assist women with visual impairments so that they could participate in the banner painting; paintbrushes with extended handles were used for women with limited arm mobility; and so on. The completed banners were left to dry overnight and are now available from the WWDA National Office.

3.2 The "Celebrating Our Abilities" Dinner Function

On the evening of Day One of the Workshop, a Dinner Function was held, co-hosted by WWDA and it's Victorian branch, the Victorian Women With Disabilities Network. Over 150 guests attended the

Dinner Function, which was entitled "*Celebrating Our Abilities*". The Dinner Function included an Exhibition, which showcased the different leadership styles of women with disabilities. It included exhibitions from women with disabilities of their artwork, photography, poetry, cartoons, stories, and more. WWDA publications were also exhibited and made available for sale. The entire dinner was funded through corporate sponsorship and in-kind donations. The major sponsors for the Dinner function were AMP and Paraquad. The Dinner also included a raffle, and a lucky door prize. All prizes were donated, and included a flight and tickets to the Paralympic Games in October; a \$500 painting; books; gym membership; dinners and more. Attendant care was provided at the function, to enable anyone who needed assistance to attend.

The Dinner was attended by a number of dignitaries, including: the Minister for Community Services Victoria; the Assistant Secretary of the Commonwealth Office of the Status of Women; the Director of the Office of Women's Policy Victoria. Senator Jocelyn Newman (Minister for the Status of Women) sent a speech to be read out at the Dinner, and Ms Susan Halliday (Federal Disability Discrimination Commissioner) also sent a speech to be read out.

A number of corporate and disability organisations attended the "*Celebrating Our Abilities*" Dinner Function, including:

- AMP
- The Victorian Women's Trust
- Domestic Violence and Incest Resource Centre (DVIRC)
- The Royal Women's Hospital
- Young Women's Christian Association (YWCA)
- Telstra
- Council on Equal Opportunity in Employment (COEOE)
- Dunhill Madden Butler Legal Firm
- Paraquad
- Disability Discrimination Law Advocacy Service
- Disability Training Unit – Department of Human Services Victoria
- Housing Resources Services

The Dinner included entertainment by women with disabilities. A Performance Dance Group, called WEAVE, made up of women with disabilities, presented a 20 minute performance piece. A WWDA member, Samantha Jenkinson, sang three songs as the final entertainment piece for the evening.

Section 4: Project Evaluation

4.1. Workshop Evaluation

A Workshop Evaluation Form was developed prior to the Workshop and was included in the Background Information package sent to each participant before the Workshop. Some women filled the Evaluation Form out before they left the workshop, whilst others mailed it to WWDA in the weeks following the workshop. A copy of the Workshop Evaluation Form has been added as Appendix 7. The following information has been taken from the Evaluation Forms which were completed by the workshop participants. All the responses given to each question on the form have been included.

4.1.1. What were you hoping to get out of coming to this Workshop?

- Leadership skills and the ability to be a mentor. Understanding of how to limit working too hard, not looking after myself and taking on too much.
- Further skills and knowledge of leadership, networking and mentoring. Knowledge of what other women with disabilities are doing.
- A greater understanding of WWDA; leadership and mentoring skills; networking.
- Networking, confidence and companionship, peer support and mentoring. I wanted to reinforce my leadership skills.
- More information about what other women were doing in other States. I wanted to meet women from interstate to see whether they were in front of us in services and pushing for better conditions for women with disabilities.
- Practical leadership skills, networking and enthusiasm.
- Friendship, networking skills, support, insight and fresh ideas. Skill building.
- Meet other women with disabilities, check out how they get things done and how they adapt their environment to suit their needs. See if I can learn from others successes/disappointments.
- Information regarding women's issues and other's experiences.
- Networking, confidence building, and to learn about issues facing women with disabilities.
- Networking, skills building, gaining confidence in my abilities.
- Practical ideas on how to take on a leadership role.
- To gain new skills in leadership and mentoring and to be more confident.
- Learn new ideas.
- To write reports for funding.
- Friendship and ideas.
- Share experiences with other women and to build up networks.

4.1.2. Did you get what you wanted from the Workshop?

100% of participants stated 'Yes' to this question. Several offered additional comments and these are outlined here:

- The Workshop experience was very helpful and powerful.
- My expectations were met if not exceeded!
- Let's go get 'em!
- I got a lot out of it and hope we can come back again.
- I got networking and enthusiasm but not enough in the area of practical leadership skills.
- Very much so.
- I met a great crowd of women and I learnt a great many new skills and contacts. I was pleasantly surprised to hear about skills and achievements of women with disabilities in the room.
- I would have liked to tangibly learn about writing policy and how to write funding submissions.
- I am going away feeling much more confident and I have made some very valuable contacts. It's good to know that you are not fighting alone.
- I enjoyed meeting other women and sharing experiences.
- I got much more than I ever expected.
- I think other issues could have been discussed more.

4.1.3. Can you tell us what you thought about the Workshop overall?

- The Workshop was well designed and built up a real rapport with other participants. It was an excellent example of good communication and good processes.
- Well presented, good information. Great to have a group dynamic which was inclusive, participatory and didn't turn into a political or competitive forum. Good modelling of process by the presenters.
- Well organised. Thoughtfully organised. Well facilitated and useful program. A good range of participants.
- Very good experience meeting with, and networking with women from everywhere. It was very well organised and well run.
- Very good. Different ideas will be useful to me. It made a difference to my confidence. I'll try and do more leadership.
- An Introductory standard. Considering the talents and experiences of the participants in the room, I would like to see it pitched at a higher level. I enjoyed meeting other women and thought that the dinner was well organised and inspiring.
- Very informative. It invited me to take a close look at myself and acknowledge that I do have useful skills to share. I would have liked more time - we have just begun establishing

friendships and skills - I would have like to build on this more.

- Very good. Information was aimed at middle and lower end of previous workshop experience - obviously, as people were drawn from all stratas of society. I felt that some of it was tediously going over well worn old ground.
- Very good, as it provided us with information on how to be leaders and mentors.
- It was great, but too short.
- It was very well organised. You could tell there was a lot to organise. Congratulations to all who contributed to the organising.
- Very good. I liked the small group work because you were able to build networks. Useful to find out what's happening in other States.
- Very well structured and presented.
- Very good.
- Okay.
- It was brilliant from start to finish.
- Extremely useful. I gained a lot of knowledge from it.

4.1.4. Which parts of the Workshop did you like the best?

- The Leadership Skills Audit. Looking at personal experiences. The inclusiveness of the group.
- When we worked on skill building. The Celebration Dinner and entertainment.
- All of it was good and relevant.
- The interaction following Maria's question about volunteers who are only there to get the Mobility Allowance.
- The group discussions.
- The Assertiveness Training - although would have liked to explore more than one model. The Dinner - it was great to see so many women in leadership positions and have a chance to network. I'm looking forward to getting the Leadership Resource Kit.
- The sharing of experiences and insights. The opportunity to contribute to such a diverse group. I really felt comfortable and understood. I had my eyes opened to the difficulties people have had to face in their lives.
- Meeting people and helping other women. The dancing at the Dinner on Thursday night. Hearing about other women with a disability's fantastic achievements in their lives.
- Practical activities explaining the theory.
- The needs exercise ("If you had a million dollars.....etc"). Getting to meet such extraordinary women. The skills we already have.
- The Celebration Dinner, in particular the entertainment. Meeting other women with disabilities, learning new skills.
- The assist/hinder exercise and analysis. The way in which I could hear how other women could solve their problems and share their ideas. Sharing stories, skills from other women with very different backgrounds, and learning from those already in leadership roles.
- All of it. I liked being able to express my opinions and I felt like I was taken seriously.

- I liked all of it.
- The whole lot.
- I like it all.
- The whole lot of it.

4.1.5. Can you think of any ways we could improve the Workshop?

- More time for personal stories and strengths of other participants. Another day.
- Longer time period with more opportunities for small group work. Networking and more opportunities for people to connect on projects and actions. More presentations from the WWDA CEO in terms of what's happening nationally.
- Possibly spread over three days so all Workshop objectives are achieved.
- An additional day would have been good. Considering the size of the group, this would give additional time to work through some issues which surfaced.
- I'd rather organise my own attendant care. It should have been 3 days instead of 2. More assertiveness training.
- More practical examples. I felt the activities in Day One could have been condensed into a shorter Introductory session leaving more room for exercises such as the Assertiveness one. Maybe running committees, developing funding submissions, lobbying government etc. Communication skills; such as how to get the best out of people in a group; and control the direction of the group.
- Need more time. Perhaps we could have had our warm up/getting to know you exercise on the evening everyone arrived; this would allow more time to do the training exercises. I would like the opportunity for the group to re-convene again in several months to share our successes and encouragement.
- A bigger room to accommodate everyone in comfort and safety. More advanced/new work would keep a dynamic level of energy maintained longer. Congratulations on your efforts - it was really instructive to see your logistical skills at work.
- More days to cover more issues. More information on where to get more information.
- Tangible workshops run by people in the field (guest speakers).
- I think next time you organise a Workshop where you have people with a hearing impairment, make sure you book a room at the back of the building away from traffic noise.
- Make it longer. More time devoted to putting our ideas into practice.
- More time to explore our different stories, skills and learn from women already with leadership skills.
- No, I think this Workshop was run really well.
- No, just more of them.
- More discussions around access issues, such as alternative formats - eg: braille; computer disc; email and audio.

4.1.6. Workshop participants were asked to rate aspects of the workshop as either: Excellent; Very Good; Satisfactory; Disappointing. The results were:

The Venue:

11.8% of participants rated the venue as excellent.
53.1% of participants rated the venue as very good.
29.5% of participants rated the venue as satisfactory.
5.9% of participants rated the venue as disappointing.

The Facilitators:

64.9% of participants rated the facilitators as excellent.
29.5% of participants rated the facilitators as very good.
5.9% of participants rated the facilitators as satisfactory.

The Presenters:

53.1% of participants rated the presenters as excellent.
35.4% of participants rated the presenters as very good.
11.8% of participants rated the presenters as satisfactory.

The Food:

5.9% of participants rated the food as excellent.
47.2% of participants rated the food as very good.
35.4% of participants rated the food as satisfactory.
11.8% of participants rated the food as disappointing.

The Information Kits:

71.8% of participants rated the Information Kits as excellent.
17.7% of participants rated the Information Kits as very good.
11.8% of participants rated the Information Kits as satisfactory.

The Workshop Dinner:

53.1% of participants rated the Workshop Dinner as excellent.
23.6% of participants rated the Workshop Dinner as very good.
11.8% of participants rated the Workshop Dinner as satisfactory.
11.8% of participants rated the Workshop Dinner as disappointing.

The Workshop Content:

53.1% of participants rated the Workshop Content as excellent.
29.5% of participants rated the Workshop Content as very good.
11.7% of participants rated the Workshop Content as satisfactory.

5.9% of participants rated the Workshop Content as disappointing.

Organising of the Workshop:

53.1% of participants rated the Organising of the Workshop as excellent.

23.6% of participants rated the Organising of the Workshop as very good.

23.6% of participants rated the Organising of the Workshop as satisfactory.

4.1.7. Are there any other comments or suggestions you would like to make?

- The organisers of the whole event deserve a medal.
- Just one word - THANK YOU.
- Perhaps it was too full on - not enough time to cover everything.
- Can we have another one soon please?
- If possible, can the group meet again in maybe a year to find out how we are going? With what we have learned here and how during the year we have excelled.
- Make it longer. More social times, not necessarily formal; sitting around having a few drinks is the best way of networking and getting to know each other and making friendships. I've been part of many workshops and everyone gets all hyped up and intends to stay in touch but don't, and maybe the social stuff would help to go deeper - and that is lasting.
- A change of venue, with a bigger room; with the meal table set up in a nicer environment. More accessible rooms with wider doors and hallways, and wider showers with better rails. Better food, preferably served on individual requests. The food at the dinner on Thursday night was really awful - the wine was just off vinegar and the waiters were rude and not treating me with any sort of respect.
- I have really appreciated the opportunity to participate in this Workshop. I look forward to collaborating with my new colleagues and building friendships. I look forward to contributing to WWDA and assisting in any way I can. I feel it is important to maintain the group and have the opportunity to meet face to face again (perhaps once a year?). Thanks folks.
- The background Information Kit contained very interesting articles and great leads to follow up, but very little practical information such as submission writing etc. I guess this will be in the Leadership Resource Kit coming out later. I would have like more information about the other participants in advance - perhaps a paragraph written by each person about their interests, skills and what they do, would have been a great thing to include.
- There was obviously a lot of hard work that went into the organising. I liked the city venue. The cabcharge vouchers were much appreciated.
- It was a great experience - thanks! The venue training room was too small for a large group to be in a circle for good communication. Let's get together in six months to review our progress.
- It was certainly very worth participating in. There was a lot to learn and a lot to cover but it

was set up very well. It will be a real shame if there is not more opportunity to remain in touch and learn more with the individuals we didn't know 2 days ago. Thank you for the opportunity.

Section 5: Project Expenditure

Item	\$ Total
Salary Costs	
1 Project Coordinator (contracted as Consultant) for flat fee	5350
Leadership & Mentoring Training Workshop (for 10 participants, plus Project Coordinator, WWDA Executive Officer plus provision for 1 carer)	
• Facilitator Fees @ approx \$800 per day	1600
• Accommodation @ approx \$120 per person per night for 2 nights	3120
• Travel - airfares, taxis: approx \$5000	5000
• Catering @ \$45 per person per day	1170
• Personal/Attendant Care	500
• Provision for Sign Language Interpreters	1500
• Venue Hire @ approx \$200 per day	400
• Equipment Hire	500
• Project Advertising, Printing of Flyers etc	300
Publication & Distribution of Report – includes printing, scanning etc	500
Auditors Fees	400
Project Evaluation	400
Project Administration Costs - includes: postage, telephone, insurance, stationary, office equipment, etc	2260
GRAND TOTAL	\$25,000

Appendix 1: Workshop Flier/Expression of Interest Form

Expressions of Interest

WWDA National Leadership and Mentoring Training Workshop

Women With Disabilities Australia (WWDA) has secured funding to conduct a National Leadership and Mentoring Training Workshop for women with disabilities. The Workshop will be held later in the year (possibly June) in Melbourne. A woman with a disability from each State and Territory will be selected to attend the Workshop through an Application Process. Successful applicants will need to be able to demonstrate that they have an ongoing commitment to the work of WWDA. This may be in the form of:

- representing WWDA on various Committees, Working Parties etc;
- working with State/Territory branches of WWDA to assist in their development;
- running Leadership & Mentoring Workshops at a local level;
- working with WWDA on policy and program development.

The anticipated outcomes of the Project are:

- Increased numbers of women with disabilities taking up representation activities;
- More women with disabilities involved in decision-making processes within WWDA;
- More women with disabilities being represented on relevant government, non-government and industry fora;
- Development of a national database of women with disabilities trained for representation work;
- Increased confidence and skills of women with disabilities participating in the Leadership & Mentoring Training Workshop;
- Increased recognition nationally and internationally of WWDA's Leadership & Mentoring Program;
- Strengthened infrastructure of WWDA.

WWDA is seeking Expressions of Interest from women with disabilities who would like to attend this Workshop. An Application Form and process is currently being developed, and will be forwarded in the near future to those who have registered their interest in attending. To have your name included on the Register of Interest list, please contact WWDA by phone, fax or email:

Women With Disabilities Australia (WWDA)

PO Box 229 Dickson 2602 ACT

Ph: 02 62421310 Fax: 02 62421314 Mobile: 0407 301 746

Email: wwda@ozemail.com.au

Contact: Carolyn Frohmader, Executive Director

Please pass this on to any women with disabilities you know of who may be interested.

Appendix 2: Workshop Application Forms

3 March 2000

Dear Friend,

Women With Disabilities Australia is pleased to be able to host a National Workshop on Leadership and Mentoring for Women With Disabilities. The Workshop will be held in Melbourne on Thursday 8th & Friday 9th June 2000

Up to 18 women with disabilities, will be selected to attend the Workshop. Information and an application form to attend the Workshop are attached, and we would welcome an application from you.

WWDA will pay for travel, accommodation and access expenses, and applications are due by 31st March 2000.

Completed applications must be sent to:

Margherita Coppolino
Workshop Co-ordinator
17 Lewis Street, Thornbury VIC 3071
Phone: (03) 9484 9319 Mobile: 0412 854 639
E-mail: margo@cosmos.net.au

We look forward to receiving your application.

Carolyn Frohmader
Executive Director
Women With Disabilities Australia (WWDA)

National Workshop on Leadership and Mentoring for Women With Disabilities

Women With Disabilities Australia (WWDA) is a national organisation of and for women with disabilities. WWDA has obtained funding from the Commonwealth Office of Status of Women for a two day Workshop on Leadership and Mentoring for Women with Disabilities which will be held in Melbourne on Thursday 8th & Friday 9th June 2000.

Date:	8th & 9th June 2000
Place:	YWCA Melbourne, 489 Elizabeth Street Melbourne 3000
What we will provide:	Accommodation, travel, access support, meals
What you provide:	Experience, energy, knowledge, ideas, commitment.

Woman with disabilities from each State and Territory will be selected to attend the Workshop through an Application Process. Successful applicants will be expected to have an ongoing commitment to, and preparedness to work with, Women With Disabilities Australia (WWDA).

What's in it for you?

- Opportunities to represent WWDA on various Committees, Working Parties etc;
- Working with State/Territory branches of WWDA to assist in their development
- Assisting Leadership & Mentoring Workshops at a local level;
- Working with WWDA on the development of positions and views on issues affecting women with disabilities;
- Opportunities to network with other women with disabilities from around Australia;
- A chance to learn new skills, share information, and much more.

What's in it for WWDA?

- Increasing numbers of women with disabilities taking up representation activities;
- More women with disabilities involved in decision-making processes within WWDA;
- More women with disabilities being represented on relevant government, non-government & industry fora;
- Development of a national database of women with disabilities trained for representation work;
- Increased recognition nationally and internationally of WWDA's Leadership & Mentoring Program;
- Strengthened infrastructure of WWDA

The workshop will be an intensive exchange of information and will develop strategies to bring about change for women with disabilities in the area of Leadership & Mentoring.

You must send in your application form so it gets to us by 31st March 2000.

For further information contact Margherita Coppolino Workshop Co-ordinator on
Phone: (03) 9484 9319 Mobile: 0412 854 639 E-mail: margo@cosmos.net.au
17 Lewis Street Thornbury VIC 3071

National Workshop on Leadership and Mentoring for Women With Disabilities - Application Form

If you would like to attend the workshop please fill out this Application Form and return by 31st March 2000 to Margherita Coppolino, WWDA's Project Co-ordinator for Leadership & Mentoring Workshop, 17 Lewis Street, Thornbury, Vic 3071. You may send in your application form in writing, on cassette tape, via email, or you can phone Margherita and she will take down your responses over the phone. You can also use the National Relay Service if required by phoning 13 25 44.

Name: _____

Organisation (if applicable): _____

Postal Address: _____

_____ **Postcode** _____

Phone: _____ **Fax:** _____ **TTY:** _____

Email: _____

Current WWDA Financial Member: Yes No

Access & Support Details

To enable us to ensure your access and support needs will be met, please fill out the details below.

Communication

- I will require a hearing loop
- I will require an Auslan interpreter
- I will require other communication support (please specify) _____

- I have no specific communication requirements

Any other comments: _____

Accommodation

- I will require a wheelchair accessible room
 - I will require a shower chair
 - I will require a hoist
 - I will require other equipment/accommodation support (please specify) _____
-

- I am happy to share a twin room
- I do not wish to share a twin room
- I have no specific accommodation requirements

Any other comments: _____

Information

Do you require information regarding the Workshop to be produced in:

- Large print
- On computer disk (please specify format eg: ASCII)
- On audio cassette
- I have no specific information requirements

Any other comments: _____

Personal Assistance or Support

Will you require a personal assistant or support worker to enable you to participate in the workshop?

- Yes
- No

If yes, please specify what type of personal assistance/support you will require (including attendant care etc): _____

Would you need to travel with a personal assistant?

- Yes
- No
- I have no specific personal assistance/support requirements

Any other comments: _____

Other Requirements

If you have any access, support, or other requirements which we have not mentioned (such as dietary requirements, etc) please specify them here.

5. Have you ever had a mentor relationship before?

6. What area would you like to be mentored in? (eg: running support groups; doing representation work; writing submissions, etc)

7. In what ways might you be able to further the work of WWDA after the workshop?

8. What current resources do you have to further the work of WWDA? (eg: willingness, commitment, time, particular skills etc)

9. What additional resources would you need in order to further the work of WWDA? (eg: training skills, policy writing skills, administration skills etc).

10. Do you have any other comments you wish to make?

Thank you for your Application. You must send in your completed application so it gets to us by 31st March 2000.

Appendix 3: WWDA National Leadership & Mentoring Workshop Planning and Organising

1. APPLICANTS

Tasks	Who is Responsible	Timelines	Notes
Expressions of Interest written and circulated	Carolyn to write Expressions of Interest and distribute	Expressions of Interest written by February 2000.	Disseminate Expressions of Interest widely including via email discussion lists: <ul style="list-style-type: none"> • Ozadvocacy; • Ausfemplonet; • Wwda-discuss; • Awhn-List' • Pamelas List; • Emilys List; • Cal wild; • Bioethics
Application Form developed and sent to those who have registered interest	Carolyn to write Application Form, Selection Criteria and set up Selection Panel.	Application Form, Selection Criteria developed by end Feb 2000.	
Selection Panel formed	Selection Panel to select participants.	Participants selected by 31 March 2000.	
Participants have been selected			
Successful applicants have been notified by phone & email	Carolyn to develop proforma for travel.	Proforma developed by end April 2000.	
Proforma for travel has been developed			
Personal details database developed (training needs & support/access needs)		Carolyn & Margherita to develop database of personal details of participants including access requirements.	
Write formally to successful applicants: <ul style="list-style-type: none"> • they were successful • the selection process used • expectations of them • workshop details - venue & when • more detailed info will follow • completed membership forms & fees required prior to the Workshop 	Margherita and Carolyn to draft letters to successful and unsuccessful participants.	Letters sent by mid May 2000.	
	Carolyn to sign letters.		

1. APPLICANTS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Write formally to unsuccessful applicants:</p> <ul style="list-style-type: none"> • process used • future opportunities - ie: WWDA will be seeking funds to hold similar workshops in each State/Territory - they will be the first in line to attend • will receive complimentary copy of L&M kit • include membership form - encourage to become members so they can be kept up to date of progress of WWDA 	<p>Margherita and Carolyn to draft letters to successful and unsuccessful participants.</p> <p>Carolyn to sign letters.</p>	<p>Letters sent by mid May 2000.</p>	

2. INFORMATION PREPARATION FOR PARTICIPANTS

Tasks	Who is Responsible	Timelines	Notes
<p>Information needs of participants have been identified.</p> <p>Information Kit to be developed for each participant. Kit to include:</p> <ul style="list-style-type: none"> • WWDA Membership form • Background to WWDA - include NEC/Portfolio Areas • Workshop Objectives & Expected Outcomes • WWDA Leadership Report 1997 • Excerpts from L&M Kit Chapters: Leadership (Section 2); Section 6 Women with Disabilities; 1-2 pages on Mentoring; Consensus Statement from International Leadership Workshop • Reading List; Web sites & summary • Look at WWDA Websites for articles • M. Coopers "Empowerment article" • Elizabeth Hastings article • Need cover page for info kit • Last 2 copies of WWDA News • Flyer about the WWDA website/ & wwda-discuss • Workshop Evaluation Form <p>Information Kit to be produced in alternative formats, including Plain English; Large Print; Disc Version (Word 97 and Text Only formats).</p>	<p>Margherita & Carolyn to assess information needs of participants.</p> <p>Carolyn will develop and produce Information Kit.</p> <p>Carolyn will develop and produce alternative formats of Kit.</p> <p>Helen Mattick to assist with photocopying and mailing out of Kit.</p>	<p>Information Kit for participants preparation to be developed and posted out by Thursday 11 May</p>	<p>Purchase 20 ring binder folders; plus 20 plastic sleeves for each binder.</p> <p>Purchase 40 computer discs for text only/Word 97 versions.</p>

2. INFORMATION PREPARATION FOR PARTICIPANTS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Provide information about venue and housekeeping issues to participants (informally).</p> <p>Margherita to contact all participants about their travel requirements etc.</p> <p>Have preliminary discussions with WWDA Travel Agent.</p> <p>Give Travel Agent (Harvey World Travel) detailed information about each participants access and/or other flying requirements.</p>	<p>Margherita to contact participants to get more information about access and communication requirements.</p> <p>Carolyn to discuss Workshop and upcoming travel arrangements with Harvey World Travel</p>	<p>Email Harvey World Travel Flight Schedule Table for each participant including access needs by May 9.</p>	<p>Will need to have face to face meeting with Harvey World Travel.</p>
<p>Workshop Details Information Package to be developed and to include:</p> <ul style="list-style-type: none"> • Venue details - address and contact details of Hotel Y; map of Melbourne CBD; layout map of the Hotel Y; Mobility map; Hotel Y pamphlet • Travel & Transport Arrangements • Room Allocation • List and contact information for all participants • Contact details for Carolyn, Margherita and other identified support workers • Form for Emergency Contact Information and any medical information WWDA needs to be aware of 	<p>Carolyn will develop and produce Workshop Details Information Package.</p>	<p>To be posted out to participants no later than Friday 25 May</p>	<p>Need to purchase 20 Manilla Folders; 20 plastic sleeves for each folder; 20 Express Post A4 size envelopes; Stamps and envelopes.</p>
<p><i>Continued next page</i></p>			

2. INFORMATION PREPARATION FOR PARTICIPANTS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Workshop Details Information Package to be developed and to include:</p> <ul style="list-style-type: none"> • Name of WWDA travel agent & contact details • Registration on arrival information • Workshop framework, times and session information; • Names and contact details for Workshop facilitators • Meals/Catering Information - copies of menus; exactly what WWDA will be paying for • Cabcharge vouchers; • Instructions on how to fill out a cabcharge voucher and butt • Airline tickets and itineraries; • Accessible taxi phone numbers in Melbourne • Information about the Workshop Dinner, including that WWDA will pay for the Workshop participants to attend the dinner. • Smoking arrangements 	<p>Carolyn will develop and produce Workshop Details Information Package.</p>	<p>To be posted out to participants no later than Friday 25 May</p>	<p>Details of the Transport/Travel Arrangements will need to include:</p> <ul style="list-style-type: none"> • WWDA will be sending participants cabcharge vouchers to get from their home to their airport; from the airport to the venue and return. The voucher butts will need to be kept & sent back to WWDA for auditing purposes. Without the butts, they will have to pay. • Need to include a stamped envelope addressed to WWDA for return of taxi - voucher butts • All participants to arrive in Melbourne Wednesday 7 June - approx 4.30pm • Participants will be responsible for their own dinner on Wednesday night • Provide details of restaurants/cafes close to the Hotel Y

2. INFORMATION PREPARATION FOR PARTICIPANTS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Additional things we need to follow up include:</p> <ul style="list-style-type: none"> • Need to check insurance status - with the Y Hotel, and also check that WWDA's Volunteer Insurance covers the Workshop participants. Need to do this in writing (via fax should be fine). • Need to contact Jan (Tas) & tell her we can do disc version, large print etc • Check with Hotel Y re Fire Evacuation & Procedures - may to have fire evacuation maps and info enlarged (on photocopier) • Smoking arrangements at Hotel Y - need to notify participants of same • Contact Hotel Y and ask for 30 pamphlets (about the Hotel) to be express posted to WWDA by Tuesday 7 May • Need to ensure all information sent to participants is in detail and in plain English; • Need to advise those participants requiring attendant care, shower chairs etc of arrangements made. • Check with Hotel Y location of their first aid kits. 	<p>Carolyn to check that WWDA Volunteer Insurance covers participants at the Workshop, including travel to and from.</p> <p>Margherita to follow up with Hotel Y re fire procedures, arrangements for smokers, and pamphlets.</p> <p>Margherita to photocopy Mobility Map and Hotel layout map for each participant.</p> <p>Carolyn to contact Royal Vic Institute for the Blind to ascertain if there is a tactile version of a map of the Melbourne CBD.</p>	<p>Check Insurance status by May 9.</p> <p>Margherita to follow up with Hotel Y by May 9.</p> <p>Margherita to photocopy Mobility Map and Hotel layout map for each participant by May 9.</p> <p>Carolyn to follow up with RVIB by May 15.</p>	<ul style="list-style-type: none"> • WWDA will be booking the flights for all participants • Can't change flights once booked due to group booking (discounted fares) • Airline we will be using • Inform participants that their access requirements and contact details have been given to WWDA travel agent • Participants from NT, QLD, and WA will be given the option of flying back home on Saturday 10 June. WWDA will pay the extra night's accommodation for only these participants. • Any participant wishing to stay on in Melbourne after Friday 9th June will be responsible for their own accommodation and meals - including organising and paying for it.

3. VENUE ARRANGEMENTS

Tasks	Who is Responsible	Timelines	Notes
<p>Hotel Y booked for accommodation; Workshop; Dinner- conference room with kitchen facilities; function room and exhibition space outside function room; deluxe twin and single rooms for participants; 5 disability accessible rooms.</p> <p>Hotel Y has been given a list of all participants who are staying at the Hotel, including their access requirements and contact details.</p> <p>Venue has been checked in person re accessibility issues: Accessible toilets are on Level One; Function Room is on ground level; Accessible toilet downstairs; Lift buttons are accessible.</p> <p>Confirm in writing with the Hotel Y our booking arrangements.</p> <p>Deposit and partial payment for accommodation and Conference rooms, and catering (excluding dinner) to be paid on Tuesday 9 May.</p> <p>Need to check with the Hotel Y whether their Fire Information is in any format other than written.</p>	<p>Carolyn/Margherita to book accommodation and Workshop and Function requirements.</p> <p>Carolyn to give Hotel Y list of all participants and their access needs.</p> <p>Keran and Margherita to check in person access of venue.</p> <p>Carolyn to write formally to Hotel Y conforming arrangements.</p> <p>Carolyn to organise payment of deposit.</p> <p>Margherita to follow up with Hotel Y re Fire Information and formats available.</p>	<p>Accommodation booked by April 20.</p> <p>Hotel Y given list of participants no later than May 11.</p> <p>Keran/Margherita to check venue re access by April 10.</p> <p>Letter to Hotel Y to be posted by May 11.</p> <p>Deposit to be paid by May 9</p> <p>Marg to follow up with Hotel Y re fire arrangements no later than May 2.</p>	<p>Try to match participants requests re accommodation (ie: single room; twin share etc).</p> <p>Formal letter to Hotel Y to include ALL arrangements - eg: function etc.</p> <p>Will need certain adjustments made by Hotel Y re access prior to the Workshop.</p>

3. VENUE ARRANGEMENTS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Need to check with the Hotel Y whether they have an audio fire alarm (for sight impaired participants)- and/or flashing lights etc (for hearing impaired participants)</p> <p>Plan of the Hotel Y will need to be written out in plain English PRIOR to the workshop for blind participant - may be useful to give to everyone</p> <p>Need to decide whether we should book some type of meeting facility within the Hotel for the night of 7th June (when participants arrive).</p> <p>Book Display Boards and Tables for Workshop and Registration.</p>	<p>Carolyn/Margherita to write out plan/layout of the Hotel Y for inclusion into Workshop Details Information Package</p>	<p>Layout of Hotel Y to be written up by 11 May</p>	<p>Carolyn will need to liaise with Hotel Y re booking of display boards and tables etc.</p>

4. ACCOMMODATION

Tasks	Who is Responsible	Timelines	Notes
<p>Accommodation needs have been identified; have identified which participants require accessible rooms</p> <p>Accommodation has been booked; Hotel Y given info re participants access requirements.</p> <p>Rooms checked re accessibility - some potential access problems identified - meetings held with Hotel Y re same.</p> <p>Need to confirm whether NT, QLD, WA participants require a third night accommodation booked.</p> <p>Need to confirm with participants if they want to leave on Friday afternoon or if they want to stay on in Melbourne for the weekend.</p> <p>Need to confirm (in writing) final accommodation requirements with the Hotel Y.</p> <p>Write formally to the Hotel Y (Joan) to clarify what adjustments have been AGREED to be done prior to the workshop by the Hotel Y, including:</p> <ul style="list-style-type: none"> • participants bathrooms (lip on shower) • removal of double bed in twin rooms to allow for equipment; purchase of foot stools for toilets by the Hotel Y - how many 	<p>Carolyn to work out access requirements re accommodation.</p> <p>Carolyn to book accommodation and give Hotel Y list of participants.</p> <p>Keran and Margherita to do access audit with Hotel Y.</p> <p>Margherita to contact NT, QLD, WA participants re 3rd night.</p> <p>Margherita to contact each participant by Friday 5 May regarding their preferred return flight day/times.</p> <p>Carolyn to write Letter to Hotel Y confirming accommodation bookings and list of those staying.</p> <p>Carolyn's formal letter to Hotel Y confirms agreements re adjustments to be made to ensure venue is accessible.</p>	<p>By April 20.</p> <p>Accommodation booked by April 20. Hotel Y given list of participants no later than May 11.</p> <p>Keran/Margherita to check venue re access by April 10.</p> <p>Margherita to contact NT, QLD, WA participants by May 5.</p> <p>Margherita to contact each participant by Friday 5 May</p> <p>Letter to Hotel Y to be posted by May 11.</p> <p>Letter to Hotel Y to be posted by May 11.</p>	<p>Carolyn will need to review budget re accommodation for a third night for WA, QLD, NT participants.</p>

4. ACCOMMODATION (cont'd)

Tasks	Who is Responsible	Timelines	Notes
Seven shower chairs need to be booked and be available in the bathrooms when participants arrive. Confirm booking in writing, including delivery times.	Margherita to book shower chairs and draft the follow up letter confirming the booking.	Shower chairs to be booked by May 11.	<p>In relation to accommodation:</p> <ul style="list-style-type: none"> • 13 women are staying at the Hotel Y (including workers) • 5 people not staying at the Hotel • 5 twin (delux) rooms and 8 single (delux) rooms have been booked • 5 rooms are disability accessible rooms <p>In relation to rooms and what WWDA will cover etc:</p> <ul style="list-style-type: none"> • TV available in rooms • All participants are responsible for costs of any phone calls made • women are responsible for any costs associated with dry cleaning etc • women are responsible for any costs associated with mini-bar and/or alcohol purchased.
Notify participants (in their Info Package) of what is in rooms etc; what WWDA will be paying for (and not paying for).	Carolyn to ensure Info Package includes details of what WWDA will/won't be paying for.	Info package to be sent by May 11.	
Contact (in writing) Hotel Y with information on where to purchase plastic foot stools for the toilets (which may be too high for some women).	Margherita to fax info to Hotel Y re where to purchase foot stools.	Fax info re foot stools by May 12.	
Finalise database of all Workshop participants and their needs; include support staff, facilitators and workers.	Carolyn/Margherita to finalise database and provide copies to Steering Cttee and WWDA Office.	Finalise database by Wed 17 May.	
Finalise room allocations, write up and provide copy to participants (in their Info package) and to the Hotel Y.	Carolyn to write up room allocations.	Write up room allocations by May 9.	
Upgrade Carolyn Frohmader room in order to double as an extra room if needed on the Friday, a rest room during the Workshop; and a storage area for Workshop equipment.	Margherita to contact Hotel Y to upgrade room (fax confirmation of this upgrade request). Also confirm with Hotel Y what is in each of the rooms we have booked (eg: mini-bar?; video facilities? etc and clarify with them what WWDA will be paying for.	Upgrade room by 8 May.	
Confirm with participants using wheelchairs whether they are electric, manual or scooters.		Confirm re wheelchairs by 11 May.	

5. CATERING

Tasks	Who is Responsible	Timelines	Notes
<p>Dietary requirements have been obtained from participants and included in the Workshop database. Need confirmation from Hotel Y as to exactly what they are providing for lunch, morning & afternoon tea on both days and check that that what's being provided for food is in keeping with the dietary requirements.</p> <p>Finalise catering numbers and pay deposit for catering. Morning tea, lunch, afternoon tea has been booked for 8th and 9th June for 26 people.</p> <p>Contact the Hotel Y (in writing) regarding breakfasts - WWDA will be paying for 26 Continental breakfasts (13 x 2 days) - check if we need to book breakfasts</p> <p>Inform participants who are staying at the Hotel that WWDA will only be paying for Continental breakfasts (not hot breakfast), and inform all participants that they will be responsible for their own dinner on the 7th June and any other meals/food/alcohol/soft drinks etc</p> <p>Inform those women staying a 3rd night (QLD, NT, WA) that they will need to pay for their dinner on the 3rd night. Check with Hotel Y if tea/coffee will be available during the Workshops (self-serve) and if this will cost extra.</p>	<p>Margherita to confirm in writing with Hotel Y menus, and get copy. Carolyn to book catering with Hotel Y.</p> <p>Carolyn to organise with Helen Mattick payment of invoice for deposit.</p> <p>Carolyn to confirm numbers of breakfasts with Hotel Y - in writing.</p> <p>Margherita/Carolyn to include info re breakfasts in participants Info Package.</p> <p>Margherita/Carolyn to include info for participants staying 3rd night re dinner.</p> <p>Margherita to check with Hotel Y re coffee/tea arrangements for the Workshop.</p>	<p>Copy of menus by May 11.</p> <p>Pay deposit by Tuesday 9 May.</p> <p>Confirm breakfasts by May 11.</p> <p>Info Package ready by May 11</p> <p>Info Package ready by May 11</p> <p>Coffee/Tea arrangements checked by May 11</p>	<p>Kim likes Diet Coke instead of tea/coffee - check whether we can provide Diet Coke during the Workshop. Helen may need to buy a case of Diet Coke.</p> <p>May be cheaper to buy our own tea/coffee for self-serve during the Workshop.</p> <p>Will Hotel Y provide water and glasses?</p>

6A. EQUIPMENT FOR ACCOMMODATION ROOMS

Tasks	Who is Responsible	Timelines	Notes
Seven shower chairs need to be booked and be available in the bathrooms when participants arrive. Confirm booking in writing, including delivery times.	Margherita to book shower chairs and draft the follow up letter confirming the booking.	Shower chairs to be booked by May 11.	
Write formally to the Hotel Y (Joan) to clarify what adjustments have been AGREED to be done prior to the workshop by the Hotel Y, including: <ul style="list-style-type: none"> participants bathrooms (lip on shower) removal of double bed in twin rooms to allow for equipment purchase of foot stools for toilets by the Hotel Y - how many 	Carolyn to write letter to Hotel Y regarding the adjustments needed prior to the Workshop, in particular purchase of foot stools for toilets.	Letter to Hotel Y re adjustments to be sent by May 11.	
Check with each participant whether they will require shower hoses and hire number needed.	Margherita to check re shower hoses and hire same if required.	Book shower hoses by may 11.	
Check with Hotel Y they have powerboards and extension cords; extra blankets, pillows etc available.	Margherita to confirm (in writing) with Hotel Y provision of extra equipment needed.	Confirm in writing with Hotel Y by May 11.	
Check with participants re whether they have electric wheelchair - and facilities for recharging batteries are available in rooms.	Margherita to contact participants re type of wheelchair they use.	Contact participants by May 9.	
Check height of mirrors in bathrooms (for participants using wheelchairs), and confirm with Hotel Y for them to be lowered if required prior to the Workshop.	Carolyn to confirm with Hotel Y (in writing) re lowering of mirrors.	Mirrors etc letter to Hotel Y by May 11.	

6B. EQUIPMENT FOR WORKSHOP

Tasks	Who is Responsible	Timelines	Notes
<p>Organise equipment needed for the Workshop:</p> <ul style="list-style-type: none"> • Overhead projector • Video & TV • Flip chart stand • Video Camera/Recorder - Carolyn has one • Video Camera Battery Charger - Carolyn has one • Video Camera Tapes • Cassette Player? • CD Player? (&CD's) - Margherita has one • Butchers paper (WWDA Office) • Foldback Clips; Paper Clips (WWDA Office) • Whiteboard Markers (WWDA Office) • Blue Tak; Safety Pins; Drawing Pins (WWDA Office) • Sticky tape; staples, other stationary (WWDA Office) • Name tags (WWDA Office) • Writing pads, paper (extra); pens (WWDA Office) • Camera and films (Carolyn has camera) <p>Check with Hotel Y to see if they have a chair with arms (participants request) we can use for the Workshop. If not, will need to hire one.</p>	<p>Margherita to meet with Helen Mattick and Carolyn to determine what equipment WWDA already has, and what needs to be purchased for the Workshop. Carolyn/Helen to purchase equipment.</p> <p>Margherita to book necessary equipment with Hotel Y (overhead, video & TV etc). Work out what days we will need them.</p> <p>Margherita to confirm in writing with Hotel Y re the chair with arms.</p>	<p>Equipment organised and purchased by May 25.</p> <p>Equipment booked with Hotel Y by May 12.</p> <p>Letter to Hotel Y re chair with arms written and sent by May 12.</p>	<p>Carolyn to order through Corporate Express equipment needed for Workshop.</p> <p>Carolyn/Helen will need to get:</p> <ul style="list-style-type: none"> • 2 plastic drop sheets • 20 old shirts from Vinnies (smocks) • 2 old suitcases from Vinnies • 1 case Diet Coke • extra paint and paintbrushes • Table place cards • Receipt books • Petty cash • Wood to extend handles of paintbrushes

6B. EQUIPMENT FOR WORKSHOP (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Materials for Painting WWDA Banner:</p> <ul style="list-style-type: none"> • paints - WWDA colours & others • brushes - add long handles • plastic drop sheets (? Carolyn & buy) • pastels/crayons; calico • scissors; enlarged WWDA logo • Smocks (St Vinnies) - shirts - Carolyn check WWDA office • Buckets? • Towels - a couple of old ones <p>Check with Steering Committee and Julie Roberts feasibility of having final Workshop session as a WWDA Banner Painting Session.</p> <p>Find and delegate someone to take photos, and record Workshop on video.</p>	<p>Margherita & Carolyn to check WWDA Office to see what materials we already have. Then to organise purchase of remainder with Carolyn/Helen.</p> <p>Margherita to check with Julie Roberts re final Workshop session by May 9.</p> <p>Margherita to email Steering Committee re Banner painting Session.</p> <p>Margherita to check with VWDN members if anyone is willing to be responsible for videoing the Workshop.</p>	<p>Equipment organised and purchased by May 25.</p> <p>Check with Julie by May 9.</p> <p>Email Steering Committee by May 9.</p> <p>Check with VWDN by May 10.</p>	<p>Carolyn has video camera and will take to video Workshop and dinner.</p> <p>Carolyn to buy:</p> <ul style="list-style-type: none"> • Films for video camera • Films for camera • Extra battery for video camera

7. WORKSHOP DINNER

Tasks	Who is Responsible	Timelines	Notes
<p>Book Venue. Equipment Issues to be organised include:</p> <ul style="list-style-type: none"> • Mircophones etc/PA equipment • Video recorder -tapes; Music requirements - Margherita to check with Weave - W/chairs dancers • Margherita to check what the function room entails in terms of equipment provided • Need to determine with Keran her choir requirements • Tressle tables for books etc - stall of WWDA materials for sale/ Membership forms available; Oyster Grit etc; • Blow up cartoons - get book of cartoons back from Di Walker; Need to buy cheap frames from Go-Lo or similar; Black cardboard to frame the cartoons; Hooks to hang cartoons on walls • Copies of WWDA Award Certificates - violence, business\Take photos of Carolyn & Kali for distribution in the foyer • Posters for foyer - Contact NICAN • WWDA violence poster -get from office • Camera & film; WWDA photos - look at which ones we can blow up for the foyer • Displays of the L&M Kit - to have order forms completed and available; blow up of the cover of the kit; contents & intro pages 	<p>Carolyn to book function centre with Hotel Y.</p> <p>Margherita and VWDN to organise events, activities etc for dinner; including equipment required and access issues to be dealt with.</p> <p>VWDN/Margherita to organise someone to video the dinner.</p> <p>Margherita/VWDN to check with Hotel Y re equipment available, including tressle tables for WWDA publications etc.</p> <p>Carolyn to contact Di Walker re cartoons. Margherita/Carolyn to organise Helen Mattick to purchase frames and cardboard.</p> <p>Margherita to contact NICAN to see if they have any posters we can borrow.</p> <p>Carolyn to meet with Di Walker to arrange publishing of L&M Kit Order Forms.</p>	<p>Dinner events, equipment etc organised by May 18.</p> <p>Hotel Y contacted re equipment by May 18.</p> <p>Contact Di Wlaker re cartoons by May 5.</p> <p>Cartoons framed, and photocopied by May 25.</p> <p>Margherita to contact NICAN by May 12.</p> <p>Carolyn to contact Di Walker by may 12.</p>	<p>Carolyn will need to develop an Order Form/Flyer for the Leadership and Mentoring Resource Kit - to be made available on the night. Will need to be printed in time for the Workshop.</p> <p>Carolyn will need to work on trying to finalise publication of the L&M Kit prior to the Workshop. If this can't be done in time, need to have some way of showcasing the Kit - perhaps using proofs?</p>

7. WORKSHOP DINNER (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Need to find out where we can access colour photocopier (for blowing up WWDA photos etc)</p> <p>Receipt books available on the night for purchases; Helen to find out whether we can organise credit card facilities by then; Contact St Georges Bank Dickson to find out about credit card facilities & WWDA.</p> <p>VWDN to organise structure of the dinner - speakers, events, activities etc - in what order etc; organise requirements for singers; wheelchair dancers etc - eg: stage? Access issues? Need to see if other Vic WWDA members would like to display artwork etc.</p> <p>Carolyn to put together an Information Package for corporate sponsors and write sponsorship request letters.</p> <p>Margherita to get formal agreement from Corporate sponsors re funding the cost of the dinner by no later than May 12. Deadline for Hotel Y re numbers attending dinner is 27 May. RSVP date will need to be 25th? Margherita to ask Corporate sponsors whether there is anything they would like to display in the foyer</p> <p>Carolyn to design dinner Invitations and send out by May 12. RSVP date will need to be 25th?</p>	<p>Carolyn to find access to colour photocopier.</p> <p>Carolyn to discuss with Helen Mattick credit card facilities. Helen to contact St George Bank by 9 May.</p> <p>Margherita to contact VWDN members re displaying any artworks.</p> <p>Margherita to formalise in writing corporate sponsorship arrangements. Answers needed by May 13.</p> <p>Invitations printed and posted out no later than May 13. Carolyn to print out invitations and mailout to recipients. Need to include Senator Newman; NDAC; Rosemary Calder; Barry Wight; David Rozalky etc.</p>	<p>WWDA photos copied by May 25.</p> <p>Credit card facilities investigated by May 10.</p> <p>VWDN members contacted re artwork by May 10.</p> <p>Corporate sponsorships finalised by May 13.</p> <p>Invitations sent by May 13.</p> <p>Credit Card facilities arranged by 12 May.</p>	<p>Carolyn will need to formally apply for credit card facilities for WWDA (to enable people to pay for the dinner and publications by credit card). Carolyn will need to write covering letter explaining reasons for applying.</p>

7. WORKSHOP DINNER (cont'd)

Tasks	Who is Responsible	Timelines	Notes
<p>Find and delegate someone to collect money; tick off RSVP's collect donations etc; sell WWDA publications</p> <p>Contact Sue Salthouse to see if she can come and help out for three days in Melbourne. Information Package on WWDA available in the foyer.</p> <p>VWDN to organise contingency plan if Corporate sponsors don't come through. Eg: Can Hotel Y donate the room etc?</p> <p>Helpers needed all day Thursday to set the Function Room up for Thursday night - check with VWDN. Find out who has Oyster Grit painting - need to display in foyer.</p> <p>Follow up with Caroline Bowditch re Artwork from Arts Access. Carolyn F to take some artwork.</p> <p>Video of International Women with Disabilities & Leadership showing continuously in the foyer?</p> <p>BIG ISSUES: Corporate Sponsorships; Getting Invitations Out; RSVP date; Costs per head for those invited; Deadline of May 27 for Hotel Y re numbers; VWDN to delegate responsibilities re dinner organisation.</p>	<p>Margherita/VWDN to organise someone to meet guests, tick off RSVPs, collect money, provide receipts.</p> <p>Carolyn to contact Sue Salthouse.</p> <p>Margherita to meet with VWDN re Contingency Plan.</p> <p>Margherita/VWDN to arrange volunteers to help setting up room.</p> <p>Margherita to find Oyster Grit painting.</p> <p>Margherita to follow up with Caroline Bowditch.</p> <p>Carolyn to organise some artwork.</p> <p>Margherita to check with VWDN/Steering Committee re Leadership video.</p>	<p>Volunteers etc organised by May 10.</p> <p>Contact Sue by May 5.</p> <p>Contingency Plan developed by May 10.</p> <p>Volunteers to set up room identified by May 10.</p> <p>Oyster Grit painting located by May 25.</p> <p>Caroline Bowditch contacted by May 18.</p> <p>Decision made re video by May 10.</p>	<p>Carolyn will need to organise WWDA publications; how to present WWDA info etc; organise what to take - frame WWDA photos?</p> <p>Carolyn will need to follow up with Corporate sponsors re donations; gifts in kind etc.</p>

7. ATTENDANT CARE/SUPPORT WORKERS

Tasks	Who is Responsible	Timelines	Notes
Need to determine how many participants require attendant care (for showering, dressing, going to bed etc)	Margherita/Carolyn to identify needs.	Needs identified by May 5.	Carolyn will need to make sure that copies of all information, are copied to Di McGowan
Contact Maria re her request to bring her husband. Find out if she will need attendant care booked if she comes alone.	Margherita/Carolyn to ring Maria.	Ring Maria by May 5.	Will need to make sure that Kim and Di fly down and back together - are accommodated together etc.
Book attendant care agency once needs have been identified. Will need to give them specific times.	Margherita to book attendant care.	Attendant care booked by May 13.	
Contact Margie Charlsworth - and determine attendant care requirements: times for - how long - what is required; am & pm;	Margherita to contact Margie Charlsworth.	Margie contacted by May 5.	
Need to check which attendant care agency is the best for us to use: check who we used for WWDA Violence Workshop; also contact Margaret Cooper.	Margherita to follow up re attendant care agency.	Agency info organised by May 12.	
Follow up with Keran in relation to Ria and support required?	Margherita to contact Keran	Keran contacted by May 10.	
Contact Kim Jackson and find out if she would like a support worker to come with her - may need to ring Di McGowan. WWDA can pay for support worker.	Margherita to contact Kim.	Kim contacted by May 8.	

7. ATTENDANT CARE/SUPPORT WORKERS (cont'd)

Tasks	Who is Responsible	Timelines	Notes
Find volunteers to help with setting up Workshop Room - will need help Wednesday evening; Thursday evening.	Margherita/VWDN/Carolyn to determine and find volunteers.	Volunteers organised by May 18.	
Find volunteers to help set up Dinner Function Room and foyer - will need help all day Thursday for this.	Margherita to contact all participants by May 8 and find out who needs to be met at the airport.	Participants contacted by May 8.	
Determine which participants will need to be met by someone at the airport, and if so, we will need to find volunteers to help with this.	Margherita/Carolyn to include the airport meeting info into participants database.	Participants database info finalised by May 13.	
Find out which participants can make their own way from the airport to the Hotel Y.	Margherita/Carolyn/VWDN and Steering Committee to determine numbers of support personnel required.	Numbers of personnel required determined by May 13.	
Include information in the participants database about who does and doesn't need to be met at the airport etc.			
Need to identify how many support workers we will need during the Workshop and the dinner. Sue Salthouse and Carolyn F will be able to assist with some, but not all.			
Contact Kim Jackson to see if she wants a support worker to come with her.	Margherita to contact Kim Jackson.	Kim contacted by May 8.	
Margherita to determine with VWDN if we need to have back up assistance via Volunteering Victoria.	Margherita to meet with VWDN.	VWDN met by May 10.	

8. ADDITIONAL TRAVEL/TRANSPORT ISSUES

Tasks	Who is Responsible	Timelines	Notes
Need to ensure we have enough Cabcharge books - get Helen to order some more. Will need to take some books with us to Melbourne.	Carolyn to ask Helen to order more Cabcharge books.	Books ordered by May 10.	
Contact Airline (Qantas) Customer Services Officers to get women with w/chairs from the plane; collect their luggage and out to the waiting accessible taxi.	Margherita to contact Qantas (?through Harvey World Travel)	Qantas contacted by May 13.	
Notify David at Harvey World Travel that Uma will need some assistance on the plane.	Carolyn to meet with David at Harvey World Travel to arrange all flights and access issues.	Flights booked by May 13.	
Access Taxis to be booked once flights have been booked.	Margherita to contact Uma, and then Qantas if required.	Uma contacted by May 8.	
Check with Uma whether she will require the Airline Safety Information in braille, and if so, notify David at Harvey World Travel.	Margherita to follow up with each participant re taxi cards.	Participants followed up by May 9.	
Check with each participant whether they have a taxi directorate card.	Carolyn to collect airline tickets from Harvey World Travel and Express Post to participants.	Airline Tickets collected by May 25. Posted by May 26.	
Collect airline tickets from Harvey World Travel and Express Post to participants.	Carolyn to Allocate cabcharge vouchers to each participant - record butt numbers of each cabcharge voucher; include stamped envelope for vouchers to be returned to WWDA.	Cabcharges allocated by May 22 and posted by may 26.	
Allocate cabcharge vouchers to each participant - record butt numbers of each cabcharge voucher; include stamped envelope for vouchers to be returned to WWDA.			

9. WORKSHOP FRAMEWORK & SESSION DETAILS

Tasks	Who is Responsible	Timelines	Notes
Draft Workshop and Session Times Developed	Margherita to contact Julie Roberts to get Workshop draft.	Workshop Draft developed by April 15.	
Final draft of Workshop and Session Details to be forwarded to WWDA by Monday May 8.	Carolyn to review framework and liaise with Julie Roberts (facilitator).	Draft to be forwarded to Carolyn by May 8.	
Carolyn/Margherita to forward Workshop draft to Steering Committee for ratification and any changes.	Carolyn/Margherita to forward draft.	Steering Committee to receive draft by May 12.	
Finalise Workshop content in detail.	Carolyn to work with Margherita/Julie to finalise Workshop content in detail.	Workshop content finalised by May 18.	
Send participants draft framework and session times in their Information Package prior to the Workshop.	Carolyn to send participants draft framework and session times.	Participants receive Workshop framework, sessions and times no later than May 26.	

Appendix 5: "Celebrating Our Abilities" Dinner Function

"Celebrating Our Abilities"

Women With Disabilities Australia (WWDA)

Invites you to the "Celebrating Our Abilities" Dinner to be held on Thursday 8th June, 7pm, at the Hotel Y Function Centre, 439 Elizabeth Street, Melbourne.

Come and share an exhibition of art, photography, wheelchair dancing, singing, and much more. Find out more about the work and achievements of Women With Disabilities Australia (WWDA).

Cost: \$25 Unwaged

\$35 Waged

Alcohol not included. Bar facilities will be available.

RSVP to: Margherita Coppolino, ph: 0412854639 or by email: margo@cosmos.net.au

RSVP By: Friday May 26 2000.

Come along and support Women With Disabilities Australia (WWDA). WWDA is a public benevolent institution. Donations over \$2 are tax deductible.

Appendix 6: The Leadership & Mentoring Workshop Program

Day One June 8 2000

9.00am Introductions

Julie Roberts & Margherita Coppolino introduce themselves as program facilitators and invite participants to briefly introduce themselves. Carolyn Frohmader introduces herself as co-author of the Kit and gives a background of WWDA

9.20am Objectives of the two-day Workshop and Me

Icebreaker Exercise

9.45am Objectives of WWDA and Me

Exercise exploring participants' past experiences of bringing the perspective of a woman with a disability into group processes.

10.30am BREAK

11.00am Expectations of Leadership

Presentation outlining resources in Kit followed by Exercise drawing out the different skills/attributes of leadership that enable empowerment and participation.

11.20am Congruent Leadership

Presentation outlining resources in Kit followed by Skills Audit Exercise. Exercise to reflect on personal values and vision.

12.00pm BREAK

12.15pm The Politics of Leadership

Exercise to identify opportunities and barriers to achieving vision

1.00pm LUNCH

1.45pm Skill Building for Leadership

Presentation outlining resources in Kit on building on strengths and identify resources followed by coping with change exercise.

2.45pm BREAK

3.00pm Making Submissions to Fund Visions

Tag-Team Exercise to explore submission making.

4.00pm BREAK

4.20pm Reflection on the Day

Cards to inspire reflection and then share thoughts to end the day

5.00pm Prepare for Dinner

Task over dinner for each participant to seek out and talk to one person they have never met before.

5.15pm Close of Day One

Day Two: 9 June 2000

9.30am Reflections on Day One and the Dinner

Sharing in Pairs, then debrief.

10.00am Mentoring

Presentation outlining resources in Kit.

10.30am BREAK

10.45am Mentoring Skill Share

Exercise building on Skills Audit from Day One and developing into a Mentoring Network.

11.45am Mentoring Options

Group Brainstorm on Mentoring Options and Support Mechanisms.

12.30pm Mentor Questionnaire

Outline questionnaire in Kit and invite participants to complete and return after the workshop.

1.00pm LUNCH

1.45pm Building Confidence to Mentor

Presentation outlining resources in Kit, followed by Exercise drawing out powerful barriers to building confidence/self esteem that need to be overcome to take a Mentoring/Leadership role.

2.30pm BREAK

2.45pm Building Assertiveness

Presentation outlining resources in Kit followed by group reflection exercise.

3.30pm BREAK

4.00pm Working With Groups

Presentation outlining resources in Kit and linking to previous sections of workshop.

4.30pm Banner-making Finale

5.15pm Close of Day Two

Appendix 7: Evaluation Form



**National WWDA Leadership & Mentoring Workshop
Evaluation Form**

Dear Workshop Participants,

We would like some comments from you about the workshop. Any comments or suggestions you can give will help us in our planning for future workshops. You do not have to put your name on this form if you don't want to. Thank you for taking the time to complete this form.

What were you hoping to get out of coming to this Workshop?

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Did you get what you wanted from the Workshop?

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Can you tell us what you thought about the Workshop overall?

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Which parts of the Workshop did you like the best?

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Can you think of any ways we could improve the Workshop?

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Can you circle the most appropriate word to describe the following:

The Venue	Excellent	Very Good	Satisfactory	Disappointing
The Facilitators	Excellent	Very Good	Satisfactory	Disappointing
The Presenters	Excellent	Very Good	Satisfactory	Disappointing
The Food	Excellent	Very Good	Satisfactory	Disappointing
The Information Kit	Excellent	Very Good	Satisfactory	Disappointing
The Workshop Dinner	Excellent	Very Good	Satisfactory	Disappointing
The Workshop Content	Excellent	Very Good	Satisfactory	Disappointing
Organising of the W'kshop	Excellent	Very Good	Satisfactory	Disappointing

Are there any other comments or suggestions you would like to make?

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.....
.....

THANK YOU FOR COMPLETING THIS FORM

Ms Jeanie Akamanti
C/- 205 Nicholson St
Footscray 3011
VICTORIA

Ms Carolyn Frohmader
Executive Director
Women With Disabilities Australia (WWDA)
PO Box 229, Dickson 2602 ACT

June 14, 2000

Dear Carolyn,

My time with WWDA: Leadership and Mentoring is truly one of the professional highlights of my trip to Australia. The dinner and the workshop each offered unique and invaluable merits. My participation in this wonderful event would not have been possible without the generosity and support of WWDA.

The dinner was an incredible chance for an exchange of ideas, perceptions, realities, and problem solving. Unless and until we understand and work together, there will continue to be barriers to the productive and dynamic lives WWD have the potential to live. WWDA made this opportunity possible for myself and the other women in attendance.

As you know, I am on pension myself and am interning in Australia at the Human Rights Centre in Mental Health. My passions are social justice for all, regardless of race, creed, age, income or ability. So many of us with disabilities are "doubly disadvantaged" or more. Not only do we deal with our physical challenges, the ramifications of housing, income, assistance, access to health care... The list goes on and on. Getting together committed women with disabilities and workers in the same room was an important occurrence. I think the networking and exchange that occurred could have gone on for a couple of days, and hope this event is only the beginning.

I am looking forward to receiving the information packet and published kit, as well as a contact list, from the Leadership and Mentoring workshop. There were women who touched and inspired me, and I know they will take their passion and activism back in to their own communities. The workshop facilitated problem solving efforts and ideas that would both not have occurred without bringing these women together. I am honored and humbled not only by your support of my participation, but by the gracious inclusion the participants extended to me. They are an incredible group of women.

Finally, I want to comment on your publications. The content and format are exemplary and an invaluable contribution to WWD everywhere. They are well written, provide excellent content, and are in a format that is easily utilized. As you know, I am particularly interested in Abuse of Women with Disabilities. It includes the violence you so clearly elucidate, but my stance also includes human rights abuses. It would be my privilege to have further collegiate exchange and do some further work together. I do not take lightly the fact you have been able to obtain funding and support for your efforts. It can be a monumental task. Funding is an absolute necessity to produce publications, implement brilliant ideas such as the Leadership and Mentoring Workshop and Dinner, and further the productivity and contributions of brave bold women.

Carolyn, you, your work, and the WWDA are to be commended for your contributions. The dinner was a unique opportunity to further relationships and exchange, and the Workshop will generate change in the lives of disabled women all over Australia. They are well furthered by your meritorious publications. I wish you all the best in the future, and that you are able to obtain the funding and resources require to continue to your work. Brilliant and creative minds and lives have been marginalized, negated, and squelched on the sole premise of outward appearances. Your work gives vice, hope and future to the lives of all women with disabilities.

It was a pleasure and a privilege.

Yours in sisterhood and commitment,

Jeanie Akamanti
MSW Candidate, USA