

Job Description – Accelerator Program Trainer

The Accelerator Program Trainer (APT) is the key member leader who will facilitate Accelerator quarterly events at EO chapters. Through expertise and knowledge, the APT empowers Accelerator participants with tools to successfully grow their businesses. The responsibilities, benefits, and expectations of the members who participate in the APF program are defined below.

Responsibilities

- EO ambassador: Be in alignment with EO and EO Accelerator's goals, mission, values and strategic direction
- Tailored program: Ensure that the program is adjusted to fit the specific needs of the local program and its participants; Be flexible to accommodate the program needs for specific quarterly events
- Promote the program around the world: Support marketing efforts to promote the program
- Communication: Regular communication with the lead Trainer on the Accelerator Sub-Committee; Consistent communication with EO Accelerator Chairs
- Ability to travel to different chapters operating Accelerator Programs

Resources

- Lead Accelerator Trainer (Member Leader Support) The APT will be supported by the lead Accelerator Trainer, who will recommend and advise on specific Accelerator needs
- Accelerator Program Team (Staff Support) The APT will have the support of the Emerging Programs team to assist in accomplishing specific goals

Qualifications

- Have been a Strategy Summit Trainer, Forum trainer or have proven facilitation experience
- Be an EO member in good standing
- Past experience in leading, running a room (minimum 15-person group)
- Must be a student of the process
- No conflict of interest, adhere to EO's non-solicitation policy

Time Commitment

- At least four full-day quarterly events that include any pre-work required tailoring presentation for each specific program
- Attendance at the launch event prior to the first quarterly event for any new program
- Two to three days attending Accelerator Trainer "Train the Trainer" program
- One hour each quarter to attend the Quarterly Trainer call

Certification Process

Not just anybody can be an Accelerator Trainer. In fact, the certification process is rigorous, and to complete it requires commitment and enthusiasm.

Why are the requirements so stringent? That's because in this program, as in all our endeavors, EO seeks to carry out its mission to engage leading entrepreneurs to learn and grow.

For the Accelerator Trainer program, we realize our mission by:

- Ensuring that all programs receive top-quality guidance from qualified Trainers
- Achieving global consistency in content delivery
- Delivering on our reputation as a first-class, global-training organization

Steps for certification as an Accelerator Trainer:

1. Submit application to EO
2. Undergo screening, reference checks, and interview by member leadership and EO staff
3. Approval by Accelerator Sub-Committee and Lead Accelerator Trainer
4. After approval, Trainers will attend a two-day "Train the Trainer" program (T3); meet evaluation benchmarks
5. Observe an Accelerator learning day facilitated by a Master Accelerator Trainer; participate in pre-meeting with Master Trainer, ideally two weeks after the T3; eight hours of observation time
6. Conduct (under observation of a Master Trainer) an Accelerator learning day and a pre-meeting; ideally two weeks after the observed training
7. Meet evaluation benchmarks as observed by Master Trainer (standard form)
8. Overall performance review by member leadership and EO staff
9. Become Accelerator Trainer Certified (basic level)
10. All certification steps must be completed in the period of one year following attendance at a T3 event

Accelerator Program Trainer Reimbursement Policy

Trainer Fee: US\$1,250

Total Travel Budget: Not to exceed US\$750 per event

Hotel: One night's* hotel (US\$250 max) – please be economical and use discounted online services like Hotwire or Hotels.com to get the best deals
*(*Depending on location and flight pattern, two night's hotel will be reimbursed with prior approval on a case-by-case basis.)*

Cab Fare: To and from the location

Airfare: All airfare is economy class. Expenses will vary depending upon locations, but please do everything possible to get the most cost effective fare

Meals: US\$10: breakfast; US\$25: lunch; US\$35: dinner

Note: Incidental room charges, such as in-room movies and dining, honor bar purchases, laundry services, etc. are to be covered at the individual's expense.

How to Be Reimbursed:

Step One: Send Learning day participant feedback and scoring in a PDF or scanned document to Ali Smith at ASmith@eonetwork.org.

Step Two: Email a copy of your flight itinerary, hotel invoice and all other receipts reflecting the total cost of each expense to Lauren King at LKing@eonetwork.org.

Step Three: Include your mailing address and reimbursement method in the email or on the expense reimbursement template.

Step Four: Expenses will be submitted to accounting for review prior to reimbursement.

Timing: Expense reports need to be submitted within one (1) month after the event. Expense reimbursements owed may not be applied to membership dues.

** Expenses submitted without submitting participant feedback will not be reimbursed.

*** Pre-paid expenses will not be accepted.

I, _____, understand and commit to the terms and conditions of this job description, certification process and reimbursement policy.

Agreed on Date: _____ Signed: _____



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An Entrepreneurs' Organization Program