

# Marcia Hamilton

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Organizational director, designer, and facilitator. International management consultant and coach who developed LEAP (Life Experience Action Planning) as a personal -planning tool. Over the last 25 years, as a GTZ-certified ZOPP moderator, strategic planner, organizational developer, started and enhanced organizations and departments with a focus on personal and organizational learning and development. Create, organize, manage, conduct and evaluate workshops and projects. Write, edit, supervise and produce live-and distance- learning materials—in literacy, strategic planning, gender, adjustment counseling, personal planning, diversity, cross-culture, computer technology—in the US, Asia, Africa and Europe.

## ORGANIZATIONS

- Yogalife-Geneva
- Mission Creek Correctional Facility for Women
- University of Geneva, IOMBA Business Administration Graduate Program
- Save Our County's Kids (SOCK)
- The American Friends Service Committee (AFSC)
- *Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ)*
- Adecco-UK
- The United States Agency for International Development (USAID)
- The World Bank (IBRD)
- The United States Peace Corps (PC)
- International Labour Organization (ILO)
- Church World Service, Pakistan Afghanistan (CWS)
- The European Training Foundation (ETF)
- Training Associates, Philippines (TAP)
- United Nations Development Programme (UNDP)
- The In Touch Foundation (IT)
- The Thailand Development Research Institute (TDRI)
- Institute of Educational Research (IER)
- Washington International College (WIC)

## EXPERIENCE HIGHLIGHTS

### *Organizational Direction and Supervision*

**Executive Director/Founder TAP (Training Associates Pacific) (1995-Present).**

Co-Manage consulting company with focus on organizational and personal strategic planning. Continue to create, designed and develop adaptations to the LEAP personal planning method. Train trainers and deliver LEAP strategic planning workshops in the US and abroad which guide participants (people in transition, students, department personnel) through a half-day, one-day or two-day, step-by-step personal/professional planning process. Participants use custom- designed LEAP materials to produce charts, including a personal objective tree and logical framework. Train LEAP trainers throughout the US and abroad.

**Executive Director. Training Associates, Philippines (TAP). June 1993-January 1995.** Started and directed non-profit Filipino training foundation with network of 19 associate international trainers. Marketed, designed, developed and conducted participatory training packages using ZOPP strategic-planning applications focused on organizational culture and diversity management.

**Organizational  
Direction and  
Supervision  
(Continued)**

**Executive Director. The In Touch Foundation: Philippines. February 1991-June 1992.** Managed Counseling Center with twenty-person full- and part-time diverse staff; implemented expansion strategy based on ZOPP strategic plan; initiated "Training of Trainers" as part of staff development; and used participatory process to manage and strengthen foundation unit operations.

**Founder/Manager. Training Associates Co. LTD (TA): (1985-1987).** Managed and co-administered ten-person Thai training company. Developed marketing packages for TA's state-of-the-art workshop repertoire and supervised Thai staff in workshop/seminar design, development and delivery of training courses including: "Diversity Issues in the Thai Workplace".

**International Labour Organization GENPROM/WEEH (January 2004)**  
Designed, developed and conducted the ILO-WEEH Decent Work for Women Entrepreneurs TOT" workshop, the first participatory course ever developed to train trainers to communicate abstract ILO concepts of Decent Work to illiterate women entrepreneurs in Bangladesh. This five-day, training program was undertaken under the WEDE sub-project "Women Empowerment through Decent Employment."

**Women  
Entrepreneurs in the  
Informal Sector**

**International Labour Organization. (August-November 2003)** Over a three month period, in Bangladesh, interviewed key actors, collected materials, facilitated feedback sessions and conducted a "Writeshop" to ensure accurate content in documenting the child-labour monitoring process developed throughout the eight-year life of the *BGMEA/ILO/UNICEF MOU Child Labour Monitoring Project*.

**Church World Service, Afghanistan.(June 2003)** Based on beneficiary and NGO interviews, designed pictorial impact assessment tool to assess the emotional, financial and skill-acquisition effects of high speed sewing, literacy, and embroidery training on 4000 Afghani widows who had been involved in a CWS quilt making project. Developed project design recommendations for a computer training project to maximize the use of .100 computers by women and men in developing computer technology in Kabul city.

**Church World Service, Pakistan (September 2001 and March April 2003)** Co-designed and co-delivered "Report writing for Donor Agencies", "Proposal Writing for Donor Agencies" "Theories and Principles of Development", "Training of Trainers", and "Complex Emergencies" workshops for 130 participants from Pakistan and Afghanistan involved in income-generation, medical, technical, social, economic projects in which each participant completed an actual project-relevant document in English..

**Training Consultant. The European Training Foundation (September 1996 - February 1997) Torino, Italy.** Facilitated ZOPP (Goal Oriented Project Planning) strategic planning workshops for the Strategy and Observatory Units involving diversity awareness, management intervention and dossier restructuring.

**Training Consultant. The European Training Foundation (September 1996 - February 1997) Torino, Italy.** Compiled "Proceedings" of the conference: "Qualification Challenges in the Partner and Member States."

**Editorial and  
Publications  
Management**

**Publications Manager. Thailand Development Research Institute. September 1987-December 1989.** Managed large budget and editorial/production staff. Initiated development of self-supporting publications program for prestigious non-government think tank. Established network with the press; wrote *TDRI is Five Years Old* (video slide tape presentation). Started nationwide, international distribution network of TDRI publications to create a financially self sustaining department.

**Computer  
Technology Training  
and Management**

**Project Director. USAID/Peace Corps Kaypro Project: (1984-1985)**

Conceptualized and wrote successful proposal for microcomputer training project which was funded by USAID. Ultimately 28 Peace Corps volunteers were trained to act as catalysts in disseminating microcomputer technology to personnel at six USAID project sites throughout Thailand. Procured and placed Thai- modified equipment, wrote newsletter and designed management and logistical system to ensure PCV and host-country staff access.

**United States Peace Corps/Thailand. Microcomputer Training Director(1983)**

**Designed,** developed and conducted in-house computer system training program for Peace Corps host-country staff to use customized equipment and software packages, created management system, policy/procedure manuals.

**Report Production Manager. World Bank, Federal Agricultural Co-coordinating Unit, Ibadan, Nigeria (1981-1982)**

Created and managed report production unit. Supervised and trained six-person host-country microcomputer and graphics team to produce World Bank appraisal reports for nationwide Agricultural Development Area projects. Coordinated work of 35-person appraisal report team.

**Direct Development Services; National Drug Abuse Training Center; Washington International College; GWU Women's Studies Program; Institute of Educational Research . (1961-1981)** Wrote and/or supervised teams; developed and field-tested courses: developed ESL and literacy courses for children and adults later published by Science Research Associates . Developed school program for Spanish-speaking children; edited and assisted in the developing *Women in Treatment* and *WIT TOT* manual; provided editing, reading and writing services to college-age illiterates.

**EDUCATION**

- Antioch College, Yellow Springs Ohio, 1960-1961;
- George Washington University, A.B. Psychology 1967;
- Registered Counselor, Washington State 1995-2010
- Certified *Goal Oriented Project Planning* Moderator GTZ, 1992.

**COMMUNITY  
INVOLVEMENT**

- Community Organizer, Organizing for America
- Former Co-Chair North Mason Chamber of Commerce, Green Committee
- Former Member, Theler Community Center, Board of Directors
- Former Member, Faith in Action Board of Directors, Chair Board Development
- Mission Creek Correctional Facility for Women, Volunteer LEAP coach
- 6CD Captain and Community Organizer, Organizing for America
- PCO Coordinator, Mason County Democrats
- Former Vice Chair, Mason County 35<sup>th</sup> LD Democrats
- Former Vice Chair, Mason County Democrats
- Founder, Bangkok Women's Forum, Manila Women's Forum, Torino Women's Forum, Neighbor to Neighbor Network.