



OFA TRAINING

**Welcome to today's webinar.
We will begin shortly.**

**For audio, please make sure
to also join the call.**

DIAL-IN HERE

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Creative Commons, PO Box 1866, Mountain View, CA 94042, USA.

LOGISTICS



We will meet for 75 minutes



This is an **interactive training**.
You will work in pairs today.



A recording of this video and
call will be available on the
Bookshelf



It's cool if you Tweet --
#OFAFellows



MANAGING TRAINING LOGISTICS

W/ CHELSEY WININGER

The image shows a laptop screen with a Google Spreadsheet open. The spreadsheet is titled "@BO gauntlet" and is used for a Twitter contest. It contains a table with the following columns: "Write your tweets here:", "And your name here:", "Double check the character length here:", "Notes?", and "Nominated". The table has 8 rows of data, each representing a tweet entry. The names listed are Aggie, Stephanie, and Melissa. The character counts are 70, 124, 0, 101, 74, 88, 92, and 64. The spreadsheet is displayed on a laptop, and the keyboard is visible at the bottom.

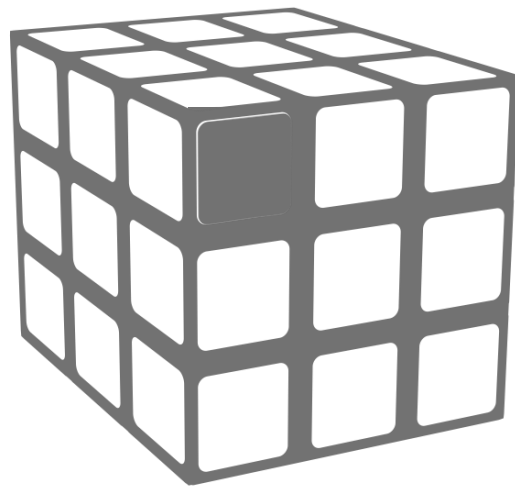
Write your tweets here:	And your name here:	Double check the character length here:	Notes?	Nominated
Sign here to send President Obama some birthday cheer! #44turns54 LINK	Aggie	70		
On August 4th we want to present President Obama a birthday card with your name on it. Sign his card here. LINK #44turns54	Aggie	124		
	Aggie	0		
Only happens once a year. Let's join the celebration and wish POTUS a happy birthday! LINK #44turns54	Stephanie	101		
It's a party! Sign the card to wish President Obama a happy birthday! LINK	Stephanie	74		
Help make this birthday a slam dunk for President Obama's birthday card: LINK #44turns54	Stephanie	88		
Happy birthday, Mr. President! 54 looks good on you. #44turns54 Sign the birthday card: LINK	Stephanie	92		
YES WE CAN wish the president a happy birthday [Link] #44turns55	Melissa	64		



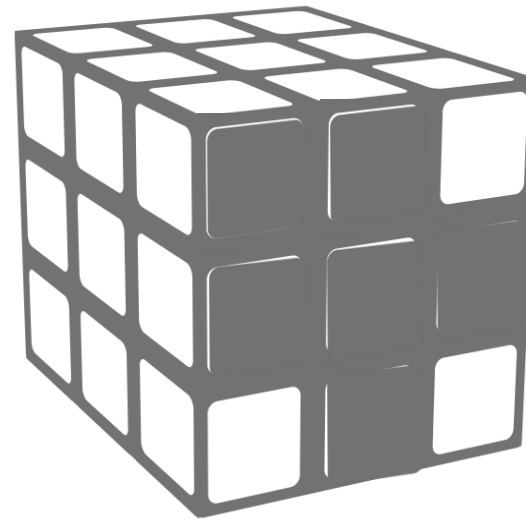
PROGRAM REVIEW

OUR TRAINING JOURNEY

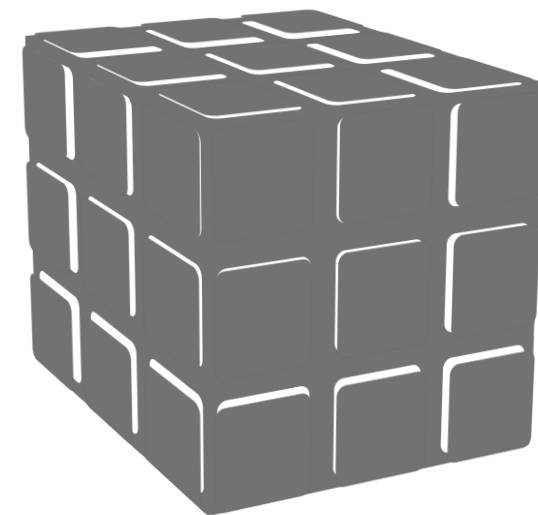




Training Module



Learning Journey



Training Program



PROCESS TO DESIGN A TRAINING MODULE

1

**ESTABLISH
LEARNING
OBJECTIVES**

2

**DESIGN
LEARNING
EXPERIENCE**

3

**WRITE UP-FRONT
MATERIAL**

4

PLAN A DEBRIEF







MANAGING TRAINING LOGISTICS

W/ CHELSEY WININGER

The image shows a laptop screen with a Google Spreadsheet open. The spreadsheet is titled "@BO gauntlet" and is used for a Twitter contest. It contains a table with the following columns: "Write your tweets here:", "And your name here:", "Double check the character length here:", "Notes?", and "Nominated". The table has 8 rows of data, each representing a tweet entry. The entries are color-coded: pink for rows 44-46, light blue for rows 47-49, and purple for rows 50-51. The bottom of the screen shows the laptop keyboard.

	Write your tweets here:	And your name here:	Double check the character length here:	Notes?	Nominated
44	Sign here to send President Obama some birthday cheer! #44turns54 LINK	Aggie	70		
45	On August 4th we want to present President Obama a birthday card with your name on it. Sign his card here. LINK #44turns54	Aggie	124		
46		Aggie	0		
47	Only happens once a year. Let's join the celebration and wish POTUS a happy birthday! LINK #44turns54	Stephanie	101		
48	It's a party! Sign the card to wish President Obama a happy birthday! LINK	Stephanie	74		
49	Help make this birthday a slam dunk for President Obama's birthday card: LINK #44turns54	Stephanie	88		
50	Happy birthday, Mr. President! 54 looks good on you. #44turns54 Sign the birthday card: LINK	Stephanie	92		
51	YES WE CAN wish the president a happy birthday [Link] #44turns55	Melissa	64		



GOALS FOR TODAY

- K** **Learn** management strategies and organizational tools to keep your training project on track and on time
- S** **Be able to** build a taskmaster and staffing grid
- A** **Feel comfortable** managing your project before it manages you



AGENDA FOR TODAY



1. Project Vs. Tasks

2. Organizational Tool: Taskmaster

3. Organizing a Staffing Grid

1. Debrief and Close





Your Turn!



Experiential Activity #1 10 Minutes

OUTCOME-BASED SCENARIO

- This weekend is the Train-the-Trainer Workshop
- Work with your partner to write a list of the various actions that need to happen in order for the training to begin, run smoothly, and conclude successfully
- Training participants are expected to arrive at 9:00 AM. The training concludes at 5:00 PM
- Training participants will go through four modules throughout the day, taught by experts

ACCESS WORKBOOK





Your Turn!



DEBRIEF



Press 1 on the phone

OR



Type in chat box



PROJECTS VS. TASKS




PROJECT	TASK
<p>A piece of work with a specific objective and a defined beginning and end</p>	
<p>Made up of smaller units</p>	




PROJECT	TASK
A piece of work with a specific objective and a defined beginning and end	A piece of work within a project with a defined beginning and end and which contributes to a larger goal
Made up of smaller units	The smallest unit that a project can be broken down into




PROJECT	TASK
<div data-bbox="543 506 993 956"></div> <div data-bbox="543 1099 993 1189">One-day training</div>	



PROJECT	TASK
<div data-bbox="543 506 993 956"></div> <div data-bbox="537 1099 998 1189">One-day training</div>	<div data-bbox="1832 731 2283 956">Confirm training participants</div>



PROJECT	TASK
<div data-bbox="543 506 993 956"></div> <div data-bbox="537 1099 998 1189">One-day training</div>	<div data-bbox="1800 772 2261 862">Place food order</div>



PROJECT	TASK
<div data-bbox="543 506 993 956"></div> <div data-bbox="537 1099 998 1189">One-day training</div>	<div data-bbox="1756 772 2304 862">Practice w/ trainers</div>





Your Turn!



Experiential Activity #2
10 Minutes

- Review your previous action list
- Break your projects into smaller tasks

ACCESS WORKBOOK



AGENDA FOR TODAY



1. Project Vs. Tasks
- 2. Organizational Tool:
Taskmaster**
3. Organizing a Staffing Grid
1. Debrief and Close



PROJECT: Digital Fellowship Practicum

- TASKS:**
1. Order Approval Stations Signs
 2. Schedule dry-run with Digi Team
 3. Confirm @BO Tweet
 4. Plan food
 5. Order food
 6. Confirm food
 7. Outline: Press Briefing
 8. Write glossary
 9. Buy Food
 10. Press Briefing Email
 11. Friday Evening Email
 12. Peer-Review Checklist
 13. Submission Form
 14. Review Glossary
 15. Review Press Briefing Outline
 16. Create Evaluations for Sat and Sun
 17. The Gaunlet
 18. Design Simulation Guide
 19. Review Simulation Guide
 20. Dry-Run W/ Digi
 21. Develop the Gaunlet
 22. Send "See you tomorrow" Email
 23. Confirm Food
 24. Complete Slides



PROJECT: Digital Fellowship Practicum

TASKS:

1. Order Approval Stations Signs
2. Schedule dry-run with Digi Team
3. Confirm
4. Plan food
5. Order food
6. Confirm
7. Outline:
8. Write gl
9. Buy Food
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14. Review
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18. Design Simulation Guide
19. Review Simulation Guide
20. Dry-Run W/ Digi
21. Develop the Gauntlet
22. Send "See you tomorrow" Email
23. Confirm Food
24. Complete Slides



**Share a moment when you were overwhelmed with
a project and unable to delegate to others who
wanted to help.**




Press 1 on the phone

OR



Type in chat box





The more organized you are, the more likely others will be able to help you complete a project.



Organizational Tools: Taskmaster

PROJECT: One day training



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE

8/27



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK
8/27	



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK
8/27	Place food order



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK	OWNER
8/27	Place food order	



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK	OWNER
8/27	Place food order	Aquiles



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK	OWNER	HELPER
8/27	Place food order	Aquiles	Chelsey



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK	OWNER	HELPER	STATUS
8/27	Place food order	Aquiles	Chelsey	<div>Completed</div> <div>Pending</div> <div>In Review</div>



PROJECT: Digital Fellowship Practicum

- TASKS:**
1. Order Approval Stations Signs
 2. Schedule dry-run with Digi Team
 3. Confirm @BO Tweet
 4. Plan food
 5. Order food
 6. Confirm food
 7. Outline: Press Briefing
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 23. Confirm Food
 24. Complete Slides



Organizational Tools: Taskmaster

PROJECT: One day training

DEADLINE	TASK	OWNER	HELPER	STATUS
8/27	Place food order	Aquiles	Chelsey	<div>Completed</div> <div>Pending</div> <div>In Review</div>





Your Turn!



Experiential Activity #2 10 Minutes

- Work with your partner to assemble your list of tasks into a taskmaster. Your owners and helpers can be arbitrary
- You have until Friday to complete all of your tasks. Use this information to determine your deadlines

[ACCESS WORKBOOK](#)



AGENDA FOR TODAY



1. Project Vs. Tasks
2. Organizational Tool:
Taskmaster
- 3. Organizing a Staffing Grid**
 1. Debrief and Close



TASKMASTER VS. STAFFING GRID



TASKMASTER VS. STAFFING GRID

Keeps your entire
project on track



TASKMASTER VS. STAFFING GRID

Keeps your
training/event day on
track



Organizational Tools: Staffing Grid

Training Day

TIME	TASK	OWNER	TIMER
9:00 – 9:30	Set-up breakfast	Aquiles	Chelsey



Organizational Tools: Staffing Grid

DIGITAL TRACK CHICAGO PRACTICUM					
Start Time	End Time	Duration	Task	Owner	Timer
3:30	5:30	2:00	Set-Up COI for Training	Aquiles	
5:30	7:30	2:00	Evening Reception	Traci	
8:00	8:00	:00	Send email to All-Staff at CC	Alex Woodward	
SATURDAY					
8:00	8:15	:15	OFA Training Staff Arrival		
8:00	8:15	:15	Breakfast Picked Up at Whole Foods	Chelsey Wininger	
8:00	8:15	:16	Set-up desk names by teams		
8:15	8:30	:15	Set-up breakfast		
8:15	8:30	:15	Set-up sign-in table		
8:15	8:30	:15	Set-up technology	Aquiles	
8:30	9:00	:30	Fellows Arrival		
Training Begins					
9:00	9:15	:15	Climate STRONG Staff Arrival		
9:00	9:10	:10	Press Briefing Email Drops	CBW	
9:10	9:15	:05	FW Email from Digi Director	AW	
9:15	9:30	:15	Digital Staff Morning Meeting	Alex Woodward	
9:30	9:50	:20	Braintrust in Teams	Alex Woodward	
9:50	10:30	:40	All-Staff Braintrust	Alex Woodward, Nick Catalano	
10:00	10:30	:30	Arrival OFA Digital Station Members	JO, JK, MB	
10:30	10:30	:00	Email W/ Worstation Drops	Aquiles	
10:30	10:15	:15	Set-Up Snacks		
10:30	1:30	3:00	Digital Content Production	Fellows	
1:00	1:15	:15	Lunch Arrives from Wow Bao		
1:15	1:30	:15	Set-Up Lunch		
1:30	3:00	1:30	Lunch		
2:00	2:30	:30	Clean up lunch		



What tasks should be assigned to an owner on training day?



Press 1 on the phone

OR



Type in chat box



AGENDA FOR TODAY



1. Project Vs. Tasks
 2. Organizational Tool: Taskmaster
 3. Organizing a Staffing Grid
- 1. Debrief and Close**



GOALS FOR THIS SESSION	KEY TAKEAWAY
<p>Learn management strategies and organizational tools to keep your training project on track and on time</p>	<p>A taskmaster and staffing grid help managers outline that tasks that need to happen, and delegate accordingly</p>
<p>Be able to build a taskmaster and staffing grid</p>	<p>Taskmasters and staffing grids include: Deadline or time; tasks; owners; timers; status</p>
<p>Feel comfortable managing your project before it manages you</p>	<p>You can only manage your project if your know all the tasks that must happen in order to begin and complete the project</p>



What was your biggest “aha” moment?



Press 1 on the phone

OR



Type in chat box



