



# OFA TRAINING

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

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

**DIAL-IN HERE**

# LOGISTICS



We will meet for 90 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 --  
**#OFA**Fellows





# PACKAGING TRAINING MATERIALS

W/ AGUILES DAMIRON-ALCANTARA



A portrait of a smiling man with short dark hair and glasses, wearing a grey blazer over a black and white patterned shirt. The background is a blurred wall with blue sticky notes.

# AQUILES DAMIRON-ALCANTARA

Training Programs Manager





**CLASS REVIEW**

# **DESIGNING UP-FRONTS AND DEBRIEFS**



# PROCESS TO DESIGN A TRAINING MODULE

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**1**

**ESTABLISH  
LEARNING  
OBJECTIVES**

**2**

**DESIGN  
LEARNING  
EXPERIENCE**

**3**

**WRITE UP-FRONT  
MATERIAL**

**4**

**PLAN A DEBRIEF**



A photograph of a classroom setting where several students are seated at desks, working on laptops. The focus is on two female students in the foreground who are looking at a laptop screen together. Other students are visible in the background, also working on their laptops. The image has a warm, orange-toned overlay.

# PACKAGING TRAINING MATERIALS

W/ AGUILES DAMIRON-ALCANTARA



# GOALS FOR TODAY

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- K** **Understand** the value of the materials that “decorate” a training module
- S** **Be able to** design a worksheet, annotated agenda, and a slide deck for your training module
- A** **Feel comfortable** using training materials to solidify the learning experience



# AGENDA FOR TODAY



- 1. Packaging Training Materials**
2. Designing Worksheets
3. Writing Annotated Agendas
4. Structuring a Slide Deck
5. Debrief and Close





## What does one training module seek to accomplish?

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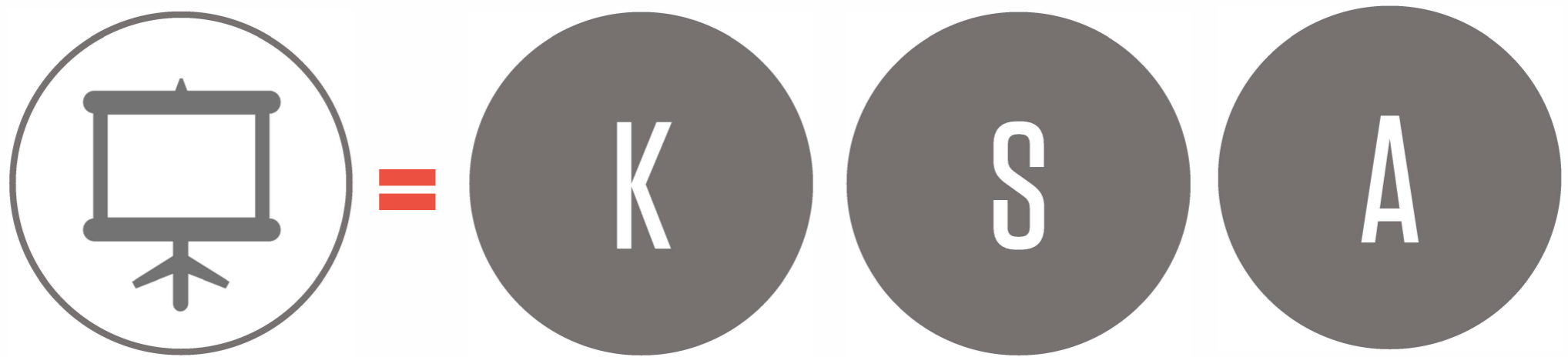
Press 1 on the phone

OR



Type in chat box







# AGENDA FOR TODAY



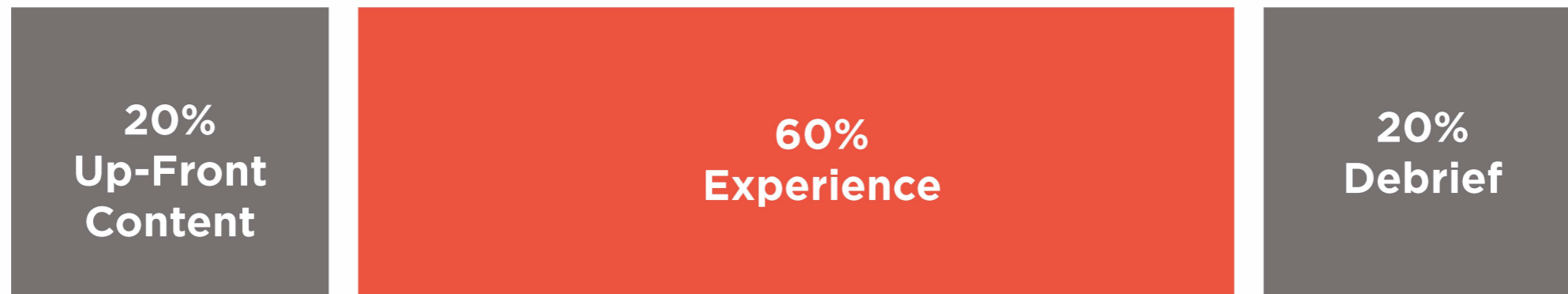
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# ADULT LEARNING THEORY: ADULTS LEARN BY DOING

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## THE 20-60-20 RULE



**LEARNING HAPPENS HERE**





**Worksheets** help guide the learners through the experiential activity.





# Your Turn!



Experiential Activity #1  
5 Minutes

1

With a partner take a look at these worksheets.

WORKSHEETS





# Your Turn!



## DEBRIEF

**Share your experience working with your partner – what did you accomplish?**



Press 1 on the phone

OR



Type in chat box





# Your Turn!



## Experiential Activity #2 5 Minutes

- 1 With a partner review the worksheets on your workbook
- 2 Next to each worksheet, together describe the similarities and differences

**ACCESS WORKBOOK**





# Your Turn!



## DEBRIEF

**How was this experience different from the first partner exercise?**



Press 1 on the phone

OR



Type in chat box





**Worksheets** provide learners with **clear instructions** and just enough **supporting information** to complete the experiential activity.





You will write a worksheet to accompany your training module as part of your weekly assignment.



# AGENDA FOR TODAY



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# Your Turn!



## Experiential Activity #3 10 Minutes

- 1 With your partner look through one slide from the Sharing Your Personal Story module
- 2 Together determine how much time you need to train on each slide
- 3 Together decide how you would facilitate each slide as the trainer
- 4 Together decide on what learners should do as you train.

[ACCESS WORKBOOK](#)





## Your Turn!



## DEBRIEF

**Facilitate this slide.**



Press 1 on the phone

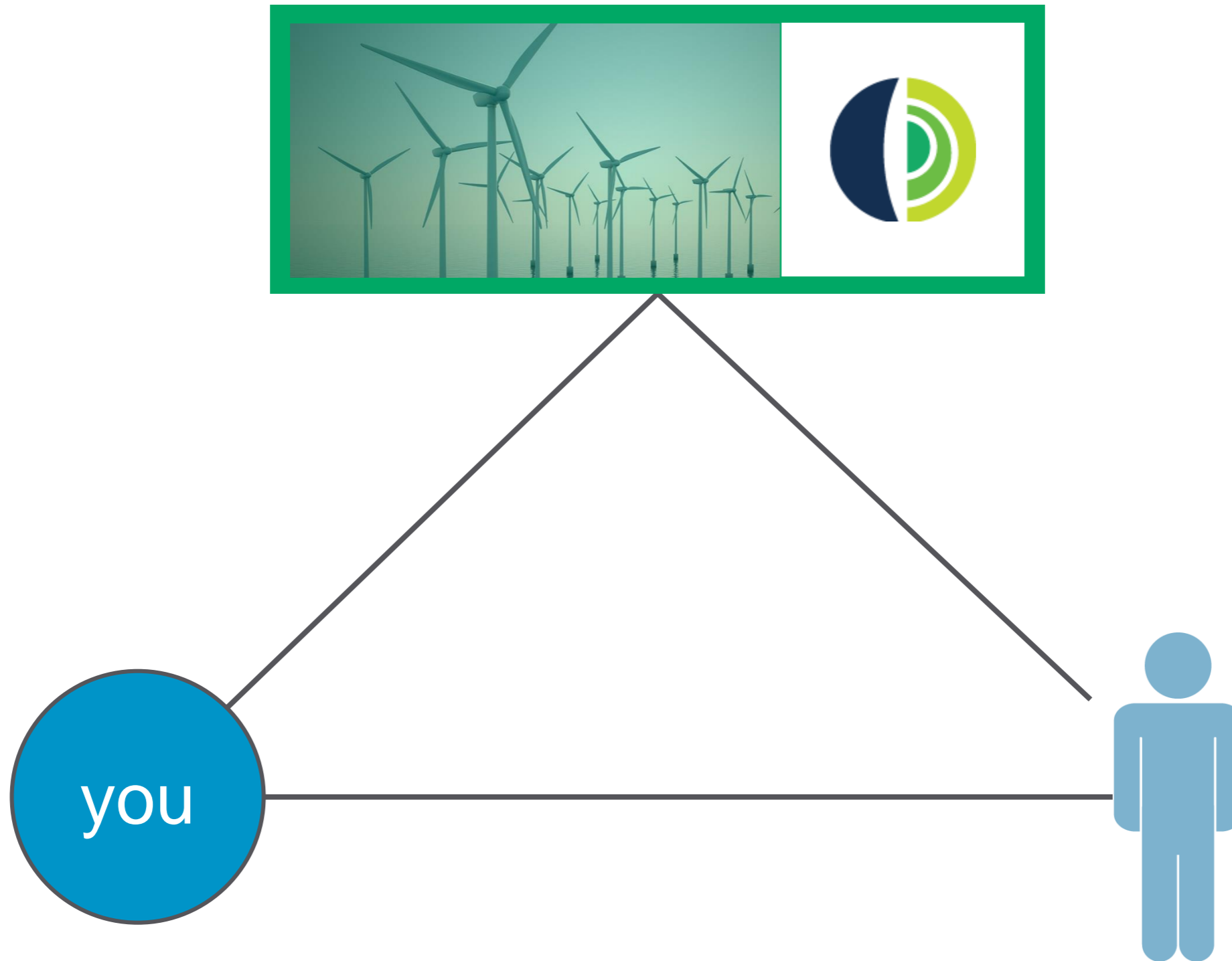
OR



Type in chat box



# STORIES CONNECT US





## Your Turn!



## DEBRIEF

**Facilitate this slide.**



Press 1 on the phone

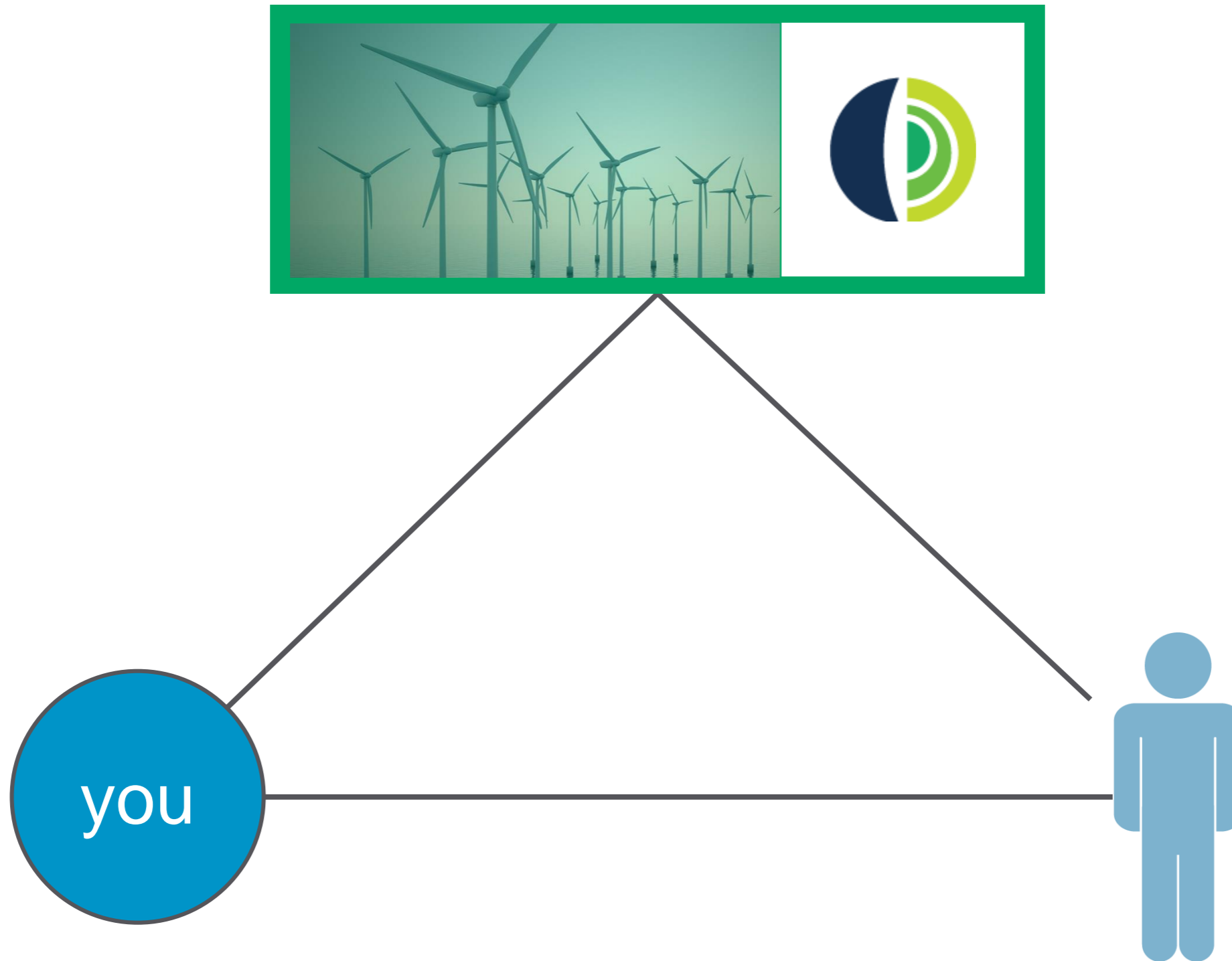
OR



Type in chat box



# STORIES CONNECT US





## Your Turn!



## DEBRIEF

## What was different?



Press 1 on the phone

OR



Type in chat box





As a training manager you are responsible for producing materials that can be used by others across the organization.

**Annotated Agendas give your training module life of its own away from you.**





DOWNLOAD ANNOTATED





## TIME

Assign time following 20-60-20





**TIME**

Assign time following 20-60-20

**SCRIPT**

Write the narrative





### **TIME**

Assign time following 20-60-20

### **SCRIPT**

Write the narrative

### **TRAINER'S NOTES**

Provide guidance





You will write an annotated agenda for your training module as part of your weekly assignment.



# AGENDA FOR TODAY



1. Packaging Training Materials
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# Your Turn!



## Experiential Activity #4 5 Minutes

- 1 With a partner review the slide deck from the Sharing Your Personal Story module
- 2 Determine which part of the slide deck shows the learning objectives, up-front content, experiential activity, and debrief

**ACCESS WORKBOOK**





# Your Turn!



## DEBRIEF

### Goals for this Session

- 1 Understand the key principle of building relationships and trust through story
- 2 Know how to move people to action by telling your story
- 3 Feel comfortable sharing your personal story

ORGANIZING FOR ACTION

ORGANIZING  
FELLOWS

### Agenda

1. Introduction and Agenda
2. **Structure of an Effective Story**
3. Personal Story Exercise
4. Debrief, Next Steps and Closing



ORGANIZING FOR ACTION

ORGANIZING  
FELLOWS

### KEY ELEMENTS OF AN ORGANIZING STORY



**Challenge:** A critical moment that drives your story

**Choice:** The decision you made in response to the challenge

**Outcome:** The result of the decision

**Ask:** Make an ask that gets the audience involved

ORGANIZING FOR ACTION

ORGANIZING  
FELLOWS

### PERSONAL STORY EXERCISE

- Step 1** Reflection
- Step 2** Write your own organizing story
- Step 3** Share with partner(s)
- Step 4** Share your story with the full group

ORGANIZING FOR ACTION

ORGANIZING  
FELLOWS



# STRUCTURE OF A TRAINING MODULE

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## GOALS SLIDE: Learning Objectives

### Goals for this Session

- 1 Understand the key principle of building relationships and trust through story
- 2 Know how to move people to action by telling your story
- 3 Feel comfortable sharing your personal story




# STRUCTURE OF A TRAINING MODULE


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## AGENDA SLIDE: Establish Learning Path

### Agenda

1. Introduction and Agenda
- 2. Structure of an Effective Story**
3. Personal Story Exercise
4. Debrief, Next Steps and Closing



 ORGANIZING FOR ACTION

 ORGANIZING  
FELLOWS



# STRUCTURE OF A TRAINING MODULE

## Up-Front Content

### KEY ELEMENTS

- Characters
- Plot
- Conflict
- Resolution
- Theme



ORGANIZING FOR ACTION

### KEY ELEMENTS OF AN ORGANIZING STORY



**Challenge:** A critical moment that drives your story

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ORGANIZING FOR ACTION

ORGANIZING  
FELLOWS



# STRUCTURE OF A TRAINING MODULE

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## Experiential Activity

### PERSONAL STORY EXERCISE

**Step 1**

Reflection

**Step 2**

Write your own organizing story

**Step 3**

Share with partner(s)

**Step 4**

Share your story with the full group



# STRUCTURE OF A TRAINING MODULE

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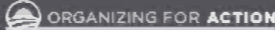

## Debrief

### Debrief

What did you learn today that surprised you?

Why do you think personal stories are an effective organizing tool?

How do you see yourself using your personal story in the work ahead?

 ORGANIZING FOR ACTION ORGANIZING FELLOWS



# STRUCTURE OF A TRAINING MODULE

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## Key Takeaways

### Key Takeaways

- 1 Personal story is a powerful organizing tool because it helps you move others to action on an issue they care about
- 2 Challenge, Choice, Outcome, Ask
- 3 You will hone and develop your story over time, and you will become more confident as you practice



ORGANIZING FOR ACTION



ORGANIZING  
FELLOWS



# AGENDA FOR TODAY



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GOALS FOR THIS SESSION	KEY TAKEAWAY
<p><b>Understand</b> the value of the materials that decorate a training module.</p>	<p>Training materials guide your learners through the experiential activity, present visual aids, and help the trainer facilitate the material</p>



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<p><b>Feel comfortable</b> using training materials to solidify the learning experience</p>	<p>Training materials should not be an extra burden, rather effective, necessary support</p>





# OFA TRAINING

**Thank you for joining today's webinar.**

**Find the materials we covered, including a video and audio recording of the webinar on the bookshelf.**

**SEE BOOKSHELF**