



WELCOME TO THE OFA PROFESSIONAL FELLOWSHIP

| Power of Training at OFA

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Welcome from Ashley Pinedo, OFA National Training Director

My life changed when I became an organizer in New Mexico in 2008. I spent long days fighting for what I believed in, knocked on doors and talked about my cause with countless people, and built meaningful and lasting friendships. I had a blast. But the most important thing I learned to do was to help others unlock their own potential to be the change they wish to see - and that was through training. My fondest memory is of María, a volunteer who took the skills I helped her develop and used them to run for local office. That's the power of training. That's why I am committed to helping train the next generation of progressive leaders, like María -- and like you.

I would like to take a minute to personally welcome you to the Training Management track of the OFA Professional Fellowship. You were selected among an extremely competitive group of applicants because of your organizing skills and experience, demonstrated commitment to the progressive world, and curiosity for creating meaningful learning experiences.

Your Fellowship begins on Monday, July 20th and concludes with the Chicago Practicum from Friday, August 14th to Monday, August 17th.

To help you get your bearings, take a bit of time to read this guide. It's got information about what we've set out to do and a few operation principles, along with some nuts and bolts about how the program will run.

I could not be more excited to welcome you to our national training family. I look forward to witnessing your progress.

All my best,
Ashley

YOUR JOURNEY BEGINS HERE

Inside your **WELCOME PACKET**

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ABOUT OFA

We're community organizers,
and we're proud of it.

WATCH THE VIDEO



WHO WE ARE

We are a non-partisan, issue advocacy organization committed to growing the grassroots movement by training, educating, and activating civically engaged community members across the country. In short, we **support** grassroots chapters who organize around local issues. We strive to be the biggest **megaphone** in politics to drive engagement. We seek to train a diverse community of organizers to change the world. And in the process, we work to **engage** millions of people online around important progressive issues.

WHY TRAINING: POWER OF TRAINING AT OFA

OFA is dedicated to creating high quality talent at every level -- from recruiting and training activists to become skilled organizers to developing the skills of mid-and-senior-level staff throughout the progressive community. Our goal is to strengthen the pipeline of talent throughout the country with leadership development and training programs.

Our story

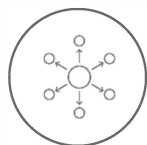
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ABOUT THE PROGRAM

THE TRAINING MANAGEMENT TRACK

The OFA Professional Fellowship is a four-week educational and training program designed for people interested in building their management skills and pursuing leadership positions in the progressive world.

The Training Management Track of the program seeks to accomplish three key goals. By the end of the program you will:



Understand the role that a training manager plays at a progressive organization, and the strategic goals of a training department



Be able to start developing training modules, designing learning journeys, and managing training programs



Feel confident using adult learning theory to develop meaningful and exciting learning experiences

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YOUR ROLE AS A TRAINING MANAGER | Monday, July 20th

A Training Manager guides the learning and development of an organization's staff, volunteers, and supporters. In this webinar, you will learn the the mission and goals of Training Managers and understand how this role supports the success of an organization's mission.

ADULT LEARNING THEORY | Wednesday, July 22nd

Adults bring years of knowledge and experience to everything they do--including participating in a training. In this webinar, learn how to create trainings grounded in Adult Learning Theory so that your learners interact with your training material in an engaging learner-focused way.

DESIGNING EXPERIENTIAL ACTIVITIES | Monday, July 27th

Having a speaker dump a bunch of information on a group of people is not actually a training-- it's a lecture and "training ain't telling." Adult learners actually retain the information they are trained on when they have a chance to dig in and experience it. Experiential activities are where learning happens. In this session, you'll learn how to design experiential activities that set up adult learners for success -- and ensure they leave your training with the skills you need them to put to use.

TRAINING CONTENT DESIGN | Wednesday, July 29th

If we think of experiential activities being the meat of a training module, Training Content Design is the bread. In this session, you will learn how to create content that provides the right amount of upfront information for learners to complete the experiential activity, and structure a debrief to solidify what they learned throughout the training.

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PROGRAM CURRICULUM

PACKAGING TRAINING MATERIALS | Tuesday, August 4th

The journey from an idea for a training module to a finished product is filled with twists and turns. But, like any trip, a trusty map will get you where you want to go. In this webinar, we will look at the step-by-step process for creating a training module grounded in adult learning theory that accomplished the learning objectives you need.

DESIGNING A LEARNING JOURNEY | Thursday, August 6th

A training module is a stand alone lesson designed to teach a new concept or skill. But training modules only last 60 to 75 minutes. Often you will need more time to take your learners from point A to B. In this class you will learn how to create a memorable and meaningful learning experience by designing training modules that build on one another to form a full learning circle.

MANAGING LOGISTICS | Tuesday, August 11th

We have a saying around here-- the recipe for a great training is one half solid curriculum and the other half seamless logistics. In this class, learn how to make your training run without a hitch by learning the tricks, tips, and tools Training Managers use to achieve their logistics goal -- that no one even notices them.

[Program calendar](#)

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CHICAGO PRACTICUM

Friday, August 14th

Team Meeting and Evening Reception

Saturday, August 15th

OFA Train the Trainer Summit (Prof. Fellows will assist)

Sunday, August 16th

OFA Train the Trainer Concludes

Professional Fellowship Practicum Begins

Monday, August 17th

Professional Fellowship Practicum Concludes (Half-Day)

WHAT YOU WILL LEARN

The Chicago Practicum is a unique opportunity for Professional Fellows to experience the role of a professional training manager by assisting with the OFA National Train the Trainer Summit, and helping analyze learner evaluations from the event. You will receive first-hand coaching from training experts.

RESUME WRITING FOR DIGITAL ORGANIZERS

Not all resumes are equal. The two-day practicum concludes with a hands-on Resume and Cover Letter Writing for Training Managers training. You will leave Chicago with a resume that highlights your talents as an organizer and trainer.

GETTING TO CHICAGO

Please review the Travel Logistics section of this Welcome Packet to learn more about booking your flight to Chicago, available hotels and hostels close to the training site, and travel scholarships.

[Travel logistics](#)

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SIMULATION

SIMULATION-BASED LEARNING

As part of the Fellowship, you will engage in a program-long simulation. This means that all of your weekly assignments, including your Chicago Practicum experiential activities, will take place in the context of a fictional non-profit organization, where you work as a Training Manager. By engaging in this simulation, you will be exposed to real-world situations you are likely to confront as a training manager at a progressive organization. Read on to learn more about the fictional organization for which you work, and your role.

WELCOME TO CLIMATE STRONG

Welcome to Climate STRONG (CS), a national, non-partisan climate-advocacy organization. CS is enthusiastically growing the climate movement by training, educating, and mobilizing community members across the country. We strive to hold decision makers accountable for their stances on climate and the key votes they take on the issue. As a grassroots driven organization, Climate STRONG is committed to utilizing digital tools to provide climate organizers with the skills and tools needed to turn climate-change denial into something that is socially and politically unacceptable.

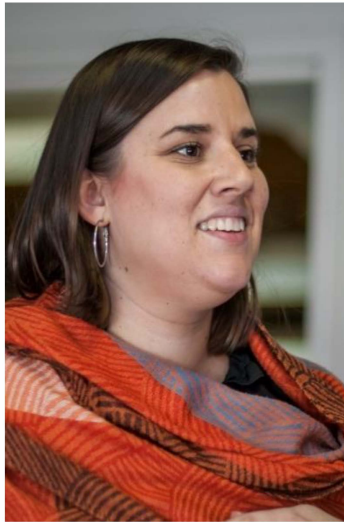
YOUR ROLE AS A TRAINING MANAGER AT CLIMATE STRONG

As a Training Manager at Climate STRONG, you will work under the leadership of the organization's Training Director. The Training Manager will lead our efforts to nurture and grow the skills of Climate Strong staff, as well as staff working in all corners of the progressive movement, through high quality, ongoing training. The Training Manager will build productive strategic relationships both with partners and CS staff. You will be committed to strengthening the progressive movement, understand how to build effective training programs and materials, be able to manage multiple projects involving numerous stakeholders, helpers, and deadlines, and have an innate drive not only to meet a high standard of excellence, but to set that standard.

Simulation Packet

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TRAINERS



ASHLEY PINEDO | OFA Training Director
@AshleyP44

Training on: Your Role as a Training Manager and Adult Learning Theory

Ashley is the National Training Director at Organizing for Action. At OFA, she oversees a training program that equips volunteers with the skills they need to win issue campaigns - including advanced strategic planning, press outreach and digital organizing - brings talented new organizers into the progressive movement, and nurtures the skills of leaders already working in the progressive world.



CHELSEY WININGER | OFA Deputy Training Director
@CBWininger

Training on: Designing Experiential Activities and Training Content Design

Chelsey is the Deputy National Training Director at Organizing for Action. Her mission is to ensure that OFA's volunteers are the best-trained and savviest organizers in the progressive movement. She has previously managed all OFA volunteer training programs, including the elite Organizing Fellowship program, and national issue summits.



AQUILES DAMIRON-ALCANTARA | Training Programs Manager
@AMDamiron

Training on: Packaging Training Materials and Designing a Learning Journey

Aquiles skillfully combines his organizing experience with his passion for adult learning to design and manage leadership development training programs. Aquiles joined OFA's Training Team in early 2015. He works with volunteer leaders across the country to create a sustainable training and management structure for our Fellowship program. He will work with the Fellowship Program Coordinator and Curriculum Development Coordinator as well as many of OFA's experts to produce a high caliber training and learning experience for fellows in all four of our tracks.



PROGRAM LOGISTICS

CLASS ATTENDANCE

- You are expected to attend all live sessions of the online classes
- Online classes are at 7:30 PM Central, twice a week, for 75 minutes
- If you are unable to attend a live class, you must notify the program manager with your excuse

DISTRIBUTION OF MATERIALS

- If you miss a class, you are expected to review the material presented on the live webinar, and watch the video recording
- Class materials and recording will be available the day after the live webinar on the Bookshelf
- Video recordings are hosted on Dropbox. In order to watch the entire class session, you must download the file. If you do not download the file, the video will not play in its entirety

OUR TRAINING TECHNOLOGY

For our online classes we use two different platforms simultaneously: NewRow for video, and Maestro for audio. Please review the webinar guide to learn more about how to access both platforms.

[Webinar guide](#)

STAYING CONNECTED

If you have any questions or concerns, we encourage you to follow OFA's communication culture: first try to find the answer yourself, second ask one of your colleagues, third reach out to the program manager – Fellows@Barackobama.com



RULES TO LIVE BY

The following rules and norms will help you get the most from your experience as a Professional Fellow!

Keep asking yourself: How will this training program help me accomplish my future professional goals?

Love being a training nerd: You will learn a lot throughout your experience. Take every opportunity to learn not just how we do things, but why (as well as why we DON'T do things a different way). Being nerdy and obsessive over the minutiae helps make a stronger program.

You represent the President – Be Professional: OFA represents the voice of President Barack Obama. As an OFA Fellow, you are expected to behave professionally online and offline. Be respectful of other people and the program. Follow-up on your commitment and submit materials on deadline (or before)! If you must retire from the program, please be honest and let us know immediately so we can adapt our plans accordingly.

Have fun! Most importantly, have fun! You were selected among many applicants to learn from some of the best digital organizers and strategists in the business. Give them your best and enjoy yourself in the process.

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OUR LEARNING COMMUNITY

From Arkansas to California, New York to Texas, each member of this Fellowship class will contribute a unique skill-set and experience to our learning community. Make the most of this learning experience by reaching out to one another to exchange ideas, collaborate on assignments, and offer peer review.



Andrea Thomas | NY



Andrew Malinoff | MD



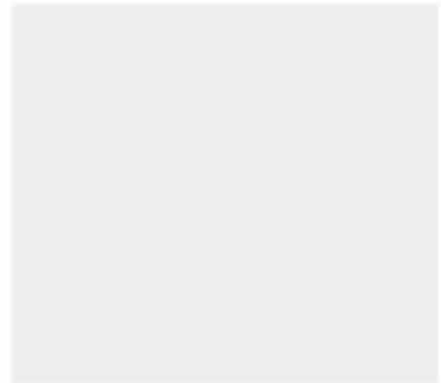
Benjamin Lowe | NY



Bradi Taylor | PA



Derrick Frazier | LA



Elise Brown | VA

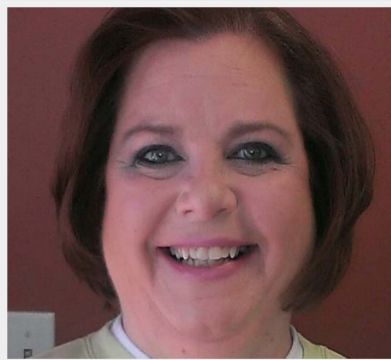


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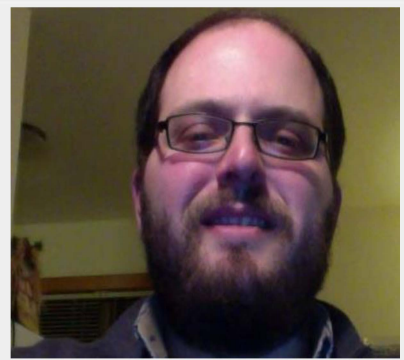
OUR LEARNING COMMUNITY



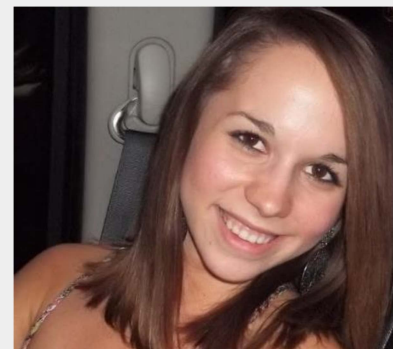
Jeremy Taylor | OH



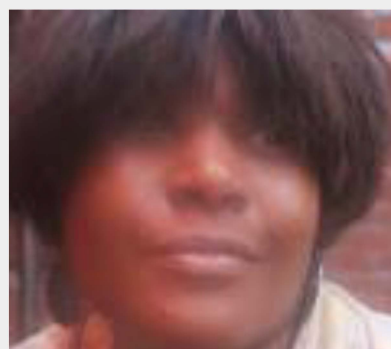
JoAnne Macbeth | NJ



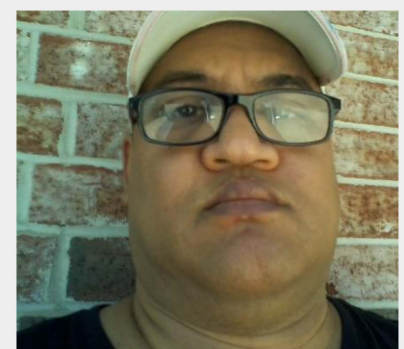
Joshn Klemons | WI



Kathryn Vicsik | FL



Martyne Aime | NYC



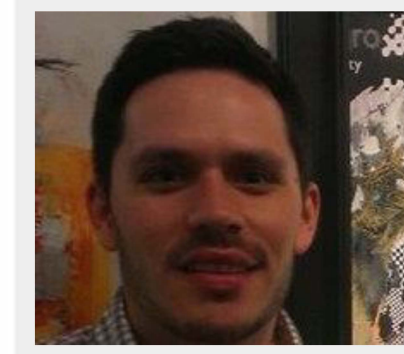
Michael Spence | CA



Nathan Catey | MI



Nicole Oehnke | CA



Noel Rincon | TX



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OUR LEARNING COMMUNITY



Sissi Yado | TX



Stephanie Hendrick | FL



Susie Haslett | DC



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TRAVEL LOGISTICS

DATES AND TIMES

Friday, August 14th | 4:00 PM

Team Meeting, followed by a reception

Saturday, August 15th | 9:30 AM – 5:00 PM

National Train the Trainer Summit

Sunday, August 16th | 10:00 AM – 2:00 PM

Second Day: Train the Trainer Summit

Sunday, August 16th | 4:00 PM – 6:00 PM

Professional Fellowship Practicum

Monday, August 17th | 9:00 AM – 2:00 PM

Second Day: Prof. Fellowship Practicum

TRAINING LOCATION

1130 W. Monroe St,

Chicago, IL 60661, 5th Floor

[Google Maps Directions]

BOOKING YOUR FLIGHT

If you did not request a travel scholarship, and plan on purchasing your own flight, please go ahead and book your travel at your earliest convenience. If you requested a travel scholarship, and your request has been approved, you should expect to receive your flight information on the week of July 20th, 2015. (Travel scholarships only cover transportation. Recipients are responsible for their own accommodations in the city. Meals will be provided during our training sessions).

CHICAGO ACCOMODATIONS SUGGESTIONS

Chicago Parthenon Hostel | 1 Mile from Training Location

www.ChicagoParthenonHostel.com

[Google Maps directions to training site]

Hostelling International | 1.9 Miles from Training Location

www.Hiusa.org/Illinois/Chicago/Chicago

[Google Maps directions to training site]

House of Two Urns Bed and Breakfast | 2.4 Miles from Training Location

www.Twourns.com

[Google Maps directions to training site]

Crown Plaza Chicago Metro Downtown | 0.6 Miles from Training Location

www.IHG.com

[Google Maps directions to training site]

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NEXT STEPS



Please download, sign, and submit your Nondisclosure Agreement by July 20th.

Organizer Tip: Download Genius Scan on your phone to scan and upload your signed NDA.

Download NDA

Upload NDA

FIRST DAY OF CLASS: See you on Monday, July 20th at 7:30 PM Central

Access class

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“**One voice** can change a room, and if one voice can change a room, then it can change a city, and if it can change a city, it can change a state, and if it can change a state, it can change a nation, and if it can change a nation, it can change the world. Your voice **can change the world.**”

| President Barack Obama



POWER OF TRAINING AT OFA

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