**Data Driven: VAN Skills**

**TIME ALLOTTED: 90 Minutes**

**PRESENTER(S): NA**

**MATERIALS NEEDED:**

* Projector, PPT, Laptops, Printed Skills Guide, VAN Logins created for Fellows in advance to follow along

**GOALS FOR THIS SECTION:**

* Understand the importance of Data in our movement now
* Understand what VAN is and how we use it
* Learn 6 Basic VAN Skills

**AGENDA**

**Introductions**

Personal Story from each of the presenters

Introduce session and goals

Agenda review

**Discussion**

* Needs Assesment – which of these skills are you familiar with, proficient with, fluent with?

**Hands On Skills Portion** (overview of each skill on the screen, partcipants should follow along if they can):

* + Pulling A List
  + Grid View Data Entry
  + Entering 1.1 Data
  + Using the Calendar
  + Scheduling/Closing Shifts
  + Virtual Phonebank Creation

**Debrief & Close**

* Key Takeaways, Questions and a review of available resources: Data Training Site and 1 pagers