**SUMMER FELLOWS 2014**

***Training Guidance***

This guidance is intended to assist you in planning a training program for your state fellows program. It will cover the curriculum that is available for you to adapt to your state’s needs, guidance for planning kick-off trainings, and continuing learning webinars that will be offered from HQ.

**Curriculum**

OFA curriculum from HQ will be housed in a dropbox folder where you can search for the topics you want to cover. All of the versions of curriculum in this folder are generic, so not tailored for a specific purpose or location. Most modules include:

* Annotated agenda, with specific instruction for upfront-material and directions for facilitation
* Power point with visuals to support the agenda
* Handouts or worksheets where specified by the annotated agenda
* Guide to customization that points to places where you are encouraged to adapt the module to your audience and location

You can access the dropbox at this link: [*bit.ly/2014summerfellowcurriculum*](http://bit.ly/2014summerfellowcurriculum)

The folder lists the topic of the module, the module’s name, the date it was most recently updated, and suggested audiences. The module name hyperlinks to a folder that contains all of the materials to train on that module.

Currently the folder contains the below modules, which can be used for Fellows kick-off trainings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Foundational** | **Organizing** | **Fundraising** | **Media/ Digital** | **Data** | **Issue Briefings** |
| * Your Role as a Summer Fellow * Where We’ve Been & Where We’re Going * OFA Chapters | * Personal Story * One-on-Ones * Recruiting and Managing Volunteers * Testing Leaders * Building Strategic Issue Campaigns | * GRF: Making the Hard Ask * Planning Your GRF Event | * Earning Media Coverage * Using Personal Stories to Talk About the Issues * Driving the Narrative * Digital for Summer Trainers | * Metrics Driven * VPB Creation & Usage * Call Sheet Creation & Data Entry * Event Management * One-on-One Logging | * Obamacare * Immigration Reform * Gun Violence Prevention * Climate Change |

**Planning Your Kick-Off Training**

As you are planning your state’s Fellows Kick-Off training(s), it’s important to consider your agenda, your trainers, and the logistics and support team for your training.

***AGENDA***

OFA staff should determine their fellows training agenda based on the needs of their state’s program and the skill level of fellows entering their program. It is also expected that all trainings will include an “Action” element where new fellows actually take an organizing action. HQ will provide more guidance on what these Actions should be as the trainings draw closer so that they respond to legislative events.

Here are two sample agendas that could be used for a Fellows Kick-Off Training.

**Orientation & Skill Training with Action**

This training gives a basic orientation to OFA, issue organizing basics, includes time for a skill-specific training of your choosing, and incorporates an organizing action.

|  |  |
| --- | --- |
| 8:30-9:00 AM | Arrivals and Registration |
| 9:00-9:15 AM | Welcome and Introductions |
| 9:15-10:00 AM | Where we’ve been and where we’re going |
| 10:00-11:00 | Building Strategic Issue Campaigns |
| 11:00-11:15 AM | Break |
| 11:15-11:45 AM | Metrics-Driven |
| 11:45-12:45 PM | Skill-building section (states choose) |
| 12:45-1:15 PM | Lunch |
| 1:15 – 2:00 PM | Your Role as a Summer Fellow |
| 2:00-4:30 PM | Organizing Action |
| 4:30-5:00 PM | Debrief and Close |
| 5:00-6:00 PM | Optional: Meet Your Chapter/ Mentor Breakout |

***Action-Centered Training***

This agenda option is built around the organizing action, so the skill sessions build up to the action and follows-up from the action. In the example below the action is a Climate Change phone bank, so the sessions before the action includes a Climate Change issue briefing, a data session on pulling a call list, and a skill session on recruiting volunteers. After the skill session there is a follow-up data session to enter data from the action before wrapping up with clear next steps for fellows.

|  |  |
| --- | --- |
| 8:30-9:00 AM | Arrivals and Registration |
| 9:00-9:15 AM | Welcome and Introductions |
| 9:15-10:00 AM | Where we’ve been and where we’re going |
| 10:00-11:00 AM | Climate Change |
| 11:00-11:15 AM | Break |
| 11:15-11:45 AM | Metrics Driven |
| 11:45 AM-12:15 PM | Call Sheet Creation |
| 12:15-12:45 PM | Lunch |
| 12:45 – 1:45PM | Volunteer Recruitment & Management |
| 1:45 – 3:00 PM | Climate Change Volunteer Recruitment Phone Bank |
| 3:00 – 3:45 | Call Sheet Data Entry |
| 3:45-4:30 PM | Your Role as a Summer Fellow |
| 4:30-5:00 PM | Debrief and Close |
| 5:00-6:00 PM | Optional: Meet Your Chapter/ Mentor Breakout |

It’s up to you to design your agenda based on the goals of your program, your fellows’ baseline skill level, and what topics are most important taught in an in-person, large-group setting.

***TRAINERS***

As you’re determining your agenda, it’s important to line up the trainers who will be able to teach the materials. You may be assigned alumni or HQ staff trainers, assign out sections to existing state staff, recruit local trainers from among your volunteer leaders, or a combination of the three. Whomever your trainers, it’s important that you help them prepare by following these basic steps:

1. Contact trainers and confirm that they are available for the portion of the training you’d like to attend. Even if a trainer is only leading limited modules, it is often nice to have trainers stay for the entire training so they can build relationships with participants and support their learning. However, don’t assume they can stay the whole time - make sure to ask.
2. Let trainers know your expectations of them. This includes the topic you’d like them to train, to what degree you’d like them to customize their training, who will be providing printing (as needed), and what audio/visual resources will be available for the training. Here also make sure that trainers have all the resources you plan to provide them for their training, including curriculum materials.
3. Create time and accountability structures for trainers to prepare. Set deadlines for when you expect to receive any customizations and by when trainers should have practiced their modules.

Regular and clear communication between you and your trainers will ensure that your trainers will facilitate the type of learning experience you desire for your fellows.

***LOGISTICS***

Organized logistics are critical for successful trainings. We encourage you to assemble a training team for your kick-off training who can also help you with logistics before, during, and after the event.

A logistical support package for the Fellows training is located at this link: [*bit.ly/2014summerfellowsupport*](http://bit.ly/2014summerfellowsupport)

This support package includes:

* Venue checklist
* Tips for Organizing an Excellent Training
* From Receiving Curriculum to Delivering an Effective Session: How to Prepare
* Ten Practices of Fantastic Trainers
* Sign-in Sheet
* Template Participant Agenda
* Template Participant Evaluation
* Directional Arrows Multipurpose
* Time Keeping Signals
* Template Staffing Grid
* Template Master Printing and Packing Checklist
* Fellows Crib Sheet

***NEXT STEPS***

When planning your fellows training, it’s important that by the end of the Fellows training your Fellows know their next steps – where and when should they next report, who will be their main point of contact, and what expectations are for their next steps for action. Make sure as you’re designing your program you have a system for knowing each Fellow knows their next steps and has a point of contact at the end of the Kick-Off training.

**Continuing Education Webinars**

Because there are so many skills on which you want to train your new fellows when they first start and a day-long training is never long enough, HQ will run a two-week “bootcamp” of leadership development webinars. The webinars will run from July 14 – July 25. Webinars will happen at 4pm CT (Mondays, Wednesdays and Fridays) or 7pm CT (Tuesdays and Thursdays), and will be available as videos within two days.

Calendar of introductory webinars:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| JULY 14 - 4pm CT  Building OFA Chapters | 15 – 7pm CT  Telling Your Personal Story | 16 – 4pm CT  Intro to One-on-Ones | 17 – 7pm CT  Recruiting & Managing Volunteers | 18 – 4pm CT  Climate Change Briefing |
| 21 – 4pm CT  Student Loans & Minimum Wage Briefing | 22 -– 7pm CT  Metrics Drive: How We Use Data | 23 – 4pm CT  VPB & Call Sheet Creation & Data Entry | 24 – 7pm CT  Event Management in VAN | 25 – 4pm CT  One-on-One Logging |

OFA will also launch a Career Development webinar series in mid-August to teach staff and Fellows skills for job searching within the context of the Progressive Organizations. Below is the schedule for these webinars, which will happen Mondays, Wednesdays and Fridays at 4pm CT.

|  |  |
| --- | --- |
| Aug 11 | Managing Your Personal Professional Development |
| Aug 13 | Resume & Cover Letter Writing Workshop |
| Aug 15 | The Job Search |
| Aug 18 | Effective Networking |
| Aug 20 | Interviewing for Success |
| Aug 22 | Next Steps in Your Job Search |

OFA staff can access the [Summer Training Webinar Series Schedule google doc](https://docs.google.com/spreadsheet/ccc?key=0AlbYmpBkvlHvdDVybGk4RVFIQ2Q2cFpfTjZaZU1CZkE&usp=sharing) for the most up-to-date information about the online trainings available to Summer Fellows.