**Draft Agenda**

Goals:

* Understand your roles in your programs, as well as management tools to be able to successfully manage them
* Be able to implement an array of coaching tools and strategies for your team members to be successful.
* Feel confident in managing your programs from start to finish.

FM Goals

* Feel confident in implementing situational leadership
* Understand what you need to do to managing the fellows program effectively/recruitment update
* Understand what you need to do to execute your March 4th orientations

AC Goals:

* Understand your role in the Academy program
* Be able to effectively manage students in their organizing efforts
* Feel confident giving advice and guidance to students on a variety of issues

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**Saturday’s Agenda**

1. Breakfast & Sign-in 9:30am
2. Welcome and Intro 10:00
   * Introduce staff
   * Organizer clap
   * What do you want to get of today?
   * Parking lot
3. Where OFA has been / Where we’re going in 2017 10:30 (JW)
   * 2013-2016 Highlights and story
     + Mobilizing → Organizing
   * Where are now? 2017
     + Mobilizing + Organizing + Recruitment
   * How is this different?
4. Program Breakouts 11:00
   * Fellows Managers: Managing the Program
     + KSAs
       - Learn the types of community engagement events fellows will learn to organize
       - Be able to guide fellows through the curriculum
       - Feel comfortable supporting your fellows as they organize community engagement events from start to finish.
     + Experiential Discussion 1- Big group discussion
       - Think about a community engagement event you have participated in. Describe a positive quality of that event. What was something you or the organizers of the event did not do that you would like to try
     + Planning, recruitment, execution, debrief
       - Frame the experiential a little bit differently -- explain the different types of community engagement events/curriculum
       - Here is the fellowship timeline -- we’ll be training on X,Y,Z on these webinars.
       - Calendar/Description of what fellows will learn
     + Experiential 2: Discussions in pairs (20 minutes)
       - Knowing the different types of community engagement events, begin thinking about the issues that face your community that you’ve been working on, the webinars each week, and the types of community events to chart out how you will plan, recruit, execute, and debrief for each week of the fellowship
       - How will you turn this into action? (Reflection/Discussion) -- Pre-assign groups (veterans with new folks)
       - Asset -- Worksheet
   * Campus Coaches: Program Update / Your Role
     + Program toplines (#’s, dates, timeline)
     + Program goals: the big picture
     + Team Assignments
     + Q&A:
       - 5 minutes to reflect on biggest question
       - 15 mins
     + Exploring the Campus Organizer Backpack, 30 mins
       - Split into groups
         * 1.) Webinar Curriculum

Topline takeaways

* + - * + 2.) Events Guide

Topline takeaways

* + - * + 3.) 1-pagers

Topline takeaways

1. **Lunch 12:15pm**
2. Managing Your Team: Fostering Relationships and Culture 1:15
   * KSA
     + *K- Understand best practices and strategies for good management by fostering relationships, establishing norms and expectations, and building trust with your team members.*
     + *S- Be able to encourage, challenge, and empower your team members.*
     + *A- Feel confident in your ability to build a management style and relationship with your team members.*
   * Experiential #1 (10 mins)
     + Individual reflect and share out to the group
       - Think about a time you had a good coach/manager. What made it good?
       - Think about a time you had a bad coach/manager. What made it challenging?
       - Think about a time you have to hold someone accountable to a goal. What was the conversation like?
   * UPFRONT: Building relationship -- finding your fellows/students passions → Fostering a team of collaboration rather than competition → Communicate clear goals
   * UPFRONT: Setting Norms / Expectations
     + What is a norm?
     + What is an expectation?
   * Experiential #2 (25 mins)
     + Groups of 5, build the norms for a what a fellows manager/coach does -- Collective norm for what they will do as coaches/managers.
       - We as a group agree that this is what a fellows managers looks like?
       - These are the norms and expectations that we will adhere to.
     + Share out, and identify collective norms on big butcher paper.
   * Experiential #3 (15 mins)
     + Individual reflection
       - Take some time to reflect and put into words the type of culture you want to establish amongst your team. What specific norms / expectations would you focus?
       - How would you go about gaining buy-in from your team on these norms and culture?
     + Debrief with partner
3. **Break 2:45pm**
4. Managing Your Team: Effective Coaching Strategies 3:00pm
   * KSAs
     + *K- Understand the strategies and tools to manage your team members at their current skill / experience level.*
     + *S- Be able to have effective coaching conversations and management styles with your team members.*
     + *A- Feel confident using these strategies to manage each individual team member.*
   * UPFRONT: Principles for good management
     + Accountability
       - Why is it important? Can’t just set a goal and expect staff to do it.
       - How to have a conversation setting expectations
       - How do you hold team members accountable?
     + Encouragement vs. Challenge conversations
       - Types of encouragement
         * Applause, access, appreciation
       - Challenging Conversation
         * State the observation
         * Listen
         * Remind them of expectations
         * Solution
         * Agreement
   * Experiential #4 (15 mins)
     + Working with partners
       - Encouraging or challenging convo? Why?
       - List out how your conversation would go
       - Shout-out debrief
   * UPFRONT: Situational Leadership
     + Management is not one size fits all; need a plan for each staff member
     + Grid: High competence, low passion, low competence, high passion
       - Types of management treatments for each situation
   * Experiential #5 (15 mins)
     + Small groups of 4
     + Situational leadership scenarios -- Identify and place different team members in a situational category. What management treatment would you use?
   * Checkins/Debriefs
     + Before the check-in
       - Setting an agenda
     + During the check-in
       - Who runs the meeting? Making sure both members get what they need out of it
     + After the check-in
       - Always have next steps
         * Plus repeat back
       - Schedule next meeting
   * Experiential # 6 (25 mins)
     + Role-play check-ins with management tools (scenarios)
       - Person 1 -- Here’s what you observed
       - Person 2 -- Here’s what you’re feeling
     + 2 scenarios and then switch off
       - Flesh these scenarios

1. **Debrief & Close 4:30pm**
   * Key takeaways
   * Ball of yarn debrief
     + Metaphor of how we’re in this together
   * Reception detail

**Sunday’s Agenda**

1. Breakfast and Sign-in 9:30am
2. Welcome & Recap 10:00am
   * Recap the takeaways
   * Questions from previous day
   * Human rock, paper, scissors
3. Managing Project Managers 10:30am
   * KSAs
     + *K- Understand how to manage a team of project managers through proper goal setting, delegation, and time management tools.*
     + *S- Be able to effectively manage your team to success, while still allowing them to own the projects they plan.*
     + *A- Feel confident in holding team members accountable by successfully empowering them to own their events.*
   * UPFRONT: Goals & Delegation
     + MOCHA
   * Experiential #7
     + Medium groups
     + Review Project Plan Outline: delegation, goals, benchmarks, deadlines
     + Guidelines for review
     + Share out strengths / weaknesses
   * UPFRONT: Organizational Tools
     + Planning Calendar
     + Taskmaster
     + Checklists / Event tick-tock
   * Experiential #8
     + What organization tools would you use to improve the project plan?
     + What is your coaching plan to get your students/fellows to use these tools?
4. **Break 11:45am**
5. Program Breakouts 12:00pm
   * Fellows Managers: Preparing for orientation
     + Learn the agenda and orientation trainings overview
     + How do they use the past experience they have to interact with the material? What kind of planning they can do to be prepared?
     + Experiential 1: Logistics
       - With a partner, or in your program groups, write down everything you already have locked down so far: location, training team, time, date
       - Now, identify which logistics you are still in need of: date, person responsible for when it will be completed
     + Experiential 2: Working with your group, review the tick tock for your orientation training. Together, brainstorm how you will collect digital content.
       - Take candid photos
       - Profile new fellows
       - Tweet/facebook tag out
     + Experiential 3: Curriculum
       - Now that you’ve reviewed the curriculum, get back into your groups and begin planning: Who will be responsible for each module.
       - By when should they review the material?
       - When will you schedule a run-through of the curriculum?
   * Academy Coaches: Preparing your management
     + Exploring Coaches Playbook
       - Split up into groups
       - Review and debrief
     + Setting up our Coaches check-ins
     + Setting up your 1:1s
       - Experiential
       - Theme of 1:1’s. Different questions to ask. Setting a good goal for their students. Report back.
     + Tracking Success
       - Using the Program Tracker
     + Q&A
6. Debrief and Close 1:20pm
   * Evaluation
   * Magazine Debrief
   * Commitment for taking back to your turf

**RESOURCES**

* Coachable moments- <https://www.dropbox.com/s/a3u5hzg9xeryih7/1.%20Slides%20--%20FM%20Coachable%20Moments%207.12.pdf?dl=0>
* Managing your fellows- <https://www.dropbox.com/s/jilzmwrjnoy0x61/1.%20Slides%20--%20Managing%20Your%20Fellows.pptx?dl=0>