

Welcome

We will begin at 7:30 p.m. Central Time.



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Organizing Coordinator



Jalakoi Solomon
Regional Organizing Manager

Logistics



We will meet every Wednesday for 90 minutes. If you cannot attend, inform your fellows manager and email fellows@ofa.us



This is an interactive training.



A recording of this video and call will be available on the Fellows Bookshelf following this training.



Tweet using #OFAFellows

Last week

We introduced the various types of community engagement events and asked you to work with your team to begin planning your event.

This week you'll take the next step towards working with your team and hammering out the event details.

**OFA aims to share grassroots
organizing best practices with you,
regardless of your experience
planning events.**

Leading an Action Planning Session

Goals for today

- 1 Understand how organizers use action planning sessions
- 2 Be able to plan and lead an action planning session where you determine what type of organizing event you will host
- 3 Feel confident inspiring others to take action through an action planning session

Agenda

Purpose of an APS

Developing an APS agenda

Action-driven facilitation

Debrief and next steps

Action planning sessions provide a space for people to meet, discuss recent actions taken by Congress and the administration, and determine next steps as a group.

**Think of an event that you went to that you considered a failure. What made it unsuccessful?
What was the audience's reaction?**



Type in the chat box

What could have been done differently to make it successful?



Type in the chat box

Organizers empower others to learn and build strong relationships.

Organizers identify, recruit, and develop leaders around a specific issue or cause.

Organizers bring people together challenging them to act on behalf of their shared values and interests.



Organizers get things done by empowering groups of people to work together to accomplish a goal.

Organizers do not do it all themselves.



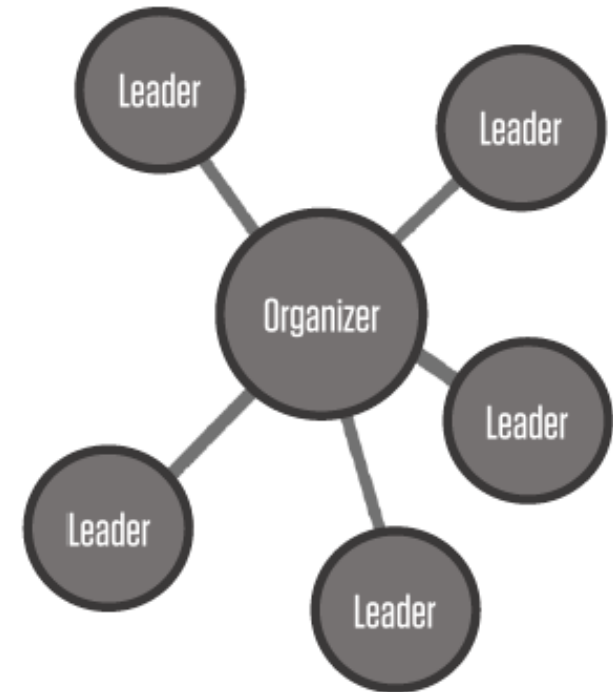
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1. Build the relationships required for any team to work well together
2. Agree on what outcome your team will achieve
3. Define responsibilities



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... in order to achieve a shared goal



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Framework: Action planning session core agenda

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- 2 **Why:** Purpose—why are we organizing this event?
- 3 **When:** When will this event happen? Plan A, B, C, D

Framework: Action planning session core agenda

- 1 **What:** What do we want to do? What does success look like?
- 2 **Why:** Purpose—why are we organizing this event?
- 3 **When:** When will this event happen? Plan A, B, C, D
- 4 **Where:** Where will this event take place? Plan A, B, C, D

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- 2 **Why:** Purpose—why are we organizing this event?
- 3 **When:** When will this event happen? Plan A, B, C, D
- 4 **Where:** Where will this event take place? Plan A, B, C, D
- 5 **Who:** Assign roles—who will do what? Who should be involved?

Framework: Action planning session core agenda

- 1 **What:** What do we want to do? What does success look like?
 - What issue will we focus on?
 - What type of event will we host?
 - What is the goal of our event?
 - What do we want attendees to do at the event?
 - What will the key takeaways be?

Framework: Action planning session core agenda

- 2 **Why:** Purpose—why are we organizing this event?
- Why is this issue important?
 - Why here?
 - Why now?
 - Why should people care?
 - What do people have to gain or lose from not taking action?

Framework: Action planning session core agenda

3 **When:** When will this event happen? Plan A, B, C, D

- When is my organizing team available to host the event?
- When are other community events that might compete with our event?
- When is related legislation being voted on?
- When is Congress in session?
- When is the next congressional recess?
- When are partner coalitions available to contribute?

Framework: Action planning session core agenda

- 4 **Where:** Where will this event take place? Plan A, B, C, D
- Where is there space available on my date of choice?
 - Is the space large enough to hold my event?
 - How many people do I need to accommodate?
 - Is the space easy for attendees to get to?
 - Is the space ADA accessible?
 - Does the space have audio/visual equipment?

Framework: Action planning session core agenda

- 5 **Who:** Assign roles—who will do what? Who should be involved?
- Who is on my organizing team?
 - How will we communicate with each other?
 - Which partner coalitions will be involved?
 - Who will I invite to my event?
 - How will I get the word out to potential attendees?
 - Will I invite guest speakers or panelists? If so, who?
 - Who's voice is typically missing from this issue?

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- 5 **Who:** Assign roles—who will do what? Who should be involved?

Which of the 5 W's do you think will be the hardest to align with a large group of people on?



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What is effective facilitation?



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5 key elements of action-driven facilitation

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- 2 Set norms at the top of your meeting**

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- 3 Do not lecture, engage
- 4 Do not shut down ideas, encourage creativity
- 5 **Organize – “Can you take the lead on that?”**

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Weekly assignment: **Due Wednesday, October 11**

Complete an action planning session and report back on your 5 Ws.

If you have a fellows leader do this as a team during your weekly check-in

OFA Training

Thank you for joining today's webinar.

Check the Fellow Bookshelf for a copy of the material covered today, including a video recording of the webinar.

Email fellows@ofa.us with any questions.

bit.ly/cefweek2