

Welcome!

OFA Spring 2017 Coaches Huddle

Meet today's training team

Today's Trainers

Bobby Brady-Sharp

Deputy National Training Director

Kevin Lane

Campus Programs Manager

Mary McInerney

Training Associate

Jennifer Warner

National Organizing Director

Traci Wile

Director of Community Programs

Meet each other!

Organizer Clap

Today's agenda

10:00 – 10:30

Welcome and Introductions

10:30 – 11:00

We are OFA

11:00 – 12:15

Program Breakouts

12:15 – 1:15

Lunch

1:15 – 2:45

Managing Your Team: Fostering
Relationships and Culture

2:45 – 3:00

Break

3:00 – 4:15

Managing Your Team: Coachable
Moments

4:15 – 4:30

Break

4:30 – 5:00

Debrief & Close

Our Goals

- 1 Understand your program roles and the management tools to be successful
- 2 Be able to implement an array of coaching tools and strategies to support your team
- 3 Feel confident in managing your programs from start to finish



What's your goal for today?

Think about the key things you want to learn today or questions you want answered during this training. Share out when you're ready!

How to Write a Smash

- Know the elements of "Hook" that makes it memorable

Be able to write a catchy hook for a smash hit

- Learners will feel empowered to write a catchy hook that will lead to a **Smash Hit!!**

Parking Lot

Use the parking lot as a way to add and ask questions throughout the day. We'll come back to these later in the training!

A few housekeeping items...

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4:30 – 5:00	Debrief & Close



We are OFA

Where we've been & where we're going

We organize.

We mobilize.

We recruit.



Organizing

OFA is the point of entry for new people looking to get involved.

We invest in finding, recruiting, and training people to turn activists into community leaders.

Specific issues move in and out of the spotlights, but the need for talented organizers—and a network that connects and empowers them—is universal.



Mobilizing

OFA—working in concert with other progressive organizations—will run strategically placed digital and field campaigns that highlight the real-life consequences of policies.

OFA staff in states work alongside the grassroots chapter network that OFA has cultivated and will continue to grow over the long term.

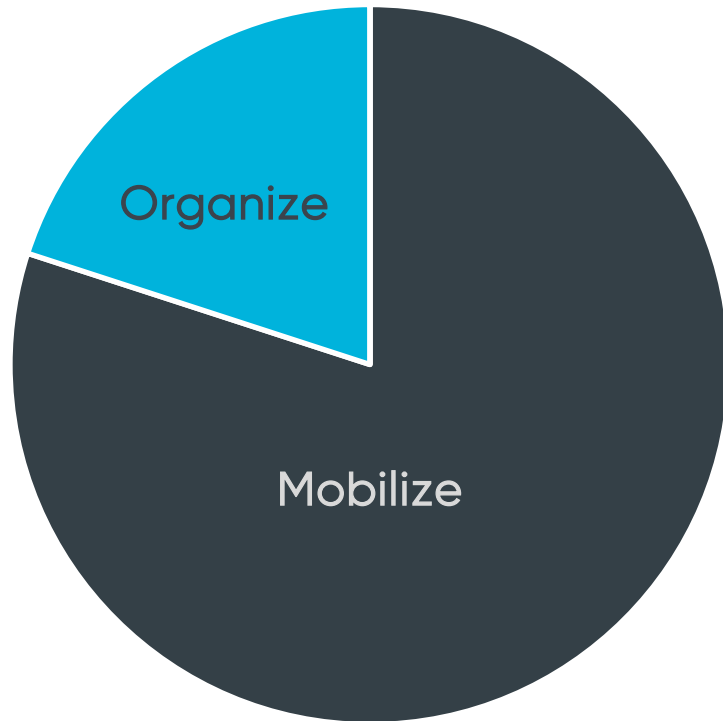


Recruiting

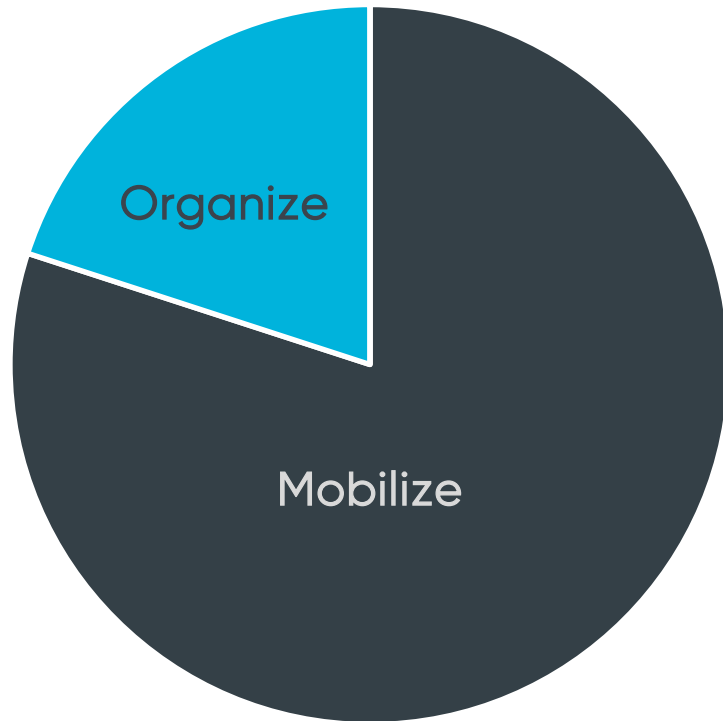
OFA will launch a new program this year that will identify and recruit community leaders who are exploring taking the next step and perhaps even running for local elected office.

There is no shortage of talent in the progressive movement—and we will recognize and develop that talent.

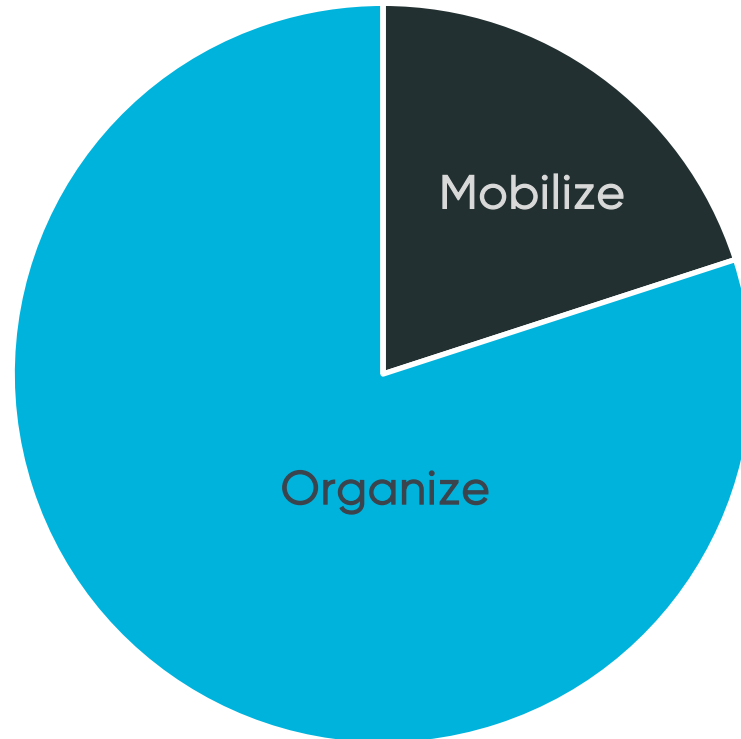
2013 – 2014



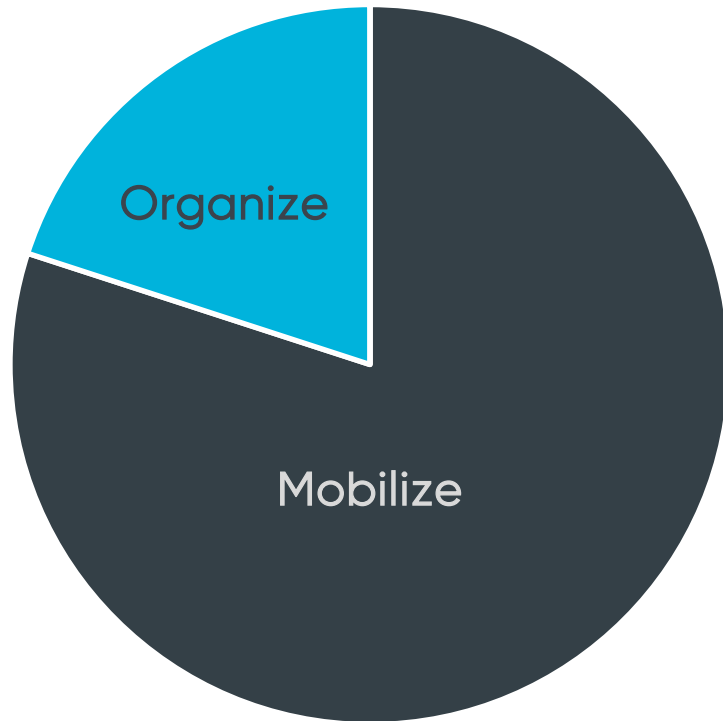
2013 – 2014



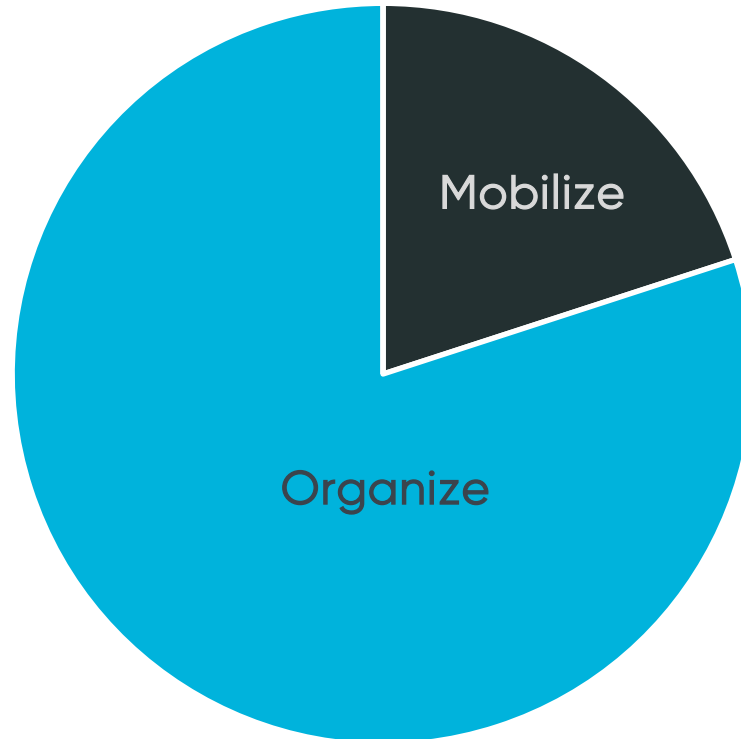
2015 – 2016



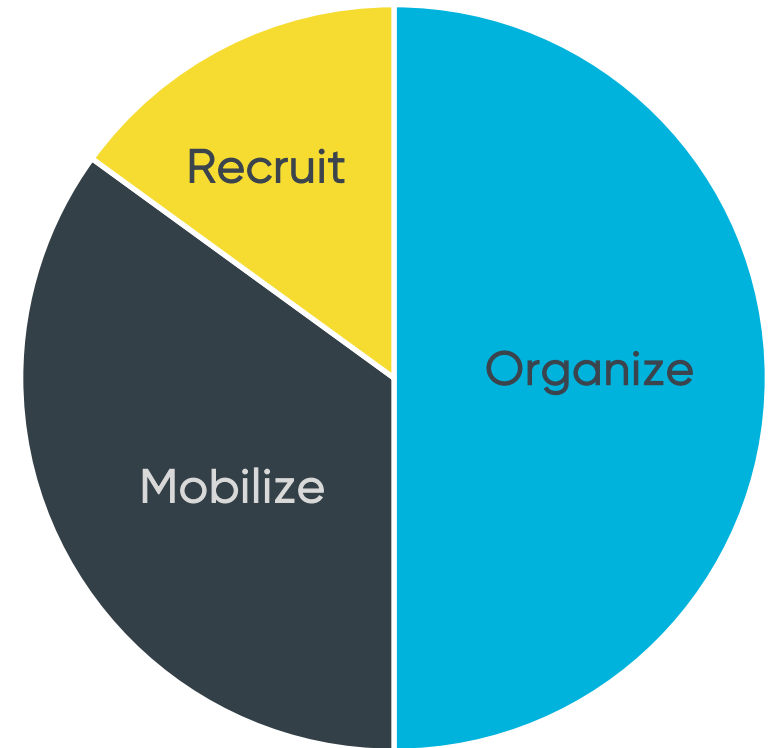
2013 – 2014



2015 – 2016



2017 –



What questions do you have?

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1:15 – 2:45 Managing Your Team: Fostering Relationships and Culture

2:45 – 3:00 **Break**

3:00 – 4:15 Managing Your Team: Coachable Moments

4:15 – 4:30 **Break**

4:30 – 5:00 Debrief & Close

Program breakouts

Community Engagement Fellowship & Campus Organizing Academy

A close-up photograph of a person's hands in a dark suit jacket, adjusting a pair of cufflinks on their wrists. The image is dimly lit and serves as a background for the text.

Managing the program

Community Engagement Fellowship

PHASE 1

PHASE 2

PHASE 3

Recruitment and
Selection

Community Engagement Fellowship

PHASE 1

PHASE 2

PHASE 3

Orientation and
Curriculum

Goals

- 1 Learn the types of community engagement events fellows will learn to organize
- 2 Be able to guide fellows through the curriculum
- 3 Feel comfortable supporting your fellows as they organize community engagement events from start to finish

Agenda

Community Engagement Events

Developing a learning journey

Debrief and Close



Think about a community engagement event you have participated in.

What was positive? What is something you'd like to try?

Community Engagement Events



**Film
Screening**

**Speaker
Series**

**Community
Service**



Film Screenings

How do they engage people around an issue?

**Empowerment
Project Film
Screening**



Speaker Series

How do they engage people around an issue?

**Conversation with
Ambassador Mandell**



Community Service

How does this engage people around an issue?

**Proud to
Run**

Agenda

Community Engagement Events

Developing a learning journey

Debrief and Close

Community Organizing: Back to Basics

We're a group of constituents in a community where the city council is debating a regional DREAM Act to help undocumented students attend community college.

Let's discuss an organizing strategy in support of the resolution.

Community Organizing: Back to Basics

We're a group of constituents in a community where the city council is debating a regional DREAM Act to help undocumented students attend community college.



Community Organizing: Back to Basics

We're a group of constituents in a community where the city council is debating a regional DREAM Act to help undocumented students attend community college.



Plan



Recruit

Community Organizing: Back to Basics

We're a group of constituents in a community where the city council is debating a regional DREAM Act to help undocumented students attend community college.



Plan

Recruit

Execute

Community Organizing: Back to Basics

We're a group of constituents in a community where the city council is debating a regional DREAM Act to help undocumented students attend community college.



Plan

Recruit

Execute

Debrief



Fellows Curriculum Overview

20 minutes

Small Groups

On page 9 in your workbook, work as a group to review the different types of community engagement events and fellows curriculum.

Then, think about and discuss issues currently affecting your community, brainstorm what community engagement or action events you may hold, and how you will follow the 4 organizing steps to plan that event.

What questions do you have?

Agenda

Community Engagement Events

Developing a learning journey

Debrief and Close

Debrief

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Moments

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4:30 – 5:00 Debrief & Close

A group of people are seated at a long table in a meeting room. Several individuals have their hands raised in the air, indicating an interactive session or a Q&A period. The room has a modern, open-plan feel with large windows in the background. The overall atmosphere is collaborative and engaged.

Managing your team

Fostering Relationships and Culture

Goals for this section

- 1 Understand best practices for good management by fostering relationships and building trust
- 2 Be able to encourage, challenge, and empower your team members
- 3 Feel confident in building your own management style to support your team

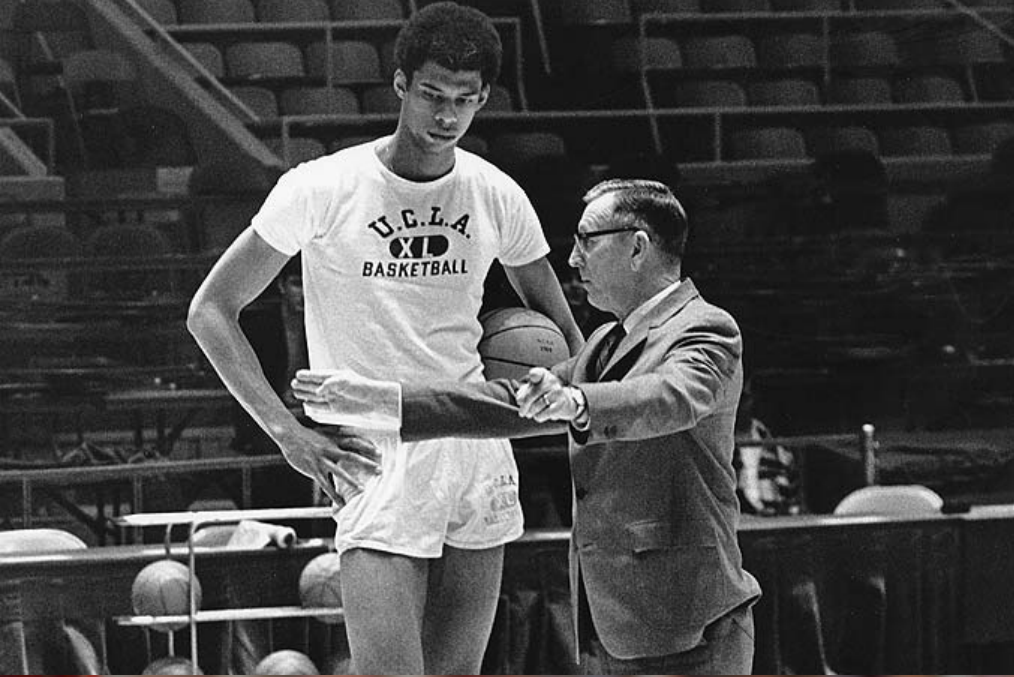
Agenda

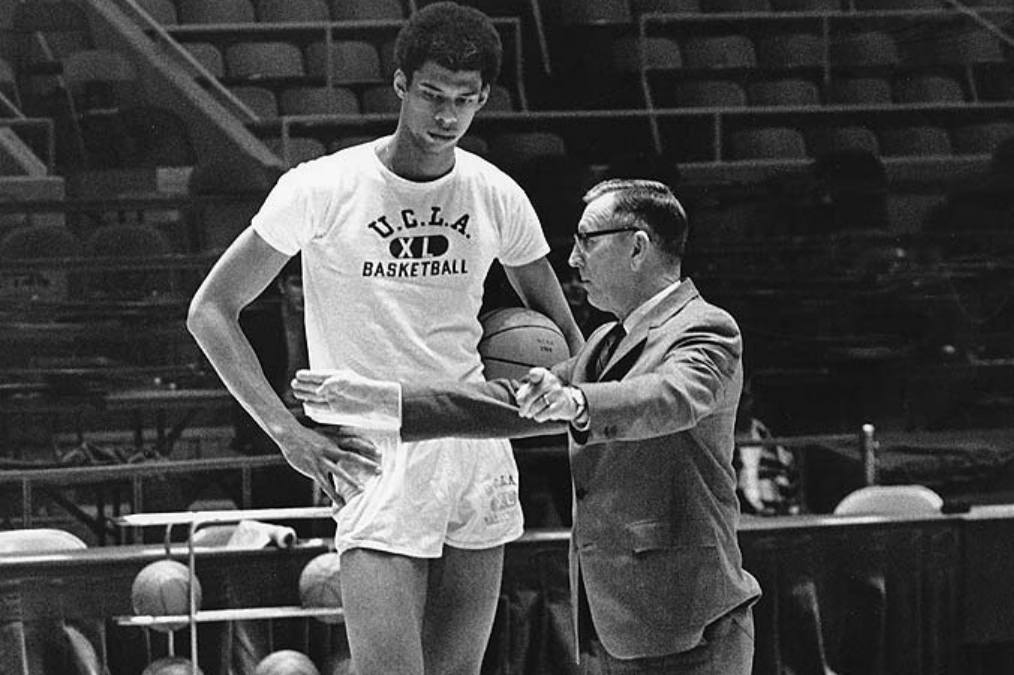
Building relationships

Norms & Expectations

Team culture

Coaches quotes

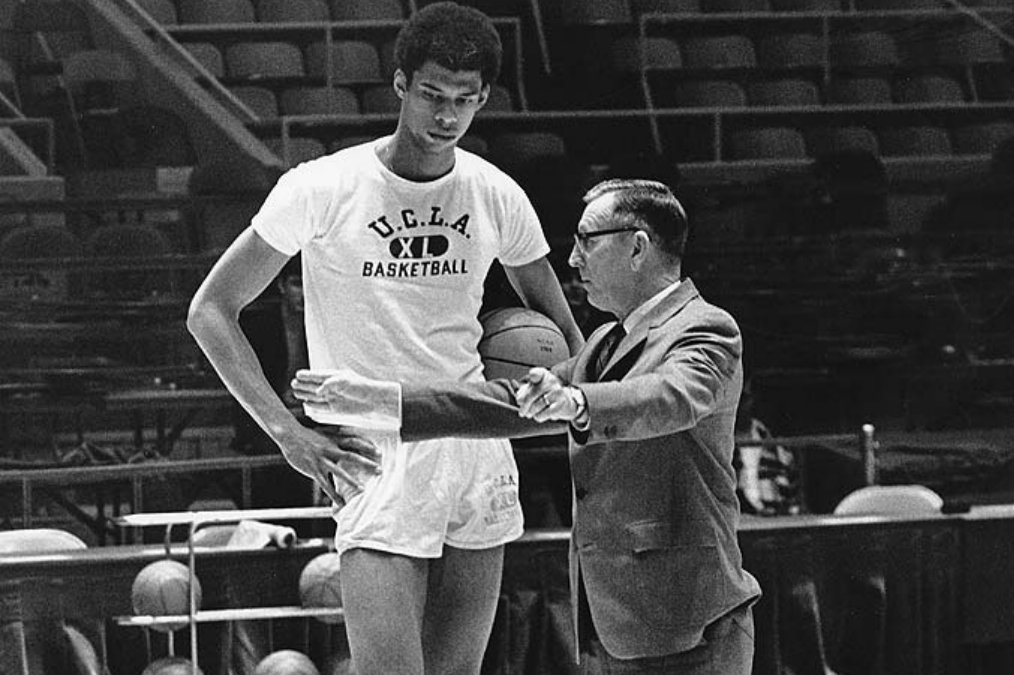




Coaches quotes

"Make sure that team members know they are working with you, not for you." *John Wooden*

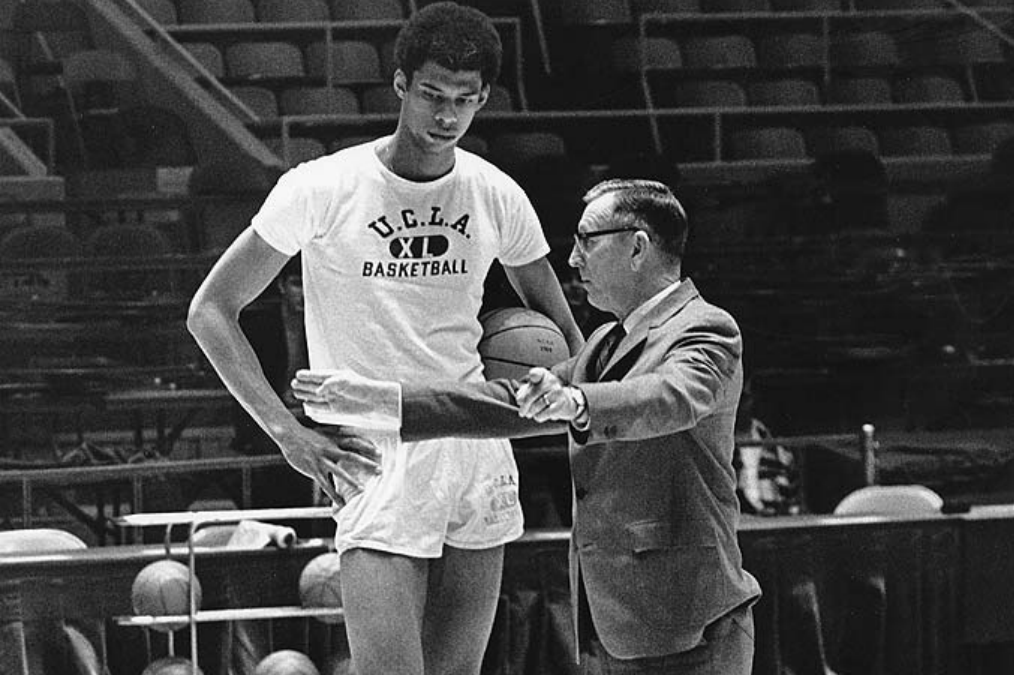




Coaches quotes

"Make sure that team members know they are working with you, not for you." *John Wooden*

"Coaches have to watch for what they don't want to see and listen to what they don't want to hear." *John Madden*



Coaches quotes

"Make sure that team members know they are working with you, not for you." *John Wooden*

"Coaches have to watch for what they don't want to see and listen to what they don't want to hear." *John Madden*

"I don't have bad relationships with my players. But I don't get into long conversations with them either." *Scotty Bowman*

10 minutes

Individual Reflection

On page 9 in your workbook, reflect on and answer these three questions:

1. Think about a time you had a good coach. What qualities made them a good coach?
2. Think about a time you had a bad coach. What qualities made their coaching style difficult for you?
3. Think about a time you had to hold someone accountable. How did you make sure they achieved the goal?

Debrief



Building relationships

- 1 Find your team members' passions. What motivates them to succeed?
- 2 Find the right balance between collaboration and competition
- 3 Gain team members' trust by following through and delivering on your own goals and objectives.

Agenda

Building relationships

Norms & Expectations

Team culture

What is a norm?

What is an expectation?

Something that is usual, typical, or standard

A strong belief that something will happen, or should happen

15 minutes

Small Groups

On page 9 in your workbook, work as a group to come up with collective norms and expectations for your programs.

The goal is to figure out the best ways we can establish a good team culture.

We will share out our ideas at the end of this activity.

Debrief

Agenda

Building relationships

Norms & Expectations

Team culture



Running your program

While we can all buy-in to a collective culture across our programs and teams, each individual program will have it's own norms and expectations.

We all love ice cream, but we prefer specific flavors!

15 minutes

Individual reflection

On page 10 in your workbook, take some time to put into words the specific qualities you'll develop in your team.

What matters most to you as a manager and team member? What type of coach will you be?

We will share and debrief with partners at the end.

Debriefing this section

- 1 What are some takeaways you have from this section?
- 2 Did you have any big “aha” moments?
- 3 How do you see yourself applying what you learned?

Break

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A photograph of a group of people in a meeting or workshop. Several individuals have their hands raised, indicating active participation. The scene is dimly lit, with a dark overlay applied to the entire image. In the foreground, there are coffee cups and papers on a table. The text 'Coachable moments' is centered over the image in a large, white, sans-serif font.

Coachable moments

Goals for this section

- 1 Understand ways to reinforce team culture, goals, and expectations through coachable moments
- 2 Be able to encourage, challenge, and develop your team members
- 3 Feel comfortable and confident motivating your team and holding members accountable

Agenda

What is coaching?

Encouragement and Recognition

Challenging performance

Situational leadership

Effective Check-ins

Questions

Next Steps

Accountability

We seek to create a culture of accountability with our team where everyone knows the goals and expectations that ultimately define success.

But how do we hold team members accountable?

We hold team members accountable through coaching.



What is coaching?

Coachable moments are the everyday opportunities to **encourage** and **challenge** your team.

We encourage and challenge our team to create a culture of **accountability**.

Your role as a coach is to help your team reach their full potential.

Agenda

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Recognizing your team.

Look for **specific** ways to encourage and recognize each team member.



**How do you like to be
recognized or encouraged?**

Types of recognition

Applause

- Public praise for good performance
- Awards
- Celebration and parties

Types of recognition

Applause

- Public praise for good performance
- Awards
- Celebration and parties

Appreciation

- Personal or written thanks
- Recognized and valued experts
- Involvement in large indicatives

Types of recognition

Applause

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- Awards
- Celebration and parties

Appreciation

- Personal or written thanks
- Recognized and valued experts
- Involvement in large indicatives

Access

- More 1:1 time, review performance
- Commitment to work on concerns
- Coffee break, lunch or walk together

Agenda

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Next Steps



What makes it difficult to have challenging conversations? Why do you feel this way?

Challenging conversations in 5 easy steps

Observe

You state: “This is what I saw...”

Observe

You state: “This is what I saw...”

Respond

You wait for a response

Observe

You state: “This is what I saw...”

Respond

You wait for a response

Remind

You state: “This is what I need to see...”

Observe

You state: “This is what I saw...”

Respond

You wait for a response

Remind

You state: “This is what I need to see...”

Solve

You ask: “What can we do to make sure this happens?”

Observe

You state: “This is what I saw...”

Respond

You wait for a response

Remind

You state: “This is what I need to see...”

Solve

You ask: “What can we do to make sure this happens?”

Agree

You re-state: “So, we agree...”

10 minutes

- 1 Get into your groups (nametag). Review the scenarios on page 13-14 of your workbook.
- 2 For each scenario, follow the instructions to decide what encouragement method you would use, and whether you would need to have a challenging conversation.
- 3 With your partner, discuss and list the steps of your challenging conversation.

Debrief

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Next Steps

Diagnosis and treatment

Common types of challenges

Conditions challenge

- Access to necessary tools to meet goals

Common types of challenges

Conditions challenge

- Access to necessary tools to meet goals

Attitude challenge

- Team members don't fully understand the goals, expectations, or vision of the program.

Common types of challenges

Conditions challenge

- Access to necessary tools to meet goals

Attitude challenge

- Team members don't fully understand the goals, expectations, or vision of the program.

Training challenge

- Team members lack specific skills to meet goals
- Team members weren't trained properly
- Preventive solution



10 minutes

Partners

- 1 In partners, turn to page 16 and revisit the scenarios you previously discussed with a partner.
- 2 For each scenario, determine where on the grid each team member falls. Then, determine a management treatment to help the team member perform at their optimal level.

Debrief

Agenda

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Next Steps

Check-ins

We seek to create a culture of accountability with our team where everyone knows the goals and expectations that ultimately define success.

But how do we hold team members accountable?

Check-ins are our way of ensuring that we are communicating goals, priorities, and expectations. It is also an opportunity to listen to your team member and gain perspective as a manager.

Before the check-in

- 1 Set the Agenda**
Your agenda should be one where you give ample time for the team member to own their work!
- 2 Review goals and expectations**
Review the goals, expectations, and priorities between you and your team. Did your team meet goals? Is your team where you want to be?
- 3 Decide your management approach**
Using the coaching tools we just reviewed (encouragement, challenging conversations, situational leadership), list out what kind of conversation you need to have with your team member.

During the check-in

Sample Agenda

1 on 1 Agenda

This week's big rocks

- 1.
2. |
- 3.

1. Key updates (Updates that you have for me on things we are working on)

-
-
-

2. Items for input (Things that you have questions about)

-
-
-

3. Lessons learned this week

-
-

4. Manager's Corner

5. Next Steps

After the check-in

- 1 Provide a written recap of next steps**
Provide a recap of everything you and the team agreed upon, listing next steps and due dates. Be as specific as possible!
- 2 Implement your management treatment**
Depending on where your team members fall on the situational grid, continue to implement your management treatments based on your conversation.
- 3 Check progress!**
Management doesn't end after the check-in. Make sure you're touching base with your team member regularly to make sure both of you are meeting your next steps.

20 minutes

Partner Activity

- 1 In partners, turn to page 18 and revisit the scenarios you previously reviewed.
- 2 Decide which partner will be the team member in scenario 1, and which will be the team member in scenario 2.
- 3 Take 10 minutes to roleplay a management check-in with your partner. Then switch off for another 10 minutes!

Debrief

Agenda

What is coaching?

Encouragement and Recognition

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Next Steps

Debrief

What was your biggest “aha” moment?

**How does this change the way you think
about coaching?**

Break

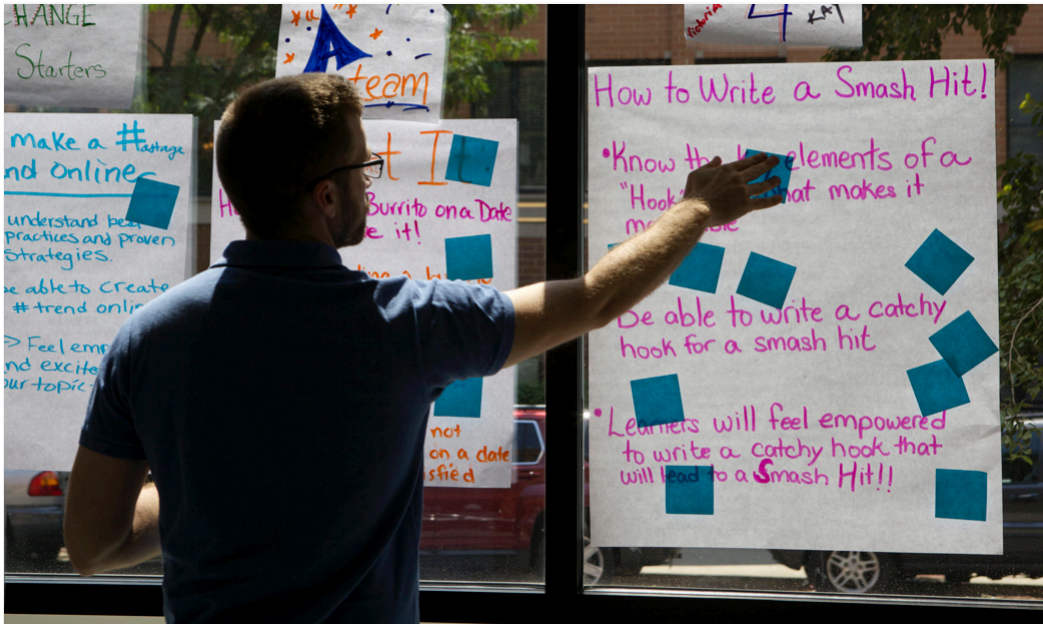
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4:30 – 5:00	Debrief & Close

A group of people are seated at tables in a meeting room, with several individuals raising their hands. The image is overlaid with a dark blue semi-transparent filter. The text "Debrief & Close" is centered in white. In the bottom right corner, the "OFA" logo is visible.

Debrief & Close

Debriefing today's training



- 1 Butcher paper placed around the room for each training section.
- 2 Use markers to write down your biggest takeaway.

We'll circle up and share our biggest takeaway and most interesting takeaway you saw from someone else

bit.ly/ofahuddle

Circle up and share!

Reception Details

The CrossRoads Bar & Grill
1120 W Madison St

Tonight from 5:30–7:30pm!
Appetizers provided.

Tomorrow's Training

**Breakfast and sign-in here at
9:00am!**

We will finish by 1:30pm. Make
sure you check out of your hotel
and bring your luggage!

Thank you!

A group of people, likely coaches, are gathered around a table in a huddle. Several individuals have their hands raised in the air, suggesting a celebratory or enthusiastic atmosphere. In the foreground, there are coffee cups and papers on the table. The background is slightly blurred, showing more people and the interior of a room.

Welcome!

OFA Spring 2017 Coaches Huddle

Organizer Bingo

Our Goals

- 1 Understand your program roles and the management tools to be successful
- 2 Be able to implement an array of coaching tools and strategies to support your team
- 3 Feel confident in managing your programs from start to finish

Yesterday's agenda

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10:30 – 11:00

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11:00 – 12:15

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4:15 – 4:30

Break

4:30 – 5:00

Debrief & Close

Today's agenda

9:30 – 10:00

Welcome and Introductions

10:00 – 11:15

Managing Your Team: Managing Project Managers

11:15 – 11:30

Break

11:30 – 1:00

Program Breakouts

1:00 – 1:30

Debrief & Close

Today's agenda

9:30 – 10:00

Welcome and Introductions

10:00 – 11:15

Managing Your Team: Managing Project Managers

11:15 – 11:30

Break

11:30 – 1:00

Program Breakouts

1:00 – 1:30

Debrief & Close

A group of people in a meeting or workshop setting. Several individuals have their hands raised, suggesting an interactive session. In the foreground, a woman with glasses and a dark jacket is smiling and has her hands raised. Other participants in the background are also visible, some with hands raised. There are coffee cups and papers on the tables.

Managing Your Team

Managing Project Managers

Goals for this section

- 1 Understand how to manager a team of project managers using organizational tools
- 2 Be able to manage your team to success while allowing them to own the projects they execute
- 3 Feel confident in holding team members accountable through successful empowerment

Agenda

Goals & Delegation

Project Plans

Organization Tools

Debrief

Lets talk about MOCHA

Lets talk about MOCHA

Not the coffee!

Manager

Manager
Owner

Manager
Owner
Consultant

Manager
Owner
Consultant
Helper

Manager
Owner
Consultant
Helper
Approver

Project Plans

Project Plans

Shout out how you would describe a project plan. (But raise your hand though)

Project Plans

Shout out how you would describe a project plan. (But raise your hand though)

“...a formal, approved document used to guide both project execution and project control.”

22 minutes

Group Activity

On page 20 in your workbook, review the organize plan and analyze its strengths and weaknesses.

Things to look out for:

1. Proper delegation (MOCHA)
2. Reasonable deadlines
3. Tactics
4. Overall timelines
5. Strength of content
6. What's missing?

12 minutes

Read to the plan and answer the questions in your workbook.

10 minutes

To debrief and share thoughts with your group.

On page 20 in your workbook, review the organize plan and analyze its strengths and weaknesses.

Things to look out for:

1. Proper delegation (MOCHA)
2. Reasonable deadlines
3. Tactics
4. Overall timelines
5. Strength of content
6. What's missing?

Project Plan Overview

Written by: Avery Lucas and Carlos Mena

Project: Host a speaker panel event about the positive impacts of Obamacare

Event Date: Mid-May 2017

Event Goals

- Have good turnout and lots of people sign up to get involved for future events.
- Diverse speakers who can each reach the audience in unique ways.
- Get earned media coverage for the event.

Communication Plan

- Have regular check-ins with each other and the project manager.
- Submit weekly reports to make sure we make consistent progress.

Debrief

Agenda

Goals & Delegation

Project Plans

Organization Tools

Debrief

Organizational tools

1 Planning Calendar

Organizational tools

1 Planning Calendar

February							
Sun	Mon	Tues	Wed	Thu	Fri	Sat	
Notes: Organizing 101 Webinar training series begins (and maybe has a monthly rotation)			1	2	3	4	Key: Issues Organizing COI Events Other HR/Holidays Campus Fellows Managers CE Fellowship
			Fellows Managers Webinar - Overview and Recruitment			ACA Petition/Story Drive	
			Alumni Call				
	Notes: ComFel and CampAcademy Interviews/Acceptance						
5	6	7	8	9	10	11	
ACA Petition/Story Drive	Academy coaches accepted						TW OOO 2/6 - 2/8
		Fellows Managers Webinar - Orientation					
	Monthly Vol Call			ACA OFFICE VISIT WEBINAR			
12	13	14	15	16	17	18	
	Academy members acceptance deadline		Recess Lock Date	Academy Webinar #1		Fellows Managers Orientation + Academy Coaches	
				Recess Scrub	Recess attend send		
	Application kicker	Fellows Recruitment Call # 3		OFFICE VISIT WEBINAR			

Organizational tools

2 Project Taskmaster

Organizational tools

2 Project Taskmaster

Campus Summit Taskmaster (last updated 9/14/16)				
Date	Task	Owner	Status	
8/10/2016	Curriculum Created	Kevin	Completed	▼
8/10/2016	Travel Scholarship & Confirmation Deadline	Mary	Completed	▼
8/11/2016	Welcome Packet approved	Kevin	Completed	▼
8/15/2016	All curriculum locked	Kevin	Completed	▼
8/16/2016	Attendee Travel Reserved	Mary	Completed	▼
8/17/2016	All travel booked and confirmed	Mary	Completed	▼
8/18/2016	Call USF for room set-up, catering, and final confirmation	Tina	Completed	▼
8/22/2016	Welcome Packet & Travel Itineraries sent	Mary	Completed	▼
8/23/2016	Staff Travel / Hotel proposal	Mary	Completed	▼
8/24/2016	Staff Travel & Hotel booked	Mary	Completed	▼
8/24/2016	Send Reception and Dietary Needs form	Mary	Completed	▼
8/26/2016	Send Reception and Dietary due back	Mary	Completed	▼
8/31/2016	Curriculum / Workbook Approved	Kevin	Completed	▼
8/31/2016	Hostel rooms assigned / roommates introduced	Mary	Completed	▼
8/31/2016	Evaluations created	Kevin	Completed	▼
9/1/2016	Reception food order / Summit food order submitted	Tina	Completed	▼
9/6/2016	Send hostel our group assignment, ask for room numbers	Kevin	Completed	▼
9/6/2016	Send out liability waivers	Mary	Completed	▼
9/6/2016	Amazon supply order	Mary	Completed	▼
9/6/2016	Gas Cards picked up	Kevin	Completed	▼
9/6/2016	Food orders must be submitted by this day	Mary	Completed	▼
9/8/2016	Fedex printing order; Campus Summit signage	Mary	Completed	▼
9/9/2016	Liability waivers due back	Mary	Completed	▼

Organizational tools

3 Event Checklist

Organizational tools

3 Event Checklist

EVENT PLANNING CHECKLIST

Your checklist will always be a work in progress. As a team, you will continuously adapt your checklist based on what needs to happen before, during, and after your event in order to meet your goals. In the following weeks, you will learn about recruitment, working with coalition partners, and using digital tools. Your checklist will grow as you learn about other aspects of your event. For the moment, use this as a model of what you should include in your event checklist.

##

FINDING A LOCATION

Start by finding a good location for your event. One place to host an event would be your home—a quiet and focused place to listen, talk, and organize. Some other venues could be a local restaurant, coffee shop, or community center, as long as the space is normally available for anyone to use.

Here are few things to consider if you use a public space:

- ☐ Is there a cost? Do they offer a non-profit rate?
- ☐ Confirm the venue can accommodate your group well ahead of time
- ☐ Do you need access to A/V equipment? Is that provided? Is there an additional fee?
- ☐ Does the space fit the number of expected attendees?

INVITING PEOPLE TO YOUR EVENT

It is important to know your audience goal so you can be strategic in your recruitment for your events. Targeting people you think will be most interested in your event will be more likely to attend. It is recommended to recruit up to 150-200% beyond your goal. For example, if you would like 50 people to attend your event, recruiting for at least 75-100 is much more likely to ensure that the goal of 50 will be met.

Start by making a list of people you know:

- ☐ People you know who are interested in the issue you are discussing
- ☐ Previous event attendees
- ☐ Partner organizations aligned with the issue
- ☐ Other groups who are interested in the issue
 - ☐ Faith groups
 - ☐ School groups

12 minutes

Partner Activity

On page 23 in your workbook, review the organizational tools and how they could be used to improve the project plan.

What organizational tools would you recommend the organizers implement?
Why?

What is your coaching plan to get your team members to utilize these tools?

Debrief

Today's agenda

9:30 – 10:00

Welcome and Introductions

10:00 – 11:15

Managing Your Team: Managing Project Managers

11:15 – 11:30

Break

11:30 – 1:00

Program Breakouts

1:00 – 1:30

Debrief & Close

Break

Today's agenda

9:30 – 10:00	Welcome and Introductions
10:00 – 11:15	Managing Your Team: Managing Project Managers
11:15 – 11:30	Break
11:30 – 1:00	Program Breakouts
1:00 – 1:30	Debrief & Close

A group of people in a meeting, with a woman in the foreground smiling and looking at a document.

Planning your Orientation

Goals

- 1 Become familiar with the orientation training curriculum and logistics
- 2 Be able to review, distribute, and practice orientation training curriculum
- 3 Be excited about your orientations coming up in two weeks!

Agenda

Recruitment Overview

Orientation Logistics

Digital and your orientations

Curriculum overview

Debrief and Close



Goals Tracker

[Bit.ly/GoalsTracker](https://bit.ly/GoalsTracker)

Key dates

January 23

Application Launch

Key dates

January 23

Application Launch

February 20

Application Deadline

Key dates

January 23

Application Launch

February 20

Application Deadline

February 27

Interviews Conclude

Key dates

January 23	Application Launch
February 20	Application Deadline
February 27	Interviews Conclude
February 28	Fellows Accepted

Key dates

January 23	Application Launch
February 20	Application Deadline
February 27	Interviews Conclude
February 28	Fellows Accepted
March 4	Orientation Training

Agenda

Recruitment Overview

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Debrief and Close

Orientation Logistics

Page 24

- 1 Secure and lock training location, date, and time

Orientation Logistics

Page 24

- 1 Secure and lock training location, date, and time
- 2 Secure materials needed

Orientation Logistics

Page 24

- 1 Secure and lock training location, date, and time
- 2 Secure materials needed
- 3 Training team

Orientation Logistics

Page 24

- 1 Secure and lock training location, date, and time
- 2 Secure materials needed
- 3 Training team
- 4 Stipends

Orientation Logistics

Page 24

- 1 Secure and lock training location, date, and time
- 2 Secure materials needed
- 3 Training team
- 4 Stipends
- 5 Recruiting and confirming fellows

10 minutes

Small Groups

On page 24 in your workbook, work with your local fellows managers. If you do not have other fellows managers around you, join a group.

Use the checklist to review what you have completed and still need to complete in terms of logistics for your orientation. Assign dates and persons responsible for completing each outstanding task.

Agenda

Recruitment Overview

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Digital and your orientations

Curriculum overview

Debrief and Close



Why digital?



Digital Goals

- 1 Every fellows has a Twitter handle and knows how to tweet.
- 2 Take high quality, candid photos – not group shots.
- 3 Create a list of Twitter handles.
- 4 Profile your new fellows.

10 minutes

Small Groups

On page 25 in your workbook, work with your local fellows managers. If you do not have other fellows managers around you, join a group.

Review the tick tock for your orientation training. Together, brainstorm how you will collect digital content and what you will need to meet your digital goals.

Agenda

Recruitment Overview

Orientation Logistics

Digital and your orientations

Curriculum overview

Debrief and Close

Orientation Training Agenda

Saturday, March 4, 2017
Half-day training

40 Mins

Welcome and Intro

45 Mins

We're OFA

10 Mins

Break

90 Mins

Sharing Personal Stories

10 Mins

Break

30 Mins

Planning Your Learning Journey

15 Mins

Debrief and Close

4 Training Modules



Slides



Workbooks



Agenda



Training Science

Modules are designed using adult learning theory

Customize it to make it local

Trust the process



Annotated Agendas

20 minutes

Small Groups

On page 26 in your workbook, work with your local fellows managers. If you do not have other fellows managers around you, join a group.

Review the curriculum, taking a moment to think about who will train on each module, by when they will review the material, and when you will schedule a dry-run.

Agenda

Recruitment Overview

Orientation Logistics

Digital and your orientations

Curriculum overview

Debrief and Close

Debrief

Today's agenda

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11:15 – 11:30

Break

11:30 – 1:00

Program Breakouts

1:00 – 1:30

Debrief & Close



How did it go?

[Bit.ly/coacheshuddle](https://bit.ly/coacheshuddle)

Debriefing today's training

Think of one word of how
you word describe your
training experience to
someone back home.
We'll circle up and share!





Thank you!