HEALTH FOR OAKLAND'S PEOPLE & ENVIRONMENT (HOPE) TRAINING OF TRAINERS LEADERSHIP PROGRAM
OUTCOMES AND CORE COMPETENCIES

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
TRACK I: SETTING THE CONTEXT					
#1 4/5/14 AM	Forming Our Learning Community	• Launching the Training Program • Program Overview: Program Goals, Curriculum, Participant Learning Goals, Participation Requirements and Project Practicum • Individual Pre-Assessment • Teambuilding	• Basic information about the training program • Teambuilding techniques to build group cohesion • Training requirements for program participants • Personal backgrounds of their peers	• Create ground rules for the learning community • Clarify their learning goals • Share personal stories about their backgrounds • Fill out a pre-assessment form	• Describe the training program: goals, structure and basic requirements • State their learning goals
#2 4/5/14 PM	Looking Back: A Historical Review	• History Matters! • Power/Privilege Relationships in Communities	• Recurring methods of social oppression and political resistance across different historical periods • How social class helps to shape political/social relationships within and across communities	• Review patterns of social oppression/resistance in US history • Deepen understanding of power dynamics within and across communities • Participate in an evaluation of the training day	• State key lessons learned from the historical review of oppression/resistance patterns in the USA • Describe how power/ privilege relationships play out in diverse communities

Agenda Summary

Morning: (1) Launching the Training Program (welcome, introductions, agenda review, participation guidelines and logistics); (2) Program Overview (program goals, curriculum, participant learning goals, participation requirements and project practicum); (3) Individual Pre-Assessment (knowledge/skills pre-test); and (4 Teambuilding (name game and sharing stories)

Afternoon: (1) History Matters (small group activity where 5 teams review patterns of social oppression and social resistance in different historical periods) and (2) Power/Privilege Relationships (small group activity where teams are assigned a political/social class and role play their status with the full group)

1

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
TRACK 2: SERVING IN A HOPE LEADERSHIP ROLE					

#3 4/23/14 PM	Facilitation Techniques That Work	• Teambuilding
		• The ABC's of Effective Facilitation
		• Role of Facilitation Teams
			• What good facilitators do
			• Qualities of a good facilitator
			• Facilitation techniques
			  ○ Holding good meetings
			  ○ Getting people involved
			  ○ Handling difficult people or negative situations
			  ○ Finding common ground
				• Understand what good facilitators do
				• Understand how to navigate differences and build a common agenda
				• Build confidence in their own facilitation ability
				• Participate in an evaluation of the training day
					• Plan and facilitate a meeting with appropriate follow-up
					• Describe ways to involve people, handle negative situations and deal with difficult people when facilitating a meeting

Agenda Summary (1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise (TBA); (3) The ABCs of Effective Facilitation (an engaging session where participants do a variety of peer-to-peer exercises to expand knowledge, increase skills and build confidence in their facilitation ability) and (4) Facilitation Teams (forming and orienting the facilitation teams)					
#4 4/30/14 PM	A Comprehensive Community Change Strategy	• Teambuilding • Planning for Community Change/Impact • The ABCs of Evaluation	• An outcomes-focused planning and evaluation process for improving community impact • A seven-step community planning process • A five-step program evaluation process	• Rethink their approach to community change work • Build confidence in their ability to change their neighborhoods • Participate in an evaluation of the training day	• Write a program plan and evaluation strategy for their community project
Agenda Summary (1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Planning for Community Change (a working session where participants complete a seven-step planning process to bring about community change) and (2) The ABCs of Evaluation (a working session where participants complete a five-step process for evaluating their community project)					

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#5 5/7/14 PM	Forming and Sustaining Diverse Community Collaboratives	• Teambuilding • Basic Principles and Best Practices for Developing Strong Community Collaboratives	• Benefits and challenges of being in a collaborative • Four guiding principles and four best practices for building strong community collaboratives • Common race, class and power issues in diverse communities	• Better understand the process of bringing people together to form a collaborative and keeping them at the table • Have a constructive dialogue about race, class and power issues in communities • Participate in an evaluation of the training day	• Explain the benefits of working in a collaborative structure • State core principles and best practices for working with a collaborative

Agenda Summary
(1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Basic Principles and Best Practices for Developing Strong Community Collaboratives (an interactive session where participants do a variety of peer-to-peer exercises to expand knowledge about community collaboratives and their operations

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES	PROCESS OUTCOMES	CORE COMPETENCIES
#6 5/14/14 PM	The HOPE Collaborative	• Teambuilding • Defining Leadership • HOPE Overview • HOPE Leadership Roles for Community Members	• Key definitions of leadership and different leadership styles • HOPE's structure, programs and community engagement strategy • Multiple ways that people can exercise leadership in HOPE	• Define leadership and review a taxonomy of leadership styles • Know the benefits and requirements of serving in a HOPE leadership role • Share information about their own leadership experience/involvement in HOPE • Participate in an evaluation of the training day	• Describe the HOPE Collaborative: mission, goals, programs, structure and partner roles • Describe the leadership pathway in HOPE • Identify areas where they want to grow as leaders • State leadership roles that they may want to qualify for

Agenda Summary
(1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Defining Leadership (small group activity where paired teams define leadership followed by a plenary session to review a taxonomy of leadership styles); (4) HOPE Overview (PowerPoint presentation/discussion about HOPE); and (5) HOPE Leadership Roles for Community Members (Powerpoint presentation/discussion of HOPE's community engagement strategy and leadership options for community members)

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#8 6/4/14 PM	Conflict Resolution	• Teambuilding • Principles of Community Accountability • Conflict Resolution Process for Community Collaboratives	• Three accountability issues that are often linked to recurring conflicts in community collaboratives (financial, organizational and program/performance accountability) • Basic steps in a conflict resolution process	• Review case studies and practice how to resolve real conflicts that previously occurred at HOPE • Build confidence in their own conflict resolution ability • Participate in an evaluation of the training day	• Plan and facilitate a conflict resolution process • Describe ways to resolve conflicts (one-on-one or intra-group) with collaborative members

Agenda Summary
(1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Principles of Community Accountability (review/discussion of four types of community accountability); (4) Conflict Resolution Process for Community Collaboratives (a. presentation/discussion of a conflict resolution process; b. small group activity on "Working with Difficult People"; and c. whole group activity where individual participants share challenging problems followed by discussion of how to address them

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#7 5/28/14 PM	Effective Communication	• Teambuilding • Effective Tips • Pitching Your Project • Being a HOPE Ambassador	• The ABCs of Effective Speaking • Talking points for describing their project to others • Talking points for pitching HOPE to key groups (peer organizations, community members, public officials, funders and media)	• Practice describing their project to another person/group • Practice making a presentation about HOPE to a key audience • Build confidence in their own communication skills • Participate in an evaluation of the training day	• Succinctly describe their project to other people/ groups • Make a brief presentation on HOPE's purposes, programs and impacts

Agenda Summary
(1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Effective Speaking Tips (brief presentation/discussion and "no filler word" exercise); (4) Pitching Your Project (small group activity where everyone makes a project presentation to their group and get peer feedback); and (5) Being a HOPE Ambassador (small group activity where teams develop a brief presentation about HOPE for a designated stakeholder group and make a presentation to the full group)

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#9 and 10 6/11/14 and 6/18/14 PM	Connecting the Dots	• Teambuilding • Overview of Training Program • Developing a Community Change Plan and Evaluation Strategy	• Basic concepts and strategies for increasing their effectiveness as community change agents • How to prepare a community change plan and evaluation strategy	• Review what they have learned during the training program • Draft a community change plan and evaluation strategy • Participate in an evaluation of the training day	• Write/describe a community change plan and evaluation strategy

Agenda Summary
(1) Opening (welcome, introductions, agenda review and reflections); (2) Teambuilding exercise; (3) Review of Training Program (a full group review of the training program); and (4) Individual Community Change Plans (paired teams that outline individual community change plans and evaluation strategies)

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#11 6/25/14 PM	Connecting the Dots (continued from sessions #9 & #10)	• Developing a Community Change Plan and Evaluation Strategy	• How to prepare a community change plan and evaluation strategy	• Write a community change plan and evaluation strategy	• Write/describe a community change plan and evaluation strategy

Agenda Summary
(1) An optional tutorial/coaching sessions with individual participants to finalize their community change plan and evaluation strategy

SEMINAR	TITLE	TOPICS	CONTENT OUTCOMES Participants will learn…	PROCESS OUTCOMES Participants will…	CORE COMPETENCIES Participants can…
#12 7/2/14 PM	Connecting the Dots (continued from sessions #9, #10 and #11)	• Developing a Community Change Plan and Evaluation Strategy	• How to prepare a community change plan and evaluation strategy	• Write a community change plan and evaluation strategy	• Present a community change plan and evaluation strategy to their peers

Agenda Summary
(2) Opening (welcome, introductions, agenda review and reflections); (2) Individual presentations; (3) Post-Assessment (knowledge/skills post-test); and (4) Evaluation of Training Program (a full group "delta" discussion of the training program – what worked, what didn't work and future recommendations)