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***Leadership Training***

*Lesson Planning Guide*

Generate a comprehensive list of everything that you want your specialists/team to learn.

Looking at the above list, identify which aspects are ‘black and white’ (concrete things: policies, procedures, paperwork, chapter status history, dates to remember, etc.) and which items are ‘gray’ (open to interpretation/changing: red flags to look for in a budget, when you should recommend expulsion, how to recruit alumnae group officers/house corporation board members, etc.).

Separate your list into ‘black and white’ and ‘gray.’

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| Black and White: | Gray: |
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**Black and White List**

* Items on this list should be incorporated in the prior-to-training sections on the ‘Leadership Training: Preparing for OTS Specialist/Regional Team’ checklist for specialist and regional team members. This way they can familiarize themselves with the material.
* All of this information should be covered webinars in advance of OTS 2019, as this year, additional in-person time will need to be dedicated to Anchor Base training.

**Gray List**

* Items on this list should be incorporated into the training content with your team, or identified as a future webinar topic for you to host for your team and/or other relevant constituents.
* You should use about 80-85 percent of your total in-person training time to review items on the gray list.
* If possible, everything on the gray list should have a practical application or a real-life component.
  + For example, during specialist training, instead of discussing the BLSR process in theory, have them review a set of BLSR revisions from a fake group and identify the strengths and weaknesses of that group’s submission.
  + For example, during regional team training, instead of discussing when regional team conference calls will be, create your template agenda and insert sample content as a team to help model expectations.

**Other Training Considerations**

* Incorporate hands-on technology training into your in-person training. Please block off the following amounts of time for your specialist populations to be trained on Anchorbase (the new e-Ops+). We will also be providing webinar-based training in advance of OTS on this new system.
  + RDs, RHSs, and RFSs: 30 minutes
  + RFNCs, RCRSs: 45 minutes
  + RCSs, RASs: 1 hour
* Create two tracks of curriculum based on Leadership volunteers’ experience. For example, if you have three returning team members, provide them an opportunity to meet separately and discuss higher level content during the rudimentary aspects of the training. This will ensure that you have increased their knowledge while giving our new team members the opportunity to learn the basic functions.
* Do not allow others to pop-in to your training at their convenience to deliver information. If you need to involve other Leadership members in your training, ensure you have appropriately scheduled them into your agenda where their information fits best and won’t disrupt the flow of information.
* Utilize information gathered from previous Volunteer Impact Assessment (VIA) responses to help drive content, as those are areas current team members have identified where further training would be beneficial as they are experiencing their roles.