



OFA TRAINING

**Welcome to today's webinar.
We will begin shortly.**

**For audio, please make sure
to also join the call.**

DIAL-IN HERE

LOGISTICS



We will meet for 90 minutes



This is an **interactive training**.
You will work in pairs today.



A recording of this video and
call will be available on the
Bookshelf



It's cool if you Tweet --
#OFAFellows





PACKAGING TRAINING MATERIALS

W/ AQUILES DAMIRON-ALCANTARA





AQUILES DAMIRON-ALCANTARA

Training Programs Manager



A woman with short brown hair and glasses, wearing a red top, is looking out a window with horizontal blinds. The scene is warmly lit, suggesting a classroom or meeting room. The blinds are partially open, allowing light to filter through. The overall mood is professional and thoughtful.

CLASS REVIEW

DESIGNING UP-FRONTS AND DEBRIEFS



PROCESS TO DESIGN A TRAINING MODULE

1

**ESTABLISH
LEARNING
OBJECTIVES**

2

**DESIGN
LEARNING
EXPERIENCE**

3

**WRITE UP-FRONT
MATERIAL**

4

PLAN A DEBRIEF





PACKAGING TRAINING MATERIALS

W/ AQUILES DAMIRON-ALCANTARA



GOALS FOR TODAY

- K** **Understand** the value of the materials that “decorate” a training module
- S** **Be able to** design a worksheet, annotated agenda, and a slide deck for your training module
- A** **Feel comfortable** using training materials to solidify the learning experience



AGENDA FOR TODAY



- 1. Packaging Training Materials**
2. Designing Worksheets
3. Writing Annotated Agendas
4. Structuring a Slide Deck
5. Debrief and Close





What does one training module seek to accomplish?



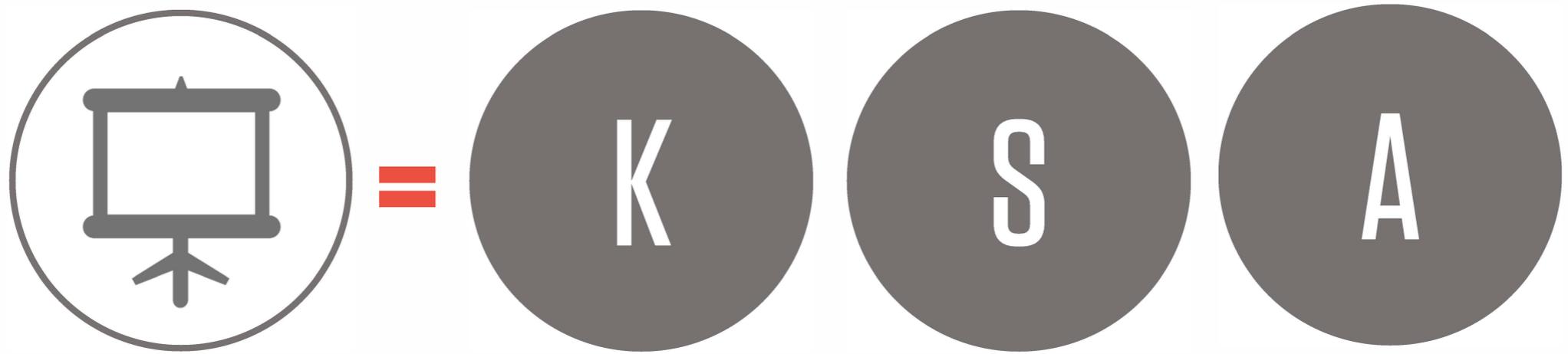
Press 1 on the phone

OR



Type in chat box







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- 2. Designing Worksheets**
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ADULT LEARNING THEORY: ADULTS LEARN BY DOING

THE 20-60-20 RULE



LEARNING HAPPENS HERE





Worksheets help guide the learners through the experiential activity.





Your Turn!



Experiential Activity #1
5 Minutes

1

With a partner take a look at these worksheets.

WORKSHEETS





Your Turn!



DEBRIEF

Share your experience working with your partner – what did you accomplish?



Press 1 on the phone

OR



Type in chat box





Your Turn!



Experiential Activity #2
5 Minutes

- 1 With a partner review the worksheets on your workbook
- 2 Next to each worksheet, together describe the similarities and differences

[ACCESS WORKBOOK](#)





Your Turn!



DEBRIEF

How was this experience different from the first partner exercise?



Press 1 on the phone

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Type in chat box





Worksheets provide learners with **clear instructions** and just enough **supporting information** to complete the experiential activity.





You will write a worksheet to accompany your training module as part of your weekly assignment.



AGENDA FOR TODAY



1. Packaging Training Materials
2. Designing Worksheets
- 3. Writing Annotated Agendas**
4. Structuring a Slide Deck
5. Debrief and Close





Your Turn!



Experiential Activity #3 10 Minutes

- 1 With your partner look through one slide from the Sharing Your Personal Story module
- 2 Together determine how much time you need to train on each slide
- 3 Together decide how you would facilitate each slide as the trainer
- 4 Together decide on what learners should do as you train.

[ACCESS WORKBOOK](#)





Your Turn!



DEBRIEF

Facilitate this slide.



Press 1 on the phone

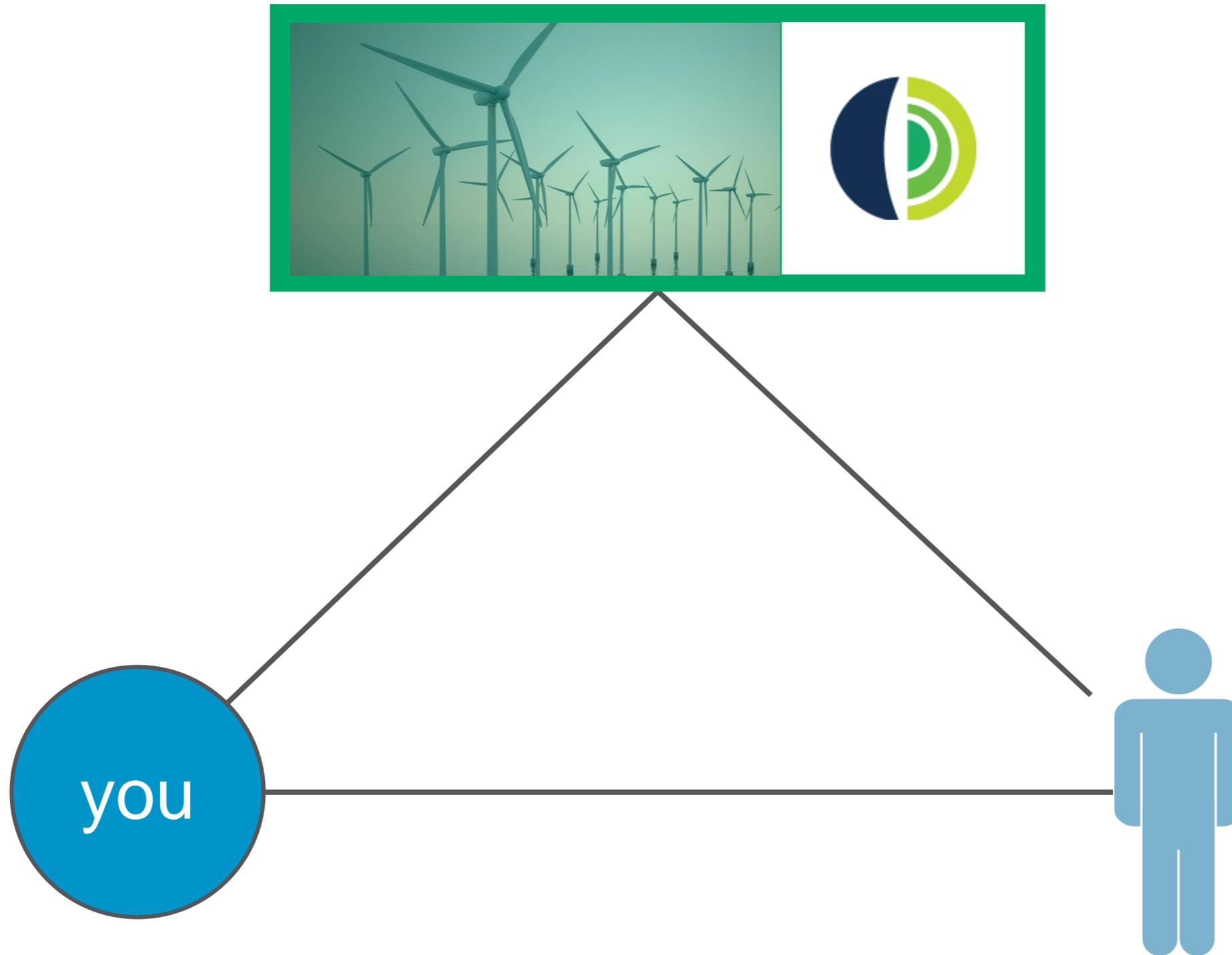
OR



Type in chat box



STORIES CONNECT US





Your Turn!



DEBRIEF

Facilitate this slide.



Press 1 on the phone

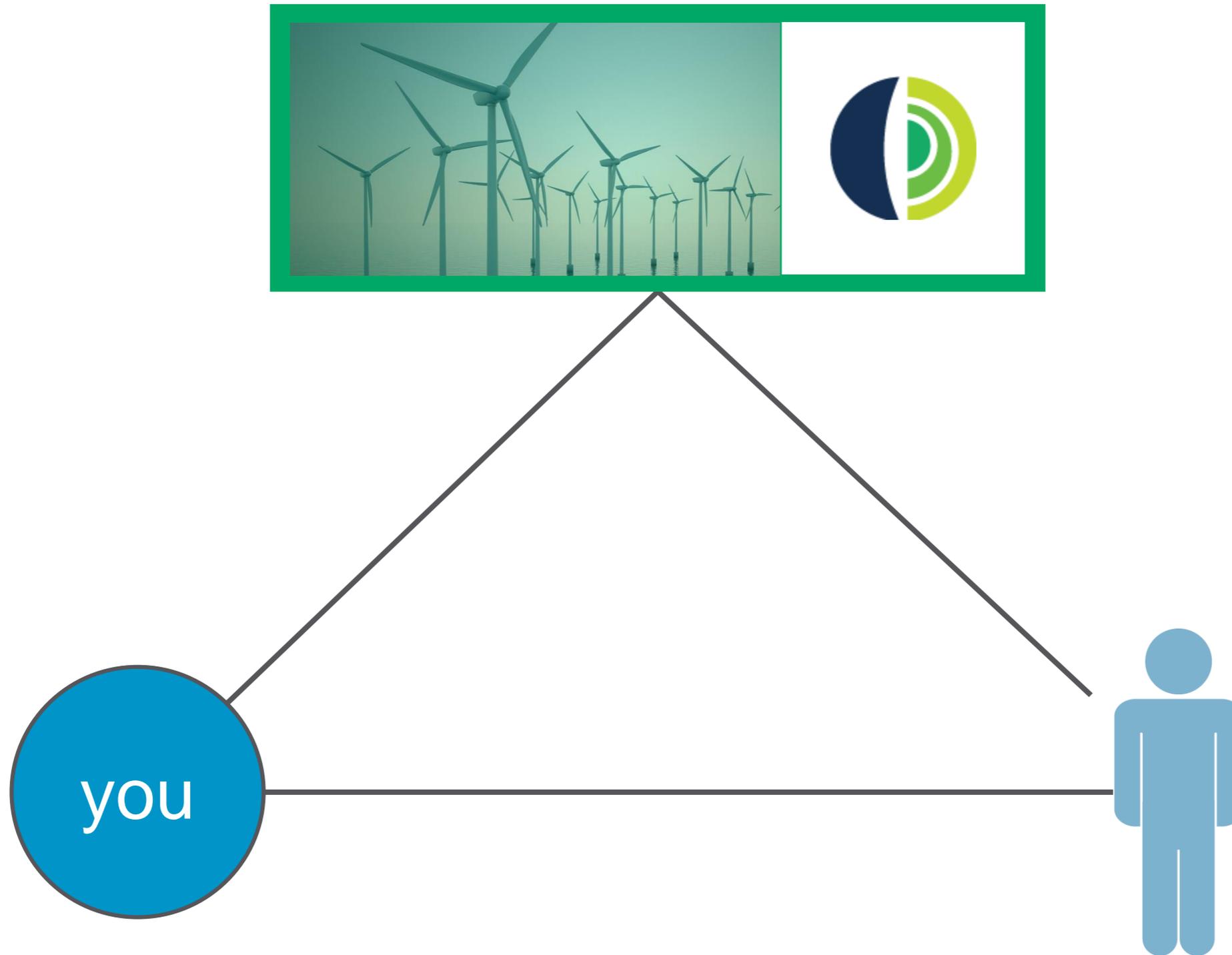
OR



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STORIES CONNECT US





Your Turn!



DEBRIEF

What was different?



Press 1 on the phone

OR



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As a training manager you are responsible for producing materials that can be used by others across the organization.

Annotated Agendas give your training module life of its own away from you.





DOWNLOAD ANNOTATED





TIME

Assign time following 20-60-20





TIME

Assign time following 20-60-20

SCRIPT

Write the narrative





TIME

Assign time following 20-60-20

SCRIPT

Write the narrative

TRAINER'S NOTES

Provide guidance





You will write an annotated agenda for your training module as part of your weekly assignment.



AGENDA FOR TODAY



1. Packaging Training Materials
2. Designing Worksheets
3. Writing Annotated Agendas
- 4. Structuring a Slide Deck**
5. Debrief and Close





Your Turn!



Experiential Activity #4 5 Minutes

- 1 With a partner review the slide deck from the Sharing Your Personal Story module
- 2 Determine which part of the slide deck shows the learning objectives, up-front content, experiential activity, and debrief

[ACCESS WORKBOOK](#)





Your Turn!



DEBRIEF

Goals for this Session

- 1 Understand the key principle of building relationships and trust through story
- 2 Know how to move people to action by telling your story
- 3 Feel comfortable sharing your personal story

ORGANIZING FOR ACTION

ORGANIZING FELLOWS

Agenda

1. Introduction and Agenda
2. **Structure of an Effective Story**
3. Personal Story Exercise
4. Debrief, Next Steps and Closing



ORGANIZING FOR ACTION

ORGANIZING FELLOWS

KEY ELEMENTS OF AN ORGANIZING STORY



- Challenge:** A critical moment that drives your story
- Choice:** The decision you made in response to the challenge
- Outcome:** The result of the decision
- Ask:** Make an ask that gets the audience involved

ORGANIZING FOR ACTION

ORGANIZING FELLOWS

PERSONAL STORY EXERCISE

- Step 1** Reflection
- Step 2** Write your own organizing story
- Step 3** Share with partner(s)
- Step 4** Share your story with the full group

ORGANIZING FOR ACTION

ORGANIZING FELLOWS



STRUCTURE OF A TRAINING MODULE

GOALS SLIDE: Learning Objectives

Goals for this Session

- 1 Understand the key principle of building relationships and trust through story
- 2 Know how to move people to action by telling your story
- 3 Feel comfortable sharing your personal story



STRUCTURE OF A TRAINING MODULE

AGENDA SLIDE: Establish Learning Path

Agenda

1. Introduction and Agenda
- 2. Structure of an Effective Story**
3. Personal Story Exercise
4. Debrief, Next Steps and Closing



 ORGANIZING FOR ACTION

 ORGANIZING FELLOWS



STRUCTURE OF A TRAINING MODULE

Up-Front Content

KEY ELEMENTS

- Characters
- Plot
- Conflict
- Resolution
- Theme



ORGANIZING FOR ACTION

KEY ELEMENTS OF AN ORGANIZING STORY



Challenge: A critical moment that drives your story

Choice: The decision you made in response to the challenge

Outcome: The result of the decision

Ask: Make an ask that gets the audience involved

ORGANIZING FOR ACTION

ORGANIZING FELLOWS



STRUCTURE OF A TRAINING MODULE

Experiential Activity

PERSONAL STORY EXERCISE

Step 1

Reflection

Step 2

Write your own organizing story

Step 3

Share with partner(s)

Step 4

Share your story with the full group



STRUCTURE OF A TRAINING MODULE

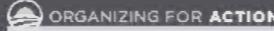
Debrief

Debrief

What did you learn today that surprised you?

Why do you think personal stories are an effective organizing tool?

How do you see yourself using your personal story in the work ahead?

 ORGANIZING FOR ACTION  ORGANIZING FELLOWS



STRUCTURE OF A TRAINING MODULE

Key Takeaways

Key Takeaways

- 1 Personal story is a powerful organizing tool because it helps you move others to action on an issue they care about
- 2 Challenge, Choice, Outcome, Ask
- 3 You will hone and develop your story over time, and you will become more confident as you practice



AGENDA FOR TODAY



1. Packaging Training Materials
2. Designing Worksheets
3. Writing Annotated Agendas
4. Structuring a Slide Deck
- 5. Debrief and Close**



GOALS FOR THIS SESSION

Understand the value of the materials that decorate a training module.

KEY TAKEAWAY

Training materials guide your learners through the experiential activity, present visual aids, and help the trainer facilitate the material



GOALS FOR THIS SESSION

Understand the value of the materials that decorate a training module.

Be able to design a worksheet, annotated agenda, and slides for your training module.

KEY TAKEAWAY

Training materials guide your learners through the experiential activity, present visual aids, and help the trainer facilitate the material

A training module is complete when you have a worksheet, an annotated agenda, and a slide deck



GOALS FOR THIS SESSION

Understand the value of the materials that decorate a training module.

Be able to design a worksheet, annotated agenda, and slides for your training module.

Feel comfortable using training materials to solidify the learning experience

KEY TAKEAWAY

Training materials guide your learners through the experiential activity, present visual aids, and help the trainer facilitate the material

A training module is complete when you have a worksheet, an annotated agenda, and a slide deck

Training materials should not be an extra burden, rather effective, necessary support





OFA TRAINING

Thank you for joining today's webinar.

Find the materials we covered, including a video and audio recording of the webinar on the bookshelf.

SEE BOOKSHELF