

Facilitator Agenda Day 3 - Effective Worksite Leadership Systems

General Materials Needed:			Room Set-up:	
1 Set of Handouts per Person Name Tents with the Norms Sign-in Sheet Agendas on the table (1 per) Room signs, sign in signs One ream of white photocopy paper Chart Paper (4 to 5 full w Sticky Strip)		Materials Box for each table with: Markers (Mr. Sketch variety) Post its – 3x3” and 4X5” sizes Index Cards Highlighters – 4 colors Pens and Pencils Participant “toys”		Round Tables Projector, Screen and Speakers Carousel stations and reporting stations around the perimeter 50 people
Key Outcomes for the Event: Participants will learn a number of strategies for identifying and tracking leaders Participants will learn about task design and its importance in testing and developing leaders Participants will learn key concepts of effective coaching and its importance in developing teams Participants will explore and be able to design the types of structures required to effectively build and use power				
Time	Essential Questions	Resources	Instructions, Activity and Debrief (Facilitators)	Outcomes
	What question(s) should this learning section answer?	Charts, handouts, articles, materials, slide	What are you saying, what are they doing, what questions will you use to guide learning and make clear the important points Include an estimate for how long each section of the learning will take	As a result of this section of learning, what will participants know or be able to do?
7:00-8:30	Breakfast, Facilitator Prep			
Entry Activity	Make sure you know your escape plan – check out, flight and taxis			
8:30 – 9:00 Ellen (Heidi)	What is the status of our learning?		30 Mins Total - Welcome back 5 Mins Feedback on Feedback, Agenda Review, Norms Review 15 Mins Community building exercise – Getting Graphic Each table has only one sheet of chart paper Only pictures - no words, letters or numbers They will use the pictures to tell the story of what they have learned so far. Must be a joint effort, all table members should contribute 10 Mins – Share out	

				
9:00 – 9:30 Zac/Terri     	When should we look outside our organization to build power?	Coalition Checklist https://neahq-my.sharepoint.com/:w:/g/personal/eholmes_nea_org/EdriC6EtHMTpVjAz53Pyh_IBsyk9AyRJkK34_JS1_8N1kw?e=cSKVNP Coalition Primer https://neahq-my.sharepoint.com/:b:/g/personal/eholmes_nea_org/EWcerPFDrPdLmr2hvrM3FFIBKWUh2Bv6Kbk7504C6H4oBQ?e=MpfeHy Michigan Story https://neahq-my.sharepoint.com/:b:/g/personal/eholmes_nea_org/EUeJB7_gz0IFIRPTy-xBDP4BNo6ZufVep	30 Mins - Safe Schools - Coalitions and Community Partnerships as a Structure <i>organizing around food stuff w/classified staff from Colorado. Or perhaps something from the social justice book. Metro Nashville (reach out to Amanda Kail)</i> Terri Introduce video – we're going to hear Marshall Ganz review some of the leadership structures that we've been discussing so far. Marshall Ganz video-4 min 25 sec Both concepts introduced (identifying shared issues/resources/strategies and developing a snowflake leadership structure) can operate at multiple levels. We're going to focus this morning on expanding these structures to include groups beyond our members through coalitions. (8 min) Turn and talk OR popcorn – what problems are too big to solve in your local right now? Turn and talk OR popcorn – who would need to be included in the snowflake in order to have the power necessary to win on the issues we heard (or named)? (2 min) Questions to consider – Who? Why? When? Zac 13 min story of Colorado coalition Key points from Colorado:	Participants will learn what a coalition is, why they are formed and what they could do.

Example:  The screenshot shows the JESPA website. At the top, it says 'Building toward food justice in Colorado' and 'YES ON FF'. Below that, it lists 'Common Issues' such as 'School shutdowns', 'Transportation staff without work', and 'Other food-insecure students without transportation'. It also mentions 'Early Wins - Expansion of Food Delivery' and 'Employee compensation'. At the bottom, there is a section for 'YES ON FF' campaign supporters, including logos for various organizations like the American Heart Association, PTA groups, and immigrant rights non-profits. A large red stamp with the word 'PASSED' is overlaid on the bottom right of the screenshot.		ooLEvVRNO994Q?e=Bf86vw	- (Slide 1-2) CCG Coalition (Industrial Areas Foundation) formed in 2019. Not issue-drive (“people before program”); member institutions drive issue agenda. CEA major financial supporter, but had limited member engagement. JESPA started to rebuild with 1:1s and building blitzes in 2019. - (slide 3) Common issue – school shutdown: impacted food service and transportation staff unsure about continued pay, impacted food insecure students, impacted students w/o transportation to school site food pickup. - (slide 4) Existing structures: union members (building level structures, work area locals, committees), faith communities involved with CCG (including congregations with members who were district parents), food-focused non-profits - (slide 5) Early win – public forum, led by leader from another organization, direct ask and commitment from superintendent, expansion of food program to include 7 bus routes and multiple kitchens open. - (Slide 6) Follow-up actions – candidate forum (no endorsement) asking for commitments on issues, rallies outside bargaining sessions, state-wide campaign kickoff. Members led with testimony and stories. - (Slide 7) Shifting needs – from food to compensation, back to food with knowledge that federal support for free lunch would end in 2022 (development of statewide ballot initiative to continue funding for free lunches at the state level) - (Slide 8) broad support for statewide campaign (not all groups shown part of a coalition, but able to gain support due to diverse relationships among coalition partners). Supporters include food-based non-profits, large non-profits like the American Heart Association, the school district, education non-profits, other labor groups, regional religious organizations (e.g., Episcopal Church of Colorado), PTA groups, immigrant rights non-profits). Not all groups likely to have supported if “union-only” issue. - As of November 2022 – FF passed!	
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2 min Key Points in Debrief

			Coalitions are an organization of diverse interest groups that join resources to produce a specific change that they are unable to deliver as individual groups. Coalitions require strong leadership and ongoing maintenance. Coalitions allow organizations to support each other – they do not exist for the benefit of just one of the partners.	
9:30-10:15 Albert 	How can we overcome common barriers to coalition building?	Participant Activity handouts https://neahq-my.sharepoint.com/:w:/g/personal/eholmes_nea_org/EQVHB5_26o1FIWJhbGNvOQABg6DVI6UvcKj5xamGGM_FeA?e=r7CRdE https://neahq-my.sharepoint.com/:w:/g/personal/eholmes_nea_org/EaKA309C-7ZF53qnl1ztYP4BbcTV99oiLgkSTnYzq6zpTA?e=FzY5dY https://neahq-my.sharepoint.com/:w:/g/personal/eholmes_nea_org/EdiazD2JoMFAtRd5iI7HpdkB2hkSbuOPi1r	45 Mins - Learning Activity Based on the Coalitions and Community Partnerships 15 Minutes – When is the best time to build a coalition? Turn and talk and discuss Look at checklist on p.53. What do statements do you agree/disagree with? 3 types of coalitions: Casual, Traditional, Alliances Key ideas – these alignments and partnerships need to be built long before a crisis, they are much like our structures we built – sometimes very fragile, and they may change and refine or dissolve over time. 10 Minutes – Set up – Directions and Make Teams - Participants will be engaged in the first meeting of a developing coalition. It is a scenario with several barriers that each person “acts” on. These range from turf issues, differing values, leadership issues, ownership issues. Split the group into teams of 10. Each person gets a role. Scenario Directions 1. Read the workplace violence scenario. 2. Open your envelope to determine what role you will play. 3. DO NOT TELL ANYONE YOUR ROLE. 4. UniServ identifies themselves to the group as the lead. 5. 30 minutes to discuss the scenario. 6. 5 minutes to debrief. 30 minutes in Activity	Participants will explore common barriers to developing a coalition and determine possible solutions.

Commented [GU1]: delete the checklist as an item to review. It doesn't add to the conversation. Perhaps instead just provide as a resource.

Commented [GU2R1]: also consider adding more of a racial/social justice lens

		pRi4sMrefmA?e=VifDNI	5 Minutes to transition to break and remind participants of the additional materials in their handouts about coalitions.	
10:15-10:30  BREAK	BREAK			
10:30 -11:00 Yvie and Lakilia 	When should we look outside our organization to build power?		30 Mins Seminar on Community Partnerships and Coalitions Structured conversation about the barriers presented and the ways in which the teams came up with overcoming the barriers. What were the leadership barriers that came up? How did you solve this? What were the differences in values that came up? How did you solve this? What were the ownership or turf issues that came up? How did you solve this? (chart paper, group work, then facilitated conversation) Key Point -- we form coalitions around specific, shared agendas. The coalition is not how “we” achieve something – but how all the coalition members achieve something together. They are there for us, and we are there for them.	Participants will share their knowledge and pose questions.
11:00 – 12:00 Jessica 	How do we intentionally plan for leaders, teams and structures?	Scenarios for Planning Reminder of the shape of a Campaign	Team Planning Worktime 5 mins to get them started Focus on Structure Go back to your team and scenario from yesterday. You will be mapping it all out. (Campaign Mountain) If you list a tactic, then you will explain which leaders involved and structure needed. Structure: a group of people united by a common purpose. Dunbar’s number 55 mins of work time (each presenter will adopt a team to mentor)	Participants will apply their learning in the development of a campaign.
12:00 –12:45 Lakilia 	What can we learn from our different approaches?	Consultancy Protocol	Presentations, Coaching and final Seminar To break the habit that we have of being rather passive when someone is presenting an idea – we are going to return to the consultancy protocol (p.50) we used when we did our problems of practice.	Participants will apply the consultancy protocol in the group presentation context.

Commented [GU3]: flush this section out. It is based on the previous coalition mock out they just finished. Have each group chart out the leadership barriers, differences values, turf issues and how they propose solving those. then facilitate a share out of their take-aways.

			Facilitator note – group the teams in sets of two to three so that each team has 15 minutes to do the consultancy cycle	
12:45 -1:00 Ellen (heidi)  		Vouchers	Ending it Well Warm and Cool Feedback for the Team Leave a Word in the Room	
1:00	Adjourn with Boxed Lunches			