

Preattendance Explainer

1. Please ensure you have tested your access to the [National UniServ and Organizer Program Materials SharePoint](#) Site. If you do not have access, please email [Ellen Holmes](#) ASAP.
2. Under the "[00 FACILITATOR MEETING](#)" folder, please make sure you have access to the "[2026 June](#)" subfolder.
3. All files mentioned below are found in the "[001 Preattendance Files](#)" subfolder.

In addition to everything being found within PEP, direct files can be found [here](#). While using the LMS is preferred, if you use the direct files you will need to download them to your device.

4. [Community Agreements](#) (~10 minutes)
 - a. Take a moment to review these agreements. Be prepared to discuss and commit to these early on the first day.
5. [Shared Purpose Statement](#) (~10 minutes) **Please Complete by May 8th**
 - a. A team's success is built and sustained by knowing why they exist and what will guide their collective as they seek progress on their shared purpose. To create space for this concept, read the directions and complete the Shared Purpose Statement document.
6. [Style Assessments](#) (~30 minutes)
 - a. Please read and complete all style assessments. If desired, you can print copies of this document and bring them with you.
 - b. The pages you should make sure you complete are pages 2-3, 6, 8-9, 10-11, and 14-16. Page numbers are found in the top right-hand column of each page.
7. [004 Community Agreements Revise.docx](#) (~10 minutes)
 - a. Our facilitator team has adopted the community agreements you worked on in Pre-Attendance item number 2. These are also used in each of our programs. Please use the document 004 Community Agreements Revise to make your adjustments to our community agreements. To do this, you will see that there is a table with all of your names at the end of this document. Find the row with your name, and use the third column of your row to answer the following question: "What is one critical community agreement that you need as part of our program's agreements to help you and our participants be as courageous as possible? "
8. Campaign Planning Cycle (~30 minutes)
 - a. Our program is rooted in attendees building their capacity to plan, strategize, and implement campaigns when they return home. This module reviews key concepts that are essential to our trainings.
9. Adult Learning: Foundations for Facilitators (~30 minutes)

- a. This module provides essential strategies for facilitating adult learning that honors the lived experience, agency, and collective wisdom of our participants. Explore what makes adult learning work, how to differentiate your approach, and practical methods for building engaging, meaningful sessions. Whether you're new to facilitation or a seasoned member of the team, you'll gain actionable tools to foster participation, understanding, and solidarity in every training you facilitate.

10. Thriving Dynamics: Team Roles and Responsibilities (~30 minutes)

- a. This module guides you through the essential expectations, tools, and collaborative processes for Team Members, Team Leads, and Worksite Organizing Experience Leads. Gain clarity on how teams work together, how timelines and communication drive success, and what it means to lead or support these events. By completing this course you will have practical strategies and clear responsibilities to contribute and lead effectively.