

Organizing Your Program: Sharing Responsibility

As a trainer, you have been licensed to offer the LeadershipPlenty® program in accordance with the terms of use. However, you should not have to assume all the responsibility for the program!

LeadershipPlenty® is about the *plenty* of people and resources that can contribute to a vibrant civic life. The LeadershipPlenty® program in your community should demonstrate this notion of plenty at every opportunity. Many people can and should contribute to the work of implementing a LeadershipPlenty® program. Involving a team of people with different interests and skills will strengthen the impact of LeadershipPlenty®. Moreover, a team approach ensures that both staff and volunteers with many demands on their time can deliver a program more effectively than any single individual.

There are a number of roles that need to be played in implementing LeadershipPlenty®. The following list is not meant to be overwhelming or exhaustive. The same individuals may actually play more than one of these roles. For example, a LeadershipPlenty® trainer may also be very involved in recruitment efforts or logistics planning.

LeadershipPlenty® Steering Committee

These people, working as an organizing team, should be familiar with the content of the modules and why these skills are important for civic leaders. They should also be familiar with the mission, objectives, and organizational structure of the local groups sponsoring LeadershipPlenty® and understand how LeadershipPlenty® supports those organizations' ongoing work.

By definition, the steering committee will direct all aspects of LeadershipPlenty® including a partnership planning process, recruitment of participants, fundraising if necessary, and logistics. Committee members should feel comfortable working both with established institutional leadership, such as city administrators and nonprofit and business executives, and with grassroots and emerging leaders. They should have some experience managing a program with multiple partners.

Partners Committee

A successful LeadershipPlenty® program needs a wide array of partners. They improve the quality of decisions that are made during the planning phase and they can be ambassadors for the program in the community. Partners can be representatives of local organizations or religious groups, members of the business community, established leaders from both traditional and grassroots sectors, potential or actual funders for your LeadershipPlenty® program, members of the sponsoring organization, and any number of others. Members of the partner planning committee should be made familiar with the content of the program and be willing to share their opinions on key issues such as how to most effectively recruit participants or the best location in which to hold the training as well as offer services, money, or expertise to implement the program.

LeadershipPlenty® Trainers

Trainers who attended a Train-the-Trainer institute are responsible for leading the LeadershipPlenty® modules sessions. They should develop strong trusting relationships with the LeadershipPlenty® participants over the weeks or months in which the training is delivered. They must be thoroughly familiar with the content of the modules and why these skills are important for civic leaders. Trainers should practice the module activities beforehand and understand how they enhance the purpose of the module. However, they do not need to be "experts" on leadership development or community development or any of the individual module topics.

It is likely that a licensed trainer will have others helping with the delivery of the modules. It is the trainer's responsibility to be sure that those individuals are thoroughly prepared. Even if a person(s) helps with delivering the training, he or she, is not licensed to deliver any portion of the training without working with a licensed trainer.



Logistics Coordinator

The logistics coordinator organizes arrangements for the physical location, assures a welcoming environment for LeadershipPlenty®, handles any special needs of participants, and ensures that all materials needed for the session have been obtained and are available. The primary responsibility of the logistics coordinator is to make sure that the location of the training is appropriate, accessible, and welcoming. He or she works with the facilitator before each session to ensure that the room set-up meets the needs of that training. Are there enough chairs? Do tables need to be set up for activities or for lunch? Is there chart paper in the room? Is the room clean or has the previous group left used coffee cups on the table? Do participants know where to park? Is there signage directing participants to the location of the LeadershipPlenty® session? Will the facilitator need any audio-visual equipment for the session?, etc.

The logistics coordinator should arrive approximately one hour before the start of the training session to make sure that the physical location is ready when participants arrive.

Hospitality Coordinator

The hospitality coordinator arranges for the refreshments and meals, assures a welcoming environment for LeadershipPlenty®, and appoints a clean-up team. Food enhances just about any gathering of people! The breaks and meal times during the modules provide a wonderful opportunity for socializing and friendship.

This does not mean that the hospitality coordinator should be expected to prepare all the food single-handedly. Rather he or she should coordinate a team of volunteers that will be responsible for refreshments throughout the LeadershipPlenty® program. There are many creative ways to share the responsibility and costs of refreshments.

Greeter

The greeter creates the first impression of the LeadershipPlenty® experience when participants arrive for the training. The greeter, positioned near the entrance, individually welcomes each arriving LeadershipPlenty® participant and introduces participants to one another informally. The greeter is responsible for creating and distributing name badges as participants arrive for the training. The greeter answers any questions participants may have about the physical location or schedule of the training. (“Where are the rest rooms?,” “Is there a phone I could use?,” “What time should I be picked up?,” etc.)

Of course, others on the LeadershipPlenty® team, such as the trainer, should also greet participants as they arrive. However, often team members may be called away to handle last-minute logistical arrangements. By stationing a greeter at the entrance, LeadershipPlenty® programs ensure that all participants will feel welcome and comfortable when they arrive at the training. He or she should arrive at least thirty minutes before the start time of the training.

Evaluation Coordinator

The evaluation coordinator is responsible for distributing and collecting participant feedback forms at the close of each session and for ensuring that the three-part LeadershipPlenty® evaluation is completed. It is better that someone other than the trainers take on this responsibility so that participants will feel most comfortable responding frankly. The evaluation coordinator makes sure that each participant is given a copy of the feedback form. He or she collects the forms by placing them in a large envelope. The evaluation forms are not turned over to the facilitators until all the participants have left the training facility. In the case of LeadershipPlenty® evaluation forms, the coordinator is responsible with the trainer for ensuring that these are administered and returned to the Pew Partnership.

