

A Checklist for Implementing a Community Program

Organize Your Team

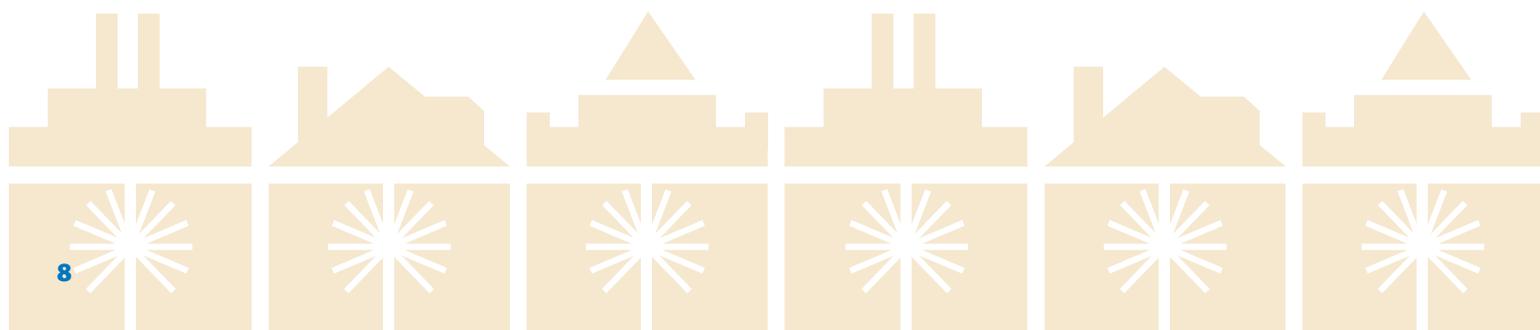
- Determine who will be on the steering committee for LeadershipPlenty®. Get everyone on board.
- Identify potential community partners and invite them to help you plan for LeadershipPlenty®.
- Plan the agenda for your first meeting between partners and the steering committee.
- Determine the location, date, and time for the meeting; notify everyone.
- Hold the meeting. Afterwards, distribute notes to everyone covering decisions made.
- Hold subsequent planning meetings as necessary with partners and steering committee.
- Undertake other promotional/recruitment efforts best suited for your target group.
- Decide on a fair selection process and procedures to be followed when selecting participants.
- Select final participants and notify them of the time and place of the first meeting.
- Notify those not selected. Think about ways non-selected participants can be included in the next program.
- Notify others such as employers or sponsors of a participant's selection as well as local media.
- Decide how the sessions will be facilitated and obtain commitments from those who will assist.
- Make sure that other key roles have been assigned to staff or volunteers. (See "Organizing Your LeadershipPlenty® Program: Sharing Responsibility.")

With Input from Partners and Steering Committees, Determine Participants, Training Format, and Staff/Volunteer Responsibilities

- Decide the target group(s) for your LeadershipPlenty® program.
- Set the training schedule including dates, times, locations for each session.
- Decide what recruitment strategies would work best for your community.
- Prepare and distribute promotional materials if you are using them.

Coordinate Program Arrangements and Logistics

- Prepare a budget. (See "LeadershipPlenty® Budget Worksheet.")
- Acquire sponsorship or donations needed to meet your budget requirements.
- Reserve the facilities for each training session. If necessary, find out the procedures for opening, closing, and evacuating the facility.
- Reserve any equipment that you will want for each session such as overhead projectors or flip chart stands.



- ❑ If providing child care or transportation, secure these arrangements.
- ❑ If providing special assistance to participants, such as interpreters or large print materials, make these arrangements and secure materials.
- ❑ Decide what meals and refreshments you will provide during the training sessions and secure these arrangements.
- ❑ Using the most effective means, communicate the program schedule, requirements, and logistics to selected participants in advance of the first session.

Plan and Deliver the Training Program

- ❑ Many people will play a role on the day of the training including those who will greet participants, provide hospitality, handle logistics, facilitate the actual training, coordinate the evaluation, or simply observe. Meet by phone or in person a few days prior to the training to clarify how you will work together. Use the following check list to ensure that each person knows his/her responsibilities.

Trainers

- ❑ Trainers, carefully read each module you will deliver. Practice facilitating activities you are unsure about with friends or coworkers.
- ❑ Trainers, visit the training room prior to the session and decide how available tables and chairs should best be arranged for specific activities.
- ❑ Trainers, if including others as facilitators, meet with each other to decide their roles during each segment of the training and how you will best work together.

Logistics

- ❑ Logistics Coordinator, acquire all necessary supplies and materials. (See “Shopping List for the Complete LeadershipPlenty® Program.”)
- ❑ Logistics Coordinator, reproduce the appropriate number of handouts.

Hospitality

- ❑ Hospitality Coordinator, be sure all refreshments are either bought or assigned. Be clear about the time they are needed, utensils required, and any specific dietary restrictions.

Greeter

- ❑ Greeter, prepare nametags for all the participants.
- ❑ Greeter, have a camera on hand for ensuring that photographs are taken.

Evaluation Coordinator

- ❑ Evaluation Coordinator, prepare evaluation forms for each session. Have those available for all participants.
- ❑ Evaluation Coordinator, be sure to have the LeadershipPlenty® evaluation forms on hand for the first session and the last session.

