



**LEARNING TO
TRANSFORM**



TRAINING FOR ACTION

TEMPLATE



TRAINING FOR ACTION TEMPLATE

Summary of Steps

- 1** What is your organizing goal?
- 2** Who will you train to lead this effort?
- 3** What must leaders do to achieve this goal?
- 4** Why aren't they doing it?
- 5** Timeframe & Location
- 6** Action priorities: what will leaders be able to do by the end of the training?
- 7** Brainstorm activities that will show, engage, and ask
- 8** Create step-by-step instructions written in the facilitator's voice.



PRO TIP:

Make sure it's
SMARTIE!

Specific
Measurable
Activating
Realistic
Time-bound
Inclusive
Equitable

PRO TIP:

Be as specific
as you can.

1 What is your organizing goal?

Example: Recruit 300 new dues-paying members by the end of the year, more than 50% BIPOC

2 Who will you train to lead this effort?

Example: Volunteers from each of our action committees and staff organizers. They speak English & Spanish and most haven't used Zoom.

3 What must leaders do to achieve this goal?

Example: Invite friends and contacts to have an organizing conversation regarding membership

PRO TIP:

Make a long list,
then circle the
ones that are
most urgent to
accomplishing
your goal.

4 Why aren't they doing it?

Example: They feel deflated after hearing no when inviting new members.

PRO TIP:

Get curious! Use interviews and observation to find out.

PRO TIP:

Consider what will make this training most accessible to your leaders.

5 Timeframe

Location

Online In-person

6 Action priorities: what will leaders be able to do by the end of the training?

Example: Trainees will be able to respond to difficult questions and objections to membership.

PRO TIP:

Avoid vague words like understand, know or believe.

- 7** For each action priority, brainstorm an activity to show, engage and ask, by combining one from each column.

Show	Engage	Ask
<ul style="list-style-type: none"> • Timeline • Graph • Quote • Mural • Case study • Script • Parable • 3D Model • Video clip • Sketch • Game • Infographic • Personal story • Social experiment • Guided meditation • Song • Prayer • Instructions • Creative action • Mini-presentation • Framework • Worksheet • Recipe • “How-To” Guide • Something else! 	<ul style="list-style-type: none"> • Discuss in pairs • Discuss in whole group • Discuss in small groups • Role play / Act • Fishbowl • Write your answer, others read it • Practice in real life • Meditate • Journal • Draw • Sculpt • Gallery walk • Create groups using icebreaker • Create a tableau • Arrange chairs or other objects • Create a collage • Place yourself along spectrum • Sing or Dance • Practice for real • Something else! 	<p>Observation</p> <p>“What stands out to you?”</p> <p>“How does it make you feel?”</p> <p>“What do you see/hear?”</p> <p>“What is happening?”</p> <p>Analysis</p> <p>“Why is it happening?”</p> <p>“Who benefits?”</p> <p>“Who loses?”</p> <p>“What is the consequence?”</p> <p>“What is the outcome?”</p> <p>“What did you learn?”</p> <p>Action</p> <p>“What would you change?”</p> <p>“What would you do differently?”</p> <p>“What can we do to change it?”</p>

8 Create step-by-step instructions written in the facilitator's voice.**Introductions and Agenda Review** *(20 Minutes)*

- Hi, my name is _____ and I will be your facilitator. This subject is important to me because...
- Listen to this review of our agenda for today. *Briefly describe the following activities.*
- Let's do a round of introductions, each person say your name and why you chose to be here.

Materials:**Activity 1:****Materials:****PRO TIP:**

Don't forget to plan for breaks and meal times!

Activity 2:

2

Materials:**Activity 3:**

3

Materials:**Evaluation & Closing** *(20 Minutes)*

- What did you like about this training?
- What would you change?
- We will record your responses on chart paper in front.
- Let's go around the circle, each person say one thing they are taking from today's session.

Materials: Chart paper and marker

Find out how we can help
you turn ideas into action



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TRANSFORM**

BOOK A MEETING



For more sources and resources visit:
www.learningtotransform.org/template_sources