

Syllabus

Mozilla Open Leaders 6 - Cohort E
Culture track

mzl.la/ol6-syllabus-culture-track

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A Note from the Organizers

We're thrilled to have you and your project part of this round of training and mentorship on open practices! You were selected because we believe your work is fueling the movement for the health of the Internet. We want to support the great work you and your project are doing over the next few months.

We hope this guide will help you navigate the logistics and meetings this round. If anything is unclear or you have more questions, feel free to add comments in this doc, or reach out to me directly. We're here to help!

Abby & Chad

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[Book a meeting with Chad](#)

Quick Links

Website

The Mozilla Open Leaders website: mozilla.github.io/leadership-training

Social

Twitter: mzl.la/openleaders

Medium: medium.com/@MozOpenLeaders

Newsletter: tinyletter.com/MozOpenLeaders

Slack: mozfest.slack.com, [invitation link](#)

Role Descriptions

We have a collection of volunteer role descriptions for everyone participating in the program.

Mentor: mzl.la/2tDjIHJ

Expert: mzl.la/2IyekKA

Open Leader: mzl.la/2QddnMJ

Cohort Host: mzl.la/2AAS1Vz

Experts

Featured experts: mzl.la/ol6-featured-experts

All mentors & experts:

<https://foundation.mozilla.org/opportunity/mozilla-open-leaders/round-6/mentors/>

Curriculum map

Here is another way to look at our schedule, broken down into a table view: [Cohort E curriculum map](#).

Learning goals

Participants in the OL6 culture track will approach opening their culture as their project and:

- Learn the vocabularies of:
 - Openness.
 - Open Leadership.
 - Community interactions.
 - Value exchanges.
 - Open project archetypes.
 - Diversity & inclusion.
 - Safety.
- Learn how those things are interrelated and interdependent.
- Learn how enact those ideas in governance, information sharing, and content creation and sharing through:
 - Storytelling.
 - Passion.
 - Trust.
 - Accountability.
 - Gratitude.
 - Deliberately developmental organizations (DDOs), self-care, and work-life integration.
- Learn how to use a methodology like the “Mountain of Engagement” to discover:
 - How people participate in their communities, organizations, and projects.
 - How to identify and improve the offerings and programs that sustain and deepen engagement over time.
- Learn how to prepare for MozFest and to participate there or to participate remotely in the festival.
- Learn how to write a brief, narrative case study of their work to develop more openness and open leadership in their communities, organizations, and projects.



Schedule

Week 1: Mentor meeting 1

Week of September 10th, 2018

Time TBD

(30 minutes) 1:1; meet your mentor, set up your accounts, review your self-assessment, & create personal & cultural goals for the program

This week: This is your first meeting with your OL6 mentor. This call should include you, any colleagues working on the same project, and your mentor.

These 30-minute meetings will happen every other week during OL6. The default time is during your cohort time. Your mentor will reach out to you this week to confirm when & where you'll be meeting.

In your first meeting with your mentor, introduce yourselves to each other and then:

- Make sure you have your Mozilla Pulse and GitHub accounts set up.
- Review your self-assessment.
- Set 2-3 personal open leadership goals for yourself.
- Set 2-3 open culture goals for your community, organization, or project.

Resources:

[Blank agenda](#)

Before this meeting:

- Create an account on [Mozilla Pulse](#).
- Create an account on [GitHub](#).
- Complete **your own copy** of the [open leadership self-assessment](#) and share it to your mentor.

After this meeting:

- Watch Mark Surman's video on the [story of open at Mozilla](#).
- Draft a brief vision statement using your goals. [This lesson](#) from the [Open Leadership Training Series](#) (OLTS) might be helpful.
 - You might address:
 - The problem you're trying to solve.
 - How you think openness and open leadership will help solve it.
 - How meeting your personal goals will help you and help solve the problem.

- How meeting your cultural goals for your community, organization, or project will help solve the problem.

Recap:

- Check your 1:1 mentor meeting notes

Week 2: Introductions, open by design, & open leadership

September 20th, 2018

2:00 PM ET

(90 minutes) Full cohort: introductions, open by design, & open leadership

This week: In our first meeting as a full cohort, we'll introduce ourselves to one another, share a bit of what brings us to this work, and work towards common understandings of what "open by design" and "open leadership" mean and how they might benefit our communities, organizations, and projects. We'll also talk about the importance of storytelling and several other dimensions of open culture.

Resources:[Blank agenda](#)**Before this meeting:**

- Watch Mark Surman's video on the [story of open at Mozilla](#).
- Complete your draft vision statement.

After this meeting:

- Draft an Open Canvas unpacking your work to bring more open culture to your community, organization, or project before week 3.
 - Try to bring a first draft of this canvas to your mentor meeting next week.
 - [Instructions & assignment](#)
 - Template: <https://goo.gl/to6PYn>
 - Drop your finished canvas in [the chat room](#) to get feedback from your fellow project leads, mentors & myself
- Draft a roadmap listing the milestones, accomplishments, or goals you'd like to achieve and when you'd like to achieve them before week 3.
 - [Instructions & assignment](#)
 - Start thinking about where you want to be in 12-14 weeks & how you'll get there. Don't forget to list the [MozFest](#) (October 26-28) as a milestone to attend or for remote participation!
 - You'll spend some time going over your goals and plan with your mentor next week.

- Check out Open Leadership 101, our self-paced, online introduction to open leadership. This is optional, but recommended, at any point before, during, or after Open Leaders 6.
 - This free, hour-long online course is an introduction to "working open" and the Mozilla Network.
 - Did you enjoy the animated video from Week 1? This course contains more of that!
 - <https://mozilla.teachable.com/p/open-leadership-101>
- Vote on your cohort name before week 4!
 - We need an exciting name!
 - Make suggestions and +1 your favorite name to vote at the bottom of our shared notes.

Recap:

- **Notes & recording links go here**

Week 3: Mentor meeting 2

Week of September 24th, 2018

Time TBD

(30 min) 1:1; set up your check-in and culture of gratitude rituals; review your open canvas and roadmap; revise your personal & cultural goals

This week: During this week's mentor meeting, you will:

- Establish a check-in ritual like a weather check or .gif share.
- Establish a culture of gratitude ritual like recognitions or sparkling moments.
- Review your open canvas.
- Review your roadmap.

Haven't heard from your mentor by September 24th? Let Chad know (chad@mozillafoundation.org).

Resources:

[Blank agenda](#)

Before this meeting:

- Draft your open canvas.
- Draft your road map.

After this meeting:

- Consider inviting an expert to your next mentor meeting to help you with a challenge you face in our work or in meeting your goals. Your mentor can arrange the invitation.
 - Throughout the program, your mentor may recommend some resources, exercises or readings specific to you and your project.
 - We have a network on experts ready to drop into your mentorship meetings. Want to chat with one of our featured experts? Let your mentor know and they can try to set it up.
 - Featured experts: goo.gl/iTWMMV
- You have a little bit less than a week left to vote on your cohort name!
 - Make your suggestions and +1 your top vote on our shared notes.
 - Vote by 29 September.
 - Name announced on 1 October.

Recap:

- Check your 1:1 mentor meeting notes

Week 4: Community interactions & value exchanges

October 4th, 2018

2:00 PM ET

(90 minutes) Full cohort: celebrate our cohort name; community interactions & value exchanges; open licensing & culture

This week: After we celebrate our cohort name, we'll look at common types of community interactions between open projects and their contributors and users. Then we'll look at the value exchanges that happen in those interactions and consider what makes for an equitable exchange that encourages more contribution, including exchanges involving data. Finally, we'll talk about open licensing and how your choice of license reflects the culture of your community, organization, or project.

Resources:

[Blank agenda](#)

Before this meeting:

- Vote on your favorite cohort name on our shared notes document.
- Read [this blog post about community interactions](#) from Mozilla Open Innovation team.

After this meeting:

- Complete your compare and contrast assignment about current and desired community interactions and value exchanges.

- Work with your mentor to invite any experts you'd like to speak with on your next call.

Recap:

- **[Notes & recording links go here](#)**

Week 5: Mentor meeting 3

Week of October 8th, 2018

(30 min) 1:1: review goals & progress; make a project repo for your work on GitHub move your documentation into GitHub; review your compare & contrast assignment about interactions & exchanges; bring in [topic expert](#) if needed.

This week: During this week's mentor meeting, you will:

- Do your check-in ritual.
- Do your culture of gratitude ritual.
- Review your compare & contrast assignment about interactions & exchanges.
- Review your choice of open licenses.
- Make sure your GitHub account is set up.
- Make sure you have created a project repo in GitHub.
 - [Pick an open license](#) for your Open Leaders work.
 - Add your vision statement as an expanded [README](#).
 - Add your Open canvas.
 - Add your Roadmap.
- Or complete those tasks on your own (or outside of this call) and talk with your invited expert(s).

Resources:

[Blank agenda](#)

Before this meeting:

- Complete your compare and contrast assignment about current and desired community interactions and value exchanges.
- Make sure your GitHub account is set up.
- Make sure you have created a project repo in GitHub.
- Pick an open license for your work and project repo in GitHub.
- Work with your mentor to invite any experts you'd like to speak with on the this call.

After this meeting:

- Make sure you have moved your project documentation into GitHub.
- [Make a Mozilla Pulse account](#) and add your repo/project to Pulse.
- Review Mozilla's [Community Participation Guidelines](#).

- Review Wikimedia's [Friendly Space Policy](#).
- Review the Digital Library Federation (DLF) [Code of Conduct](#).

Recap:

- Check your 1:1 mentor meeting notes

Week 6: Diversity & inclusion, safety, & MozFest

October 18th, 2018

2:00 PM ET

(90 minutes) Full cohort: share feedback on the Open Leadership Framework and Open Organization Maturity Model; diversity & inclusion; safety; MozFest prep

This week: This week we'll work towards common definitions of diversity & inclusion and then consider how safety can help ensure both of those in open communities, events, organizations, and communities. We'll discuss how to handle data safely, as well, and then finish by getting everyone ready to participate onsite or remotely at MozFest 2018.

Resources:

[Blank agenda](#)

Before this meeting:

- Make sure you have moved your project documentation into GitHub.
- Review Mozilla's [Community Participation Guidelines](#).
- Review Wikimedia's [Friendly Space Policy](#).
- Review the Digital Library Federation (DLF) [Code of Conduct](#).

After this meeting:

- [Draft or adapt](#) an openly licensed Code of Conduct, set of Community Participation Guidelines, or a Friendly Space Policy and add it to your GitHub repo as CODE_OF_CONDUCT.
- Complete your compare & contrast assignment about diversity & inclusion and safety in your community, organization, or project.
- Find a way to participate onsite or remotely during MozFest.

Recap:

- **[Notes & recording links go here](#)**

Week 7: Mentor meeting 4

Week of October 22nd, 2018

Time TBD

(30 minutes) 1:1; prep for onsite or remote participation at MozFest; review D&I & safety documentation; review your goals; bring in any topic experts.

This week: During this week's mentor meeting, you will:

- Do your check-in ritual.
- Do your culture of gratitude ritual.
- Review your progress towards personal and cultural goals.
- Review your compare & contrast assignment about diversity & inclusion and safety in your community, organization, or project.
- Talk with any invited expert(s).

Resources:

[Blank agenda](#)

Before this meeting:

- Complete your compare and contrast assignment about current and desired dimensions of safety in your community, organization, or project.
- Work with your mentor to invite any experts you'd like to speak with on the this call.
- Find a way to participate onsite or remotely during MozFest.

After this meeting:

- Review the [Open Leadership Framework](#) before week 9.
- Review the [Open Organization Maturity Model](#) before week 9.
- Work with your mentor to invite any experts you'd like to speak with on the next mentor call.
- Participate onsite or remotely at MozFest.

Recap:

- Check your 1:1 mentor meeting notes

Week 8: The Mountain of Engagement

November 1st, 2018

2:00 PM ET

(90 minutes) Full cohort: developing a Mountain of Engagement to discover pathways and blockers in our programs, communities, organizations, & projects

This Week: This week we'll unpack a methodology called the "Mountain of Engagement" that's meant to help you identify and find pathways between different kinds of engagement in your open community, organization, or project using patterns in aggregate participation data. We'll go step-by-step through the development of an MoE and explore different ways to apply them in our work on open culture.

Resources:

[Blank agenda](#)

Before this meeting:

- Review the [Open Leadership Framework](#).
- Review the [Open Organization Maturity Model](#).

After this meeting:

- Review the [Open Leadership Framework](#).
- Review the [Open Organization Maturity Model](#).

Recap:

- **Notes & recording links go here**

Week 9: Mentor meeting 5

Week of November 5th, 2018

Time TBD

(30 minutes) 1:1; responding to the Open Leadership Framework & Open Organization Maturity Model

This week: During this week's mentor meeting, you will:

- Do your check-in ritual.
- Do your culture of gratitude ritual.
- Review your progress towards personal and cultural goals.
- Share feedback on the Open Leadership Framework.
 - What works for you?
 - What doesn't work for you?
 - What surprised you?
 - What would you change?
- Share feedback on the Open Organization Maturity Model.
 - What works for you?
 - What doesn't work for you?
 - What surprised you?
 - What would you change?
- Talk with any invited expert(s).

Resources:

[Blank agenda](#)

Before this meeting:

- Review the [Open Leadership Framework](#).
- Review the [Open Organization Maturity Model](#).

After this meeting:

-

Recap:

- [Notes & recording links go here](#)

Week 10: Organizational archetypes

November 15th, 2018

2:00 PM ET

(90 minutes) Full cohort: identifying organizational archetypes & ways to move between them

This Week: This week we'll look at different "archetypes" of open projects, governance schemes, and cultures. We'll assess our own communities, organizations, or projects, as well, to determine our current, functional archetypes and others we might work towards over time. After that, we'll learn about deliberately developmental organizations (DDOs), how they collect data for internal feedback loops, and how they approach the whole self and pursuit of truth through radical internal openness. We'll finish with self-care, its importance to open leadership, and how to plan for it and model it.

Resources:

[Blank agenda](#)

Before this meeting:

- Read [this blog post on open archetypes](#) from Mozilla's Open Innovation team.

After this meeting:

- Complete your compare and contrast activity on current and desired open archetypes in your community, organization, or project.
- Optional: Draft a self-care plan.

Recap:

- [Recording and notes](#)

Week 11: Mentor meeting 6

Week of November 19th, 2018

Time TBD

(30 minutes) 1:1;

This week: During this week's mentor meeting, you will:

- Do your check-in ritual.
- Do your culture of gratitude ritual.
- Review your progress towards personal and cultural goals.
- Review your compare and contrast assignment about open archetypes.
- Review your compare and contrast assignment about DDOs.
- Review your self-care plan.
- Talk with any invited expert(s).

Resources:

[Blank agenda](#)

Before this meeting:

- Complete your compare and contrast activity on current and desired open archetypes in your community, organization, or project.
- Complete your assessments of your community, organization, or project's readiness to be a DDO.

After this meeting:

- Revisit your GitHub documentation and revise it with any new learnings, insights, or ideas you want to include or try.
- Read these open leadership case studies from Mozilla's Open Leaders 5 cohort and the 2018 Global Sprint.
 - [Digital Safety for Open Researchers](#)
 - [Endangered Data Week](#)
 - [Mission: Information](#)
 - [We Are All Connected](#)

Recap:

- Check your 1:1 mentor meeting notes

Week 12: The case study

November 29th, 2018

2:00 PM ET

(90 minutes) Full cohort: introducing the case study capstone project; exit ramps into open leadership & other Mozilla opportunities

This Week: We'll dedicate this week to unpacking our capstone project, the case study. We'll review examples from the last Open Leaders cohort and Global Sprint before going over expectations and requirements for our own case studies. We'll talk about ways to collect and share data and feedback that are inviting and safe for anyone who contributes to your case study. We'll close with a Q&A about the project.

Resources:

[Blank agenda](#)

Before this meeting:

- Revisit your GitHub documentation and revise it with any new learnings, insights, or ideas you want to include or try.
- Read these open leadership case studies from Mozilla's Open Leaders 5 cohort and the 2018 Global Sprint.
 - [Digital Safety for Open Researchers](#)
 - [Endangered Data Week](#)
 - [Mission: Information](#)
 - [We Are All Connected](#)

After this meeting:

- Draft your case study.

Recap:

- **[Notes & recording links go here](#)**

Week 13: Mentor meeting 7

Week of December 3rd, 2018

Time TBD

(30 minutes) 1:1; case study support

This week: During this week's mentor meeting, you will:

- Do your check-in ritual.
- Do your culture of gratitude ritual.
- Review and workshop your case study.
- Talk with any invited expert(s).

Resources:

[Blank agenda](#)

Before this meeting:

- Draft your case study.

After this meeting:

- Revise your case study.
- Rehearse presenting your case study.
- Add any links you want to share to your case study and related materials to our shared notes.

Recap:

- Check your 1:1 mentor meeting notes

Week 14: Sharing case studies

December 13th, 2018

2:00 PM ET

(90 minutes) Full cohort: sharing case studies & Q&As

This Week: It's our last meeting! We'll share our case studies, allow time for a brief Q&A after each, and celebrate our accomplishments together.

Resources:

[Blank agenda](#)

Before this meeting:

- Revise your case study.
- Rehearse presenting your case study.
- Add any links you want to share to your case study and related materials to our shared notes.

After this meeting:

- Add your case study to Mozilla Pulse.
- Complete the OL6 culture track post-survey.

Recap:

- [Notes & recording links go here](#)

Role of a Mentor

What do mentors do?

Mentors advise and inspire

- **Connect:** to people, programs, companies
- **Recommend:** resources, readings, classes, experiences
- **Feedback:** for the mentee to consider

Mentoring vs. Coaching vs. Sponsorship

	Power	Topic	Duration	Boundaries	Reward
Sponsor	Hierarchical or positional authority	Succession planning, leadership building	Long-Term: many years	Part of regular work	Career direction, protection
Coach	Special knowledge	Transfer of specific information, Teaching	Short-Term: class or program duration	School or training scope and vision	Student: passes test Coach: payment
Mentor	Wisdom authority	Career or personal growth	Mid-Term: 6 to 12 months	Program scope and vision	Mutual learning, recommendations, feedback

Adapted from a 2014 work by Katy Dickinson while at Everwise, licensed under a Creative Commons Attribution-ShareAlike 4.0 International License:

<https://creativecommons.org/licenses/by-sa/4.0/>

More: <http://www.mentoringstandard.com/mentoring-vs-coaching-vs-sponsorship/>

FAQ

Where can I find more information?

The [Mozilla Open Leaders website](#) has info on the program, [schedule](#), [mentors](#) and [participating projects](#). And as always, feel free to reach out to me via [email](#), [twitter](#) or discuss topics in our [gitter chat room](#) (which may switch to Slack soon - check back for updates).

Where will we take notes?

- **Full cohort meetings**
 - Chad will share our weekly agendas and shared note-taking documents after each cohort call.
- **Mentorship Meetings**
 - Look for a 1:1 notes document shared with your mentor

What time does our cohort meet?

- Cohort E, the culture track, meets on Thursdays, every other week, from Week 2 to Week 14 at 2:00 PM ET (18:00 UTC).

If I can't make the meeting time, can I join one of the other cohorts?

Yes; however, the other cohorts will cover different content, so while you're welcome to drop into a different call, be sure to check in with your mentor or a buddy from your cohort to catch up on any content you miss. We encourage you to stick to your assigned cohort to build relationships with that group.

How will we meet?

For our full cohort meetings, we will be meeting using the video conferencing software, Zoom. Here are the instructions to [connect to the Open Leadership & Events Zoom](#).

What if I can't make a call?

We know that life can get busy and sometimes, you have to miss a call! Because of this, I'll be recording at least one of the cohort calls each week and sending out review emails afterwards. **If you miss more than two calls during the program, we'll evaluate whether it makes sense for you to finish the program.**

Where can I look at lessons and assignments?

We'll be using pieces the [Open Leadership Training Series](#) (OLTS), as well as new open culture resources developed for this cohort. We will cover some of the OLTS modules in our full cohort training calls. Other modules may be helpful to you and your project.

How can I update my bio or project description on the website?

If you're familiar with GitHub, feel free to send along a Pull Request with changes to the [participant info](#) or [project info](#). Otherwise, you can [file an issue](#) with the changes, or email me (emailing me is the slowest of these options).

My mentor missed/skipped a meeting. What can I do?

Please let me know if this happens! chad@mozillafoundation.org.

I want to add someone to my team. How do I do this?

Registration closed for the program on September 10th. Taking on additional project leads is more work for a mentor. If your mentor agrees that a new person should be added, your mentor can request a late registration.

How can I update my bio or project information?

Please fill out this form with your request by Sept 20. Final updates will be live on Sept 21st. <https://goo.gl/forms/ABNGEGIQ6GjTqKBC2> (form closed).

How is work licensed in Open Leaders?

Open Leaders projects are owned by their respective creators, but any content created by Mozilla is available under a CC BY 4.0 license.