

Syllabus

Mozilla Open Leaders 7

mzl.la/ol7-syllabus

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Table of Contents

[A Note from the Organizers](#)

[Quick Links](#)

[Website](#)

[Social](#)

[Role Descriptions](#)

[Experts](#)

[Resources](#)

[Goals & Learning Objectives](#)

[Cohort Calls](#)

[Schedule](#)

[Week 1](#)

[Week 2: Introductions & Open by Design](#)

[Week 3](#)

[Week 4: Building Open Projects](#)

[Week 5](#)

[Week 6: Vision Feedback Workshop](#)

[Week 7](#)

[Week 8: Design for Participation & Inclusion](#)

[Week 9](#)

[Week 10: Empower for Participation & Inclusion](#)

[Week 11](#)

[Week 12: Build for Understanding \(Demo & Sprint prep\)](#)

[Week 13](#)

[Week 14: Final Demos - Celebration!](#)

[Recordings](#)

[Community Participation Guidelines](#)

[Participation Guidelines](#)

[How to treat each other](#)

[Inclusion and Diversity](#)

[Raising Issues](#)

[Role of a Mentor](#)

[What do mentors do?](#)

[Mentoring vs. Coaching vs. Sponsorship](#)

[FAQ](#)

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 us directly. We're here to help!

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Quick Links

Website

The Mozilla Open Leaders website: mzl.la/openleaders

Social

Twitter: twitter.com/MozOpenLeaders

Medium: medium.com/@MozOpenLeaders

Slack channel: [#open-leaders-7](#) on mozfest.slack.com

^ Slack invite was emailed to you. Check your inbox

Role Descriptions

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

Mentor: <http://mzl.la/ol7-mentor-role>

Expert: <http://mzl.la/ol7-expert-role>

Open Leader: <https://mzl.la/ol7-open-leader>

Cohort Host: <https://mzl.la/ol7-host-role>

Experts

Featured experts: mzl.la/ol7-featured-experts

All mentors & experts:

<https://foundation.mozilla.org/opportunity/mozilla-open-leaders/round-7/mentors/>

Resources

Google drive for participants: mzl.la/ol7-drive

Cohort meeting time: <https://mzl.la/ol7-calendars>

Goals & Learning Objectives

The vision of Mozilla Open Leaders is to strengthen open projects and communities around the world. **Open Leaders will learn to design and build projects that empower others to collaborate within inclusive communities.**

Participants who complete OL7 will be able to:

- Describe and define the terms *openness* and *open leadership*
- Design
 - Illustrate the need for a project, its vision, and its goals
 - Embrace and communicate the benefits of openness and how to strategically apply different open practices to their work
- Build
 - Setup a project repository on GitHub using best practices for enabling collaboration
 - Choose and apply open licenses appropriately
 - Identify and describe multiple pathways for contributors within their work
- Empower
 - Include a broad range of contributors in their work
 - Create and enforce a safe environment for participation
 - Communicate their work and vision in a 2min demo or elevator pitch
 - Promote the values of openness and open leadership to empower others to lead and collaborate
- Lead an open project

	Understanding	Sharing	Participation & Inclusion
Design for...	<ul style="list-style-type: none">• Content focus• Community interactions<ul style="list-style-type: none">◦ Learning through use• Storytelling	<ul style="list-style-type: none">• Information-sharing focus• Community interactions<ul style="list-style-type: none">◦ Gifting◦ Enhancing value exchange◦ Networking common interests	<ul style="list-style-type: none">• Governance focus• Community interactions<ul style="list-style-type: none">◦ Creating together◦ Soliciting ideas• Project identity
Build for...	<ul style="list-style-type: none">• Communication• Design• Facilitation• Maintenance• Project management	<ul style="list-style-type: none">• Commons-based production• Data stewardship• Documentation• Licensing• Networking	<ul style="list-style-type: none">• Decision-making• Delegation• Event planning• Community Management• Mentoring
Empower for...	<ul style="list-style-type: none">• Maintains clarity of vision & purpose• Maintain authenticity & integrity• Stays curious	<ul style="list-style-type: none">• Makes connections• Resilience• Self-care	<ul style="list-style-type: none">• Embraces failure• Ensures safety• Inspires contribution

Cohort Calls

You'll meet with your full cohort every other week (Week 2, 4, 6, 8, 10, 12 & 14)

- Cohort A - [Tuesdays at 8am ET](#) - [connection info & agenda](#)
- Cohort B - [Tuesdays at 12pm ET](#) - [connection info & agenda](#)
- Cohort C - [Wednesdays at 10am ET](#) - [connection info & agenda](#)
- Cohort D - [Wednesdays at 5pm ET](#) - [connection info & agenda](#)

Schedule

Week	Call type, length & date	Topic	Rough Agenda	Notes
1	Mentor (30 min) <i>Jan 29/30</i>	Meet your mentor!	Get to know each other Go over participant's self-assessment Goals / Project vision discussion	Before the call: - self-assessment (online , printable) - create GitHub account
2	Cohort (90 min) <i>Feb 5/6</i>	Introduction s & "Open by Design"	Introductions & Storytelling Intro to Mozilla & Open Leadership Project Vision (share-out) Open Canvas Roadmapping	Before the call: - watch Mozilla & Working Open - project vision assignment After the call: -license -readme -do open canvas -do roadmap
3	Mentor (30 min) <i>Feb 12/13</i>		Set 12 week goals (roadmapping) Review open canvas	Before the call: - complete Open Canvas
4	Cohort (60 min) optional GitHub tutorial (60min)	Building Open Projects	(60min) Project Structure / Files for OSS: - README - License - Contributing Guidelines	Before the call: - pick a license - write a readme or landing page - write a roadmap

	Feb 19/20		- COC Issues / labels (60min) Optional GH tutorial at the end	
5	Mentor (30 min) Feb 26/27		Review goals & progress. Invite an expert if needed.	
6	Cohort (90 min) Mar 5/6	Vision Feedback Workshop	How to give good feedback Get feedback on your vision stand in small groups	Before the call: - be prepared to share your project vision in a 2min demo
7	Mentor (30 min) Mar 12/13		Review goals & progress. Invite an expert if needed.	
8	Cohort (90 min) Mar 19/20	Design for Participation & Inclusion	- Community Interactions - Personas & Pathways - Mentoring New Contributors on Your Project - Sustaining Momentum	After the call (all optional): - personas & pathways - community interactions - complete inclusion checklist
9	Mentor (30 min) Mar 26/27		Review goals & progress. Invite an expert if needed.	
10	Cohort (90 min) Apr 2/3	Empower for Participation & Inclusion	Diversity & Inclusion Unconscious bias Open Source Inclusion Basic Checklist	After the call (all optional): - complete inclusion checklist
11	Mentor (30 min) Apr 9/10		Review goals & progress.	After the call - Write a POP for your Sprint event
12	Cohort (90 min) Apr 16/17	Build for Understandi ng	Demo Prep / Global Sprint	Before the call: - write a POP for your Sprint event

				- be prepared to share your project vision in a 2min demo After the call: Register your event using this link: https://mzl.la/sprint4pulse
13	Mentor (30 min) <i>Apr 23/24</i>	Celebrate & Debrief	Go over assessment. Review all the work done over the past 12 weeks, celebrate & debrief.	
14	Cohort (90 min) <i>Apr 30/May 1</i>	Final Demos - Celebration!	Project demos from all participants	Public call

Week 1

(30 min) Meet your mentor!

Get to know each other, review the OLF self-assessment, and start thinking about your personal & project goals.

Your first meeting with you mentor! These 30 minute meetings will happen every other week during the program. The default time is during your cohort time.

- **Haven't heard from your mentor?** Let us know (leadopen@mozillafoundation.org).

Week 2: Introductions & Open by Design

(1.5 hours) Full cohort call

In our first meeting as a full cohort, we'll be getting to know each other and our journeys to openness. To help you think about applying open practices to your work and what you hope to accomplish during the program, we'll be covering lessons are from Modules 1 & 2, [Intro to Open Leadership](#) & [Opening Your Project](#) (no need to go through these beforehand).

Before the call (also in [your github issue](#)):

1. Make sure you can [connect to Zoom](#)

2. Watch this short video: [Mozilla and Working Open](#)
3. Be ready to share [your \(draft\) project vision statement](#).

Assignments

- Look up two other projects and comment on [their issues](#) with feedback on their vision statement.
- Complete your Open Canvas ([instructions](#), [canvas](#)). Comment on [your issue](#) with a link to your canvas.
- [Start your Roadmap](#). Comment on [your issue](#) with your draft Roadmap.

Week 3

(30 min) Mentorship Meeting

Review goals & progress, bring in a [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

Before the call

- Look up two other projects and comment on [their issues](#) with feedback on their vision statement.
- Complete your Open Canvas ([instructions](#), [canvas](#)). Comment on [your issue](#) with a link to your canvas.
- [Start your Roadmap](#). Comment on [your issue](#) with your draft Roadmap.

Assignments

- Look up two other projects and comment on [their issues](#) with feedback on their open canvas.
- [Pick an open license](#) for the work you're doing during the program.
- Use your canvas to [start writing a README](#), or landing page, for your project. Link to your README in a comment on [your issue](#).

Week 4: Building Open Projects

(1 hour) Full cohort call

(1 hour) Optional - GitHub troubleshooting session

This week, we'll be looking at project structure as we build open projects. We'll go over the standard files in open projects: README, LICENSE, CONTRIBUTING.md,

CODE_OF_CONDUCT.md along with issues and labels in GitHub. The exact project structure and files used may look different on your project.

This will be followed by an optional 1 hour GitHub tutorial.

Modules: [Opening Your Project](#) & [Building Communities](#)

Before the call

- Look up two other projects and comment on [their issues](#) with feedback on their open canvas.
- [Pick an open license](#) for the work you're doing during the program.
- Use your canvas to [start writing a README](#), or landing page, for your project. Link to your README in a comment [on your issue](#).

Assignments

- Vision stand brainstorm prep -- be prepared to get feedback in a small group on a 2min vision stand on your project in Week 6. If you're not sure where to start, use [this worksheet](#) to brainstorm

Week 5

(30 min) Mentorship Meeting

Review goals & progress, bring in a [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

Week 6: Vision Feedback Workshop

(1.5 hours) Full cohort call

In the first half of the call, we'll be discussing how to give good feedback. Afterwards, you'll have a chance to give feedback to your fellow cohort members and receive feedback on your own work.

Your 2min vision stand: No need to prepare slides, you will only be speaking with your breakout room. The 2min vision stands will not be recorded.

Before the call

- Vision stand brainstorm prep -- be prepared to get feedback in a small group on a 2min vision stand on your project in Week 6. If you're not sure where to start, use [this worksheet](#) to brainstorm

Assignments (all optional)

- Incorporate feedback from the workshop

Week 7

(30 min) Mentorship Meeting

Review goals & progress, bring in a [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

Week 8: Design for Participation & Inclusion

(1.5 hours) Full cohort call

This call introduces several tools and frameworks for designing and building a community with meaningful participation. Community interactions help work towards the open advantage in your work. Use personas & pathways to design ways to participate and lower barriers. Mentorship helps you bring on new leadership within your community.

Modules: [Building Communities](#) & [Community Interactions](#)

Assignments (all optional)

- [Personas & pathways assignment](#)
- Think through community interactions
- Complete the [midterm survey](#) (due March 20)

Week 9

(30 min) Mentorship Meeting

Review goals & progress, bring in a [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call

unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

Week 10: Empower for Participation & Inclusion

(1.5 hours) Full cohort call - Unconscious Bias

Unconscious Bias Workshop. Unconscious bias is a bias that we are unaware of and happens outside of our control. This workshop will help to recognize and overcome bias in interactions and decision making about people.

Assignment

- (optional) Implement ideas from the 'see bias and block it' breakout
- (optional) Final demo prep -- if you're not sure where to start for your 2min vision stand / demo for our final demo call, use this worksheet to brainstorm

Week 11

(30 min) Mentorship Meeting

Review goals & progress, bring in a [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

Assignment

- [Write a POP for your Sprint event](#)

Week 12: Build for Understanding (Demo & Sprint prep)

(1.5 hours) Full cohort call

In Week 14, we'll be hosting a public demo call. You'll have a chance to share a 2 min vision stand or demo of your work! In Week 12, you'll have a chance to rehearse your 2min presentation and get feedback from your fellow cohort members. Come prepared to talk about your vision & invite others in your work for 2mins.

You'll also have a chance to share and receive feedback on your Sprint for Internet Health plans.

Before the call

- [Write a POP for your Sprint event](#)
- (optional) If you're not sure where to start with your 2min presentation, you can use [this worksheet](#) to brainstorm.

Assignment

- (optional) Incorporate feedback into your 2min vision & Sprint plans
- Register your event using this link: <https://mzl.la/sprint4pulse>

Week 13

(30 min) Mentorship Meeting - Celebrate & Debrief

This is your final scheduled call with your mentor! Be prepared to celebrate all you've accomplished and debrief your time together. We'll also be sending out a final anonymous survey for any additional feedback.

Week 14: Final Demos - Celebration!

(1 hour) Final demo (public)

This public call will be streamed online. We'll be celebrating everything you've accomplished this round! Everyone interested in seeing how they can continue the work you've accomplished will be invited to join.

On the demo call, each project will have a chance to share:

- an introduction to your project,
- and update on the progress you've made, and
- how others can help & join your Sprint for Internet Health event

Plan to join the call to help drum up interest in your project :) We'll be doing a much larger publicity push for this call since it's your final demo.

Recordings

Cohort call recordings will be listed here:

Week	Cohort	Recording Link
Week 2	B	https://youtu.be/lxPia6a1LNQ
Week 2	A	https://youtu.be/xNTqDM5_xos
Week 2	C	https://youtu.be/tYPrX60Jsuw
Week 2	D	https://drive.google.com/file/d/1ChW3fiXJPFn5zG2uzl2MUktbVReGq8AY/view?usp=sharing
Week 4	A	https://youtu.be/XivweMEnlvA
Week 4	C	https://www.dropbox.com/s/em91dglq4je940o/zoom_1.mp4?dl=0
Week 4	D	https://drive.google.com/open?id=1ChW3fiXJPFn5zG2uzl2MUktbVReGq8AY
Week 4	B	https://youtu.be/g6REwi98pIQ
Week 6	A	https://youtu.be/Nz2tKxz3l3k
Week 6	B	https://nextcloud.denegrifischer.de/index.php/s/bZRkCkoBRjWN9gA
Week 6	D	https://docs.google.com/forms/d/e/1FAIpQLScb_M71RzgJqmK-8tqm-zinWmi9kLjGgkU8HDkRwxCzld7FQg/viewform?usp=sf_link
Week 6	C	https://www.dropbox.com/s/zaor4pzmssirmvp/zoom_0.mp4?dl=0
Week 8	A	https://youtu.be/F-dhtzJL0I4 , https://youtu.be/FsQ-boxGqbM
Week 8	C	https://youtu.be/doOwtFcpwLg
Week 8	D	https://drive.google.com/open?id=1-bnuq-_djXT60BOolhc6uea5kwmzNmNv
Week 8	B	https://us.hostiso.cloud/index.php/s/EP6f7jFXK5Q5GcN
Week 10	B	https://nextcloud.denegrifischer.de/index.php/s/nwF4Y7JgztBT2xS
Week 10	D	https://youtu.be/Va8UJgspkas
Week 12	C	https://www.dropbox.com/s/0v64bjc6hy39s8k/zoom_3.mp4?dl=0

None of the GitHub help sessions will be recorded, however there are many recorded GitHub introduction tutorials, including this one:

<https://mozilla.github.io/open-leadership-training-series/articles/get-your-project-online/the-github-interface-and-markdown/>

Community Participation Guidelines

Participation Guidelines

Participating in Mozilla Open Leaders, respects Mozilla's [community participation guidelines](#). These guidelines cover our behaviour as participants, mentors, experts, staff, volunteers, and anyone else involved in making Mozilla Open Leaders possible.

How to treat each other

- Be respectful and value each other's ideas, styles and viewpoints.
- Be direct but professional; we cannot withhold hard truths.
- Be inclusive and help new perspectives be heard.
- Appreciate and accommodate our many cultural practices, attitudes and beliefs.
- Be open to learning from others.
- Lead by example and match your actions with your words.
- The following will not be tolerated in Mozilla Open Leaders: violence and threats of violence; personal attacks; derogatory language; unwelcome sexual attention or physical contact; disruptive behaviour; influencing unacceptable behaviour.

Inclusion and Diversity

The Mozilla Project welcomes and encourages participation by everyone. It doesn't matter how you identify yourself or how others perceive you: we welcome you.

We welcome contributions from everyone as long as they interact constructively with our community, including, but not limited to people of varied age, culture, ethnicity, gender, gender-identity, language, race, sexual orientation, geographical location and religious views.

Mozilla-based activities should be inclusive and should support such diversity.

Raising Issues

If you believe you're experiencing practices which don't meet the above policies, or if you feel you are being harassed in any way, please immediately contact the Mozilla Open Leaders organizers, Abigail Cabunoc Mayes or Chad Sansing.

Mozilla Open Leaders organisers reserve the right to refuse admission to anyone violating these policies, and/or take further action including expulsion from the program.

Email: leadopen@mozillafoundation.org

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 us via [email](#) or discuss topics in the **#open-leaders-7** channel on the MozFest slack (check your email for an invite).

Where will we take notes?

- **Full cohort meetings**
 - Cohort A: <https://mzl.la/ol7-cohort-a>
 - Cohort B: <https://mzl.la/ol7-cohort-b>
 - Cohort C: <https://mzl.la/ol7-cohort-c>
 - Cohort D: <https://mzl.la/ol7-cohort-d>
- **Mentorship Meetings:** Your mentor will share the notes doc with you

What time do the cohorts meet?

Cohorts meet at these times every other week

- Cohort A - [Tuesdays at 8am ET](#)
- Cohort B - [Tuesdays at 12pm ET](#)
- Cohort C - [Wednesdays at 10am ET](#)
- Cohort D - [Wednesdays at 5pm ET](#)
- Cohort E - [Thursdays at 8am ET](#)
- Cohort F - [Thursdays at 2pm ET](#)

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

Cohorts A-D: Yes, cohorts A-D will cover the same content so you're welcome to drop into a different call. However, we encourage you to stick to your assigned cohort to build relationships with that group. You can find the connection info and meetings times for the cohorts in the notes above.

Cohorts E & F: Cohort E & F will not cover the same topics as Cohorts A-D. Please do not join Cohort E or F if you are assigned to Cohort A-D.

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 two or more 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 following the [Open Leadership Training Series](#). We will cover some of these modules in our full cohort training calls. Other modules may be helpful to you and your project.

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

Please let us know if this happens! leadopen@mozillafoundation.org.

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

Registration closed for the program on Jan 25th. 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.

Please note that we cap groups at three members in the program.

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.