

Original, simple outline

Workshop Title:	Solidarity Economy 101
Format:	Individual Connect
Description:	Solidarity Economy 101: an introduction to the Solidarity Economy. What is it, how does it differ from other 'alternative' system frameworks, what are examples?
Objectives:	By the end of this training, participants will... • Understand solidarity economy as a framework • Values and principles • Examples
Important Links	Registration link to get the zoom link: Facilitator Outline: https://docs.google.com/document/d/12q58qROHzmK0-sFPDU3_XsD-l6rn2b33aHHVt3QYPlo/edit?usp=sharing Slides: https://docs.google.com/presentation/d/1m7BqNBZsljGiv4PagHHiAwpR4jOeM7Uzdf6Q8koZrQ8/edit?usp=sharing Beautiful Solutions Slides (English): https://docs.google.com/presentation/d/1_x05id7PgrdX0bZEKVruz9FuCPM1dSENZhROOOFsScE/edit?usp=sharing Soluciones Hermosas Slides (Spanish) https://docs.google.com/presentation/d/1Yj-D8FxIZ2CYAEPfjuWycLdl7HPwxLbILdS1Akbu8eE/edit?usp=sharing Resist and Build Education Running Notes: https://docs.google.com/document/d/1FdSQdD7MQ9LOaseW7OU4zYU6NLqLdN--gDBBtUHoXtw/edit?usp=sharing
Slides:	See above
Agenda Summary	04:00 PM ET Gathering time: Welcome and Tech Needs (35 min) 04:30 Language Justice Interpretation Setup 04:34 Intros, land acknowledgements and other acknowledgements; Grounding exercise

	04:39 TSL Intro 04:40 Expectations, Agreements and Agenda. 04:44 Small Group check ins 05:00 Defining Capitalism 05:10 Guided Visualization 05:15 Values & Principles of a Solidarity Economy 05:25 Different Systems 05:35 BREAK 05:40 Illustration and “What’s Missing?” 05:45 Solidarity Economy Examples and Practices 06:25 Next Steps and Evaluation 06:29 Closing & Farewell
Length:	2 Hours
Date & Time:	PT/ CT/ EST
Zoom Link:	See above Host Account: SEN Zoom recording, when complete: [_____]
Trainer(s):	The facilitator(s) for this training is/are: Emily, Mike, David
Support Roles:	Tech Support Lead:
Participants:	<u>Number of participants:</u> 6-25 <u>We assume the participants:</u> • May not have used Zoom before • May or may not have attended a SEN workshop of any kind before • [Other assumptions? (what are the learning needs and expectations? What do participants know or not know? For example “May have never used this software before” or “Have a basic understanding of X”)]
Materials:	• Trainer Prep Guide: PH Workshops • Training Slides • Handout Links: [PH or TECH INSERT LINKS, if applicable] • Participant Evaluation Form Link • Trainer evaluation Form Link • Follow-up email template for this workshop here • Troubleshooting Guide - Individual Connect • Tech Support Guide
Slide edits:	<u>Before the training, make these updates to the slides for this training:</u> • PH: Slide 1: Training Title & Date • PH: Slide 4: Trainer Name & Picture • PH: Slide 10: Trainer picture on thank you slide
Logistics:	• Recording link: [PH INSERT]

	• Day of reminder with training link (sent by PH) • [Describe any other specific logistical set-up or needs]
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	Agenda & Activities	
	Trainer Notes	Tech Support Lead (TSL) Notes
Gathering time: Welcome and Tech Needs (until 5 minutes after session scheduled to start) Start time: 03:30 PM ET Tech Support Lead -	PURPOSE: Get logistics in order for yourself and participants, make participants feel welcome and ready to participate, set positive tone. Without nonverbals or a physical setting, the facilitator plays a large role in establishing the mood of the session. <u>Before participants join:</u>  LOG IN: Log into Zoom 30+ minutes before session is to formally start • Discuss with Tech Support Lead any specific support requests • As everyone comes in please get some lunch or snacks, water or a beverage of your choice, and also grab some paper and a pen/writing implement DAVID: Start recording Spanish on separate computer.	 LOG IN: Log into Zoom 30+ minutes before session is to formally start, using the Zoom account listed above so you are host. See tutorial.  UPDATE SLIDE SETTINGS: If participants will be editing the slides: • Make a backup copy of the slides using the file menu (so you have a copy without the harvest slides, etc. edited for next time). • Click the share button at top right and change so anyone with the link can edit the slides  UPDATE ZOOM SETTINGS: • Make so only moderators can screenshare so no one accidentally turns on screenshare. Do this by clicking the ^ arrow next to Share Screen (in bottom menu) -> Advanced Sharing Options... -> and select the option to have "Only host" share • Enable "Multiple Participants can share screen simultaneously" • Make sure everyone who needs to be host is host (see troubleshooting guide)  LOAD SLIDES: Load slides in a separate browser window (See video tutorial). One tab in presentation mode, one tab in edit mode with speaker notes hidden and compact controls at top.  Sign into Poll Everywhere https://www.poll Everywhere.com Username: kolanutcollab@gmail.com Password: Drx6&*M267 https://www.poll Everywhere.com/support/articles/poll-ev-google-slides/presenting

		 TURN ON SCREEN SHARING to show the slides by clicking the screenshare button in the toolbar. Choose only the browser window you want to show, not your full desktop. After participants start to join: • Welcome participants as they join, and keep establishing the connection. • Repeat tech instructions as people join: talk & video; open chat; rename yourself, etc. • Answer tech problem questions (Use help slides as needed.) • Ask all participants to click the chat button and participants button at the bottom of the screen. • Encourage participants to try out the chat tool and generally to play around with Zoom and get comfortable. ◦  OPTION: Ask participants to share their name, pronouns, and where they're joining from in the chat. • Explain how to use the rename function to change your name (prompt to add location/preferred-pronouns) • Invite people who join early to come off mute to say hello, but otherwise encourage them to stay on mute if not talking out loud. • Encourage participants to adjust their surroundings to minimize distractions, get note taking materials, get a drink, etc. (especially for those who are early). • Track who has joined and decide when to start
		
Opt-in chat intros & Grounding (5 min) Start time: 04:00	• Please note that we are recording this session for our public archive and those who registered. If you do not wish to appear on the recording, turn off your video at this time. • You may begin introducing yourself via the chat: Name, Pronouns,	 START RECORDING (click button in bottom menu); Choose to record to the cloud.  Slideshare: Introductions & Grounding

Location (city or state), Land Acknowledgement, and one other acknowledgement you want to lift up.

Repeat introduction requests.

- *Presentaciones en el chat: Nombre, Pronombres, Ubicación (Reconocimiento de que estamos en territorio ocupado, mapa de las Tierras Nativas - busca tu ubicación), y otro reconocimiento que quieras levantar.*
- We would like to acknowledge that we are on occupied territory historically stewarded by many indigenous peoples. If you are not familiar with the indigenous legacies in your area, we have included a link in the chat to a [Native Lands map](#) where you can look up your location and become familiar with these histories.
- **Model & Post This:** Mike Strobe (he/him), Chicago, IL, On the ancestral land of the Council of Three Fires (Ojibwe, Potawatomi, Odawa), Menominee, Miami, Ho-Chunk, and many other tribes, I want to lift up Clay County, AL and Noxubee County MS where my ancestors resided before the Great Migration north
- As we introduce ourselves and become familiar with who else is in this room, let us ground in the forces, systems, people, and organizing legacies which have drawn us here together today.
- An acknowledgement is one way to uplift these hidden or unseen forces and show our gratitude for people and groups - historical and present - that allow us to be here together in this space.
- Following on our land acknowledgement, what else informs your own story - family, ancestors,



Copy and paste into the chat

Introductions in the chat: Name, Pronouns, Location (Acknowledgement that we're on occupied territory, [Native Lands map](#) - look up your location), and one other acknowledgement you want to lift up. <https://native-land.ca/>
Presentaciones en el chat: Nombre, Pronombres, Ubicación (Reconocimiento de que estamos en territorio ocupado, mapa de las Tierras Nativas - busca tu ubicación <https://native-land.ca/>), y otro reconocimiento que quieras levantar.

	community, place - that needs to be acknowledged? • For example, we acknowledge all of the people who have labored and toiled without just compensation in this land. The wealth of this economic system was accumulated by stealing and exploiting labor and land. Take a moment to reflect and share, on whose shoulders do you stand? • I would next like to invite us to take six breaths together and ground before we begin. • First breath: Notice your body and your breath. <i>Inhale.</i> • Second breath: Notice the space you are in. Notice something in your space that keeps you grounded and present. It might be a plant, a family heirloom, a photo, or a glass of water. I have a photo of myself as a child to my right and a painting by my father to my left. <i>Inhale.</i> • Third breath: Remember why you signed up for this workshop. <i>Inhale.</i> • Fourth breath: Remember that you are worthy - of your own bodily autonomy, of having your needs met, of the product of your labor, of thriving, of your liberation. <i>Inhale.</i> • Fifth breath: Notice the other humans in the virtual space who are holding their own intentions and expectations. Remember that your liberation is bound up together with our collective liberation, and ours with yours. <i>Inhale.</i> • Sixth breath: Notice your body and breath once more. <i>Inhale.</i> • Feel free to share any insights or additional acknowledgements in the chat.	
Tech Support Intro (1 min)	<u>PURPOSE:</u> TSL briefly introduces themselves and hands off to the trainer. • TSL Intro	Copy and paste interpretation instructions for latecomers:

Start time: 04:05 Tech Support Lead -	• <i>Again, My name is _____ and I am going to be the Tech Support Lead. My job is to help make sure everything runs smoothly and to make sure everyone can fully participate. If anyone has accessibility needs that we can help with, whether you need us to slow down, repeat something, make something larger, or try to speak louder during the training, just let us know. You can share out loud or put your request in chat. You can also send a direct message to just me.</i> • <i>We highly recommend joining by computer if you can, instead of joining on your phone. We can do a lot of fun participatory activities on the computer that are a lot more cumbersome on a smart phone or even a tablet.</i> • <i>As everyone comes in please get snacks, water, and paper and pen if you like to take notes.</i> • <u>Hand off to the trainer.</u>	"Welcome to the call! To hear interpretation from Spanish into ENGLISH, please click on the globe on the bottom right, then click on English to hear the interpretation. If you do not see the globe, please let Bart know. ***If you're joining via the Zoom app on your smartphone, click on the 3 dots: ...More, then Language Interpretation, then English and Done. Interpretation is not available for those who call in via a conference line. If you called in with a phone number, please hang up and sign in on a computer or the Zoom mobile app on your device. Interpretation Instructions: https://docs.google.com/presentation/d/1OjrVIXA-OqskkQYleDIWE8m6lxJRx1u67u03mbvB9XQ/edit#slide=id.g8867118c4e0_0 ¡Bienvenidxs a la llamada! Para escuchar la interpretación del inglés al ESPAÑOL, favor de hacer clic en el globo que aparece a mano derecha. Luego hagan clic en español para escuchar la interpretación. Si no ven el globo con interpretación, favor de dejarle saber a Bart. La interpretación no está disponible para las personas que llamen usando la línea de conferencia. Si usted llamó desde su teléfono, por favor cuelgue la llamada y entre usando una computadora o la aplicación móvil de Zoom desde su aparato. ***Si estás llamando desde la aplicación de Zoom en tu celular, haz clic en los 3 puntos: ...Más, luego Interpretación de Idiomas, luego Español y Finalizado. https://docs.google.com/presentation/d/1OjrVIXA-OqskkQYleDIWE8m6lxJRx1u67u03mbvB9XQ/edit#slide=id.g8867118c4e0_0
Trainer Intro & Expectations	<u>PURPOSE:</u> Trainer introduces themselves so participants can establish a connection and are clear	

(4 min)

Start time:

04:06

Facilitator -

who's leading them, and prepares them for what to expect in terms of training style.

Trainer intro:

- Share your name, preferred gender pronouns, where you live, your relationship to USSEN or the Solidarity Economy movement.
 - Mike Strobe (he/him), Chicago on ancestral lands of Council of Three Fires, I am a board member with USSEN and founding coordinator of the Kola Nut Collaborative timebank

Role and participation expectations:

- *"This is not a training where you sit back and watch. We are going to ask for your engagement and participation."*
- *"We hope that people are inspired to build upon this framework or bring their own groups together to further engage and unpack these ideas."*
- *One participation tool we are using multiple times throughout the session is a Poll Everywhere word cloud. We will provide you a link to this shortly. You may want to keep that tab or window open in your browser as we transition between polling questions."*
- *"We will be sharing the slides with you following the training, so don't worry about taking notes on everything we show on the screen. Our goal is to create materials that will help you and others lead a conversation - like the one we're having today - about Solidarity Economy in your own communities and organizations!"*

Here are some group agreements that will help us collectively hold space together:

- We agree to share our work & materials

Trainer intro:



SLIDE: Trainer intro (Present Mode)

Role and participation expectations:



SLIDE: Group Agreements(Present Mode)

	• Participate fully (Our liberation is at stake!) • Everyone is a teacher and a learner • Self care and community care • Go with the flow • In the small groups: ◦ Say name and pronouns before speaking ■ Describe yourself the first time you speak ◦ One mic, one voice ◦ Speak from love and justice ◦ Pause before speaking ◦ Shift power relationships ◦ Balance active listening with open sharing ◦ If there are challenges, leave the breakout room. Someone will be here to support you. Here's a brief summary of our agenda today: • We started with land acknowledgements and other acknowledgements, a short grounding exercise. • Now we're talking about agreements and our agenda. • Small Group check ins • Defining Capitalism • Guided Visualization • Values & Principles of a Solidarity Economy • Illustration and "What's Missing?" • Solidarity Economy Examples and Practices • Next Steps and Evaluation • Closing & Farewell	
Context and small group discussion (16 min) Start time: 04:10 Facilitator -	<u>PURPOSE:</u> Engage and prepare participants by helping them understand the context and purpose of the session, and provide some info on what's coming to reduce anxiety. Context Small group check-ins	<u>Paste in Chat</u> <i>Introduce yourself and share something (2-3 minutes each) about your experience with this economy. What is the economy to you? What has this economy</i>

	around economy and governance as we experience it -- INTERACTIVE → synthesis → historic moment (15 min) <i>So we want to start with getting to meet a few other people who are here this afternoon and by sharing our experiences. Highlander is rooted in the methodology of popular education, which means we start with the experiences of the people, we look for patterns, find new information and build analysis, and make plans to change the world based on what we learn together. This is a workshop about transforming the economy, changing the very nature of how economics and governance systems play out for us, our families, and our communities. So following the popular education spiral, we're going to start with sharing our experiences. We're going to look for patterns all through the workshop. We're going to share some about the solidarity economy framework and some mind blowing examples - hopefully you'll learn something new. And we're going to end with action - what next steps can each of us take to build the solidarity economy where we are? So as i said we're starting with our experience and sharing with a few other folks on the call. So when you get into the small group, introduce yourself and share something brief (2-3 minutes each) about your experience with this economy. What is the economy to you? What has this economy meant for you, your family, and your community?</i> Coming back: Remind everyone to rejoin Interpretation Resume recording after reminder	<i>meant for you, your family, and your community?</i>  SLIDE: Small Group instructions Breakout Rooms with 3-4 people (or as small as we can get them!)  Pause Recording before breakouts (unless main room is a bilingual breakout room!)  Resume Recording after breakouts
Context and capitalism definition (12 min) Start time: 04:26	<u>PURPOSE:</u> Engage and prepare participants by helping them understand the context and purpose of the session, and provide some info on what's coming to reduce anxiety. Defining capitalism (12 min)	 Resume Recording after breakouts

Facilitator -

- Our own definition/experience (5min)
 - “What is your personal definition or experience of capitalism?” Pick 5 words, then submit them and we’ll see a word cloud from everyone’s answers.
 - Word Cloud ([polleverywhere](https://polleverywhere.com)) - 1 to 2 word phrases
 - Read the words aloud, notice which ones are bigger
- 5 characteristics (6 min) (**EMILY**)

I often hear people say that capitalism is too hard to define. So then, on the left, it just becomes a catchall for everything we don’t like. The Center for Popular Economics is a collective of radical economists who work to demystify the economy. For over 40 years, we’ve been using these 5 characteristics to define capitalism. It’s a simple definition and of course there’s much more that we could explore: racism, patriarchy, class struggle, property relations, the assumptions about human nature, how capitalism is built on conquest, colonialism, imperialism, extraction, exploitation, blind growth. Since we only have two hours, we’re going to stick with this simple definition which has stood the test of time for over 40 years. It helps us hone in on what is specific to this a capitalist system - and helps us identify and imagine alternative systems that don’t conform to these characteristics. They are:

 - **Private ownership of the MOPs** (the Means of Production). The MOPs include the stuff that you need to produce other stuff: land, factories, tools, machinery, inputs and so forth. *The owners of the MOPs are the capitalists.*
 - **Wage labor** - *this refers to the workers.* They do not own the



SLIDE: Wordcloud instructions ([Present] Mode)



Screenshare the Wordcloud



COPY AND PASTE: Word Cloud link <https://PollEv.com/kolanutcolla262>



Take a screenshot of the Wordcloud when it’s finished and add to slides.



SLIDE: 5 characteristics



Screenshare the Wordcloud screenshot and the 5 characteristics slide SIDE-BY-SIDE (Slides 7 & 8)



SLIDE: Why does it matter?

means of production. Note that right there you have a class divide and class struggle between the owners, ie the capitalists, and the workers.

- **Profit maximization** -

capitalists seek to maximize profits, often on the backs of the workers (low wages, longer hours, speed up, cutting benefits, offshoring, etc.. The drive to maximize profits is not necessarily bc they are greedy, though sometimes this is true, but more importantly bc the competitive system drives it. Given that it's baked into the system, an appeal to ethics, or *moral suasion*, will only go so far. It's a systemic problem.

- **Commodity production** -

producing goods and services for sale not necessarily for use. Stuff gets produced that makes money, not necessarily what is most socially useful.

- **Market exchange** - goods and services are exchanged through impersonal markets on the basis of price, supply and demand

- Why does it matter?

- Lack of clarity about what capitalism is, can easily lead to just **reforming** and thereby **strengthening** capitalism.
- *Eg. The New Deal saved capitalism. Coming out of the Great Depression, there was a tremendous amount of social unrest and radical mobilization. The New Deal, which stole many of its ideas from Socialist Party policies, tamed the most brutal aspects and helped to quell the unrest.*
- Clarity about long term vision helps to ensure that SE is

	building transformative reform (non-reformist reforms). ○ Eg. Green New Deal must include and support SE practices. ● Capitalism, Racism/White Supremacy, Patriarchy/Gender oppression ○	
Guided Visualization and Values (5 min) Start time: 04:38 Facilitator - MIKE	Guided Visualization and Values (5 min) ● Introduce the Word Cloud ● Guided Visualization ○ Close your eyes. ○ Imagine our vision of a just and sustainable world is realized. ○ Breathe deeply. ■ What can you smell? ■ What can you hear? ○ Imagine yourself walking. ■ What do you feel beneath your feet? Asphalt sidewalk. Wooded path. Bare earth. ○ Scan the scene in front of you. ■ What do you see while walking? Bicycles. Gardens. Greenery. Or something else. ■ What type of buildings are here? Brick. Wood. Dome. Square. ■ Are there parks around you? ■ What do they look like? And who is using them? ○ Who are the people around you? Do they feel familiar? ○ You are starting to arrive at your destination. ■ What have you come here to do? Play, socialize, visit, volunteer, vote, shop, work. ○ Breathe deeply.	 SLIDE: Visualization[] ([Present/Edit] Mode)  COPY AND PASTE: Word Cloud link https://PollEv.com/kolanutcolla262  MIKE Screenshare Word Cloud:[] ([Edit] Mode)  TSL take screenshot

	■ Come back to the current moment and reflect on the values present in this world you have just imagined. ● “What values do you want to see reflected in this solidarity economy? https://PollEv.com/kolanutcolla262” Asking participants to submit values into a text wall (1 to 2 word phrases) ● SOMEONE Read aloud the Word Cloud results as they populate	
Solidarity Economy, values/principles (10 min) Start time: 04:43 Facilitator - DAVID & MIKE	<u>PURPOSE:</u> [INSERT] Solidarity Economy, values/principles (10min) ● Read through the Solidarity Economy values ● Matchup/compare Word cloud for values w/ SE values ● Definition of SE as a movement and framework ○ This definition draws on both USSEN and RIPESS (Intercontinental Network for the Promotion of the Social Solidarity Economy). RIPESS coordinated a 2 year global consultation process to co-develop a common frame of understanding about what the solidarity economy is. While there's lots of room for differences and variations, there is nonetheless a core of shared understanding that include: ○ Solidarity economy is 1) a framework that 2) connects practices & people aligned with 3) SE values (solidarity, democracy, equity, sustainability, pluralism) that 4) articulates a post-capitalist world.	 SLIDE SE Values: ([Present] Mode)  Screenshare SE Values slide SIDE-BY-SIDE with WordCloud values (Slides 12 & 13)  SLIDE: Definition and movement slide  SLIDE: SE in your life (yellow designs) - no capitalism, SE; no boss, worker-owner  SLIDE: SE Exists in all Sectors

	○ SE is also a global movement. For example: ■ RIPESS as previously mentioned is a network of networks with representation from all the continents of the world (with the exception of Antarctica). ■ ILO (Intl. Labour Organization) runs annual SSE Academy ■ The UN (United Nations) has a taskforce on SE ■ In Bolivia and Ecuador, SE is part of their written constitution ■ Several countries have national policy frameworks in support of the solidarity economy ● How could does solidarity economy show up in your life?: MIKE ● Urban Growers Collective is a local farm which hosts incubation farms and provides a learning space for those starting out in urban agriculture. ● During the pant ● Wild Fig ● Lexington Community Markets ● Victory Gardens ● Womanist Working Collective's Reciprocity Community Time Bank	
Different systems (5 min) Start time: 04:53 Facilitator- MIKE	Different systems (5 min) ● New, Next, Community, Donut, Regenerative, Green, Bottom-up. These are all names of different economic models which are trying to improve people's lives. But do they advocate a system change? Do they change who holds power? Do they change who controls resources? While they may not all seek the radical change offered by a solidarity	 SLIDE: Many Paths [Present] Mode  SLIDE: Why SE? [Present] Mode

	economy, it does give you a sense of the many different overlapping, parallel, and sectoral approaches to system change. ● Important: “Why is the solidarity economy an important frame?” ○ A World in which many worlds fit. ○ Pluralist: non-dogmatic, humble, grounded in lived experience, evolving. Many pathways to liberation. ○ Big Tent: includes or overlaps with many other approaches ○ Clearly Defined: post-capitalist with intersecting values ○ Growing global movement grounded in concrete practice. ● It offers a huge foundation to build upon in all sectors: old, new, mainstream, alternative. ● Resist, Resist, and Build ● How to connect the SE work you might be doing to a larger framework. Example: SMA	
	Imaginal Cells Before we get into small groups to explore examples of the solidarity economy, I’d like to leave you with a metaphor. When a caterpillar spins its chrysalis, its body begins to break down into a nutrient rich goop. Within this goop are <i>imaginal cells</i>, which have a different vision of what it could be; so different, in fact, that what is left of the caterpillar’s immune system begins to attack and kill these cells. However the surviving cells begin to recognize each other and start to clump together. They are able to withstand the immune system’s attack. As they continue to come together, they begin to specialize. Some become an eye, some a leg, some a wing...until what emerges is a butterfly. The examples that we’ve shared and that are presented in the next stepping stone exercise are like imaginal cells--they embody a very different vision of how the economy, our society and our world could	 SLIDE: Imaginal Cells

	be. The imaginal cells of the solidarity economy have yet to recognize each other as sharing a common vision and have yet to come together. But the solidarity economy provides a framework to bring together these imaginal cells to realize a transformed economy and world.	
BREAK 5 min Start time: 04:58 Facilitator -	Optional: Play some music using sound share - Tierra Whack - My Power	
SE Examples & Practices (45 min) Start time: 05:10 Facilitator - DAVID	SE Examples/Practices (45 min) Beautiful Solutions Small Groups • Instructions (3 minutes) - <i>We are going to break everyone up in 8 small groups of 5-6 and give each group 3-4 beautiful solutions stepping stones. Each group is going to</i> ○ <i>Small Groups: Discuss what is mind-blowing and why? What makes these possible?</i> ○ <i>Pick your most mindblowing to share back. Pick someone in your group to type this up before you get back and paste in the chat once we're back.</i> ○ <i>We'll also be asking "What makes these possible?"</i> ○ Walk through an example on screenshare: • Small Groups - 25 minutes ○ <i>We will assign people to breakout rooms with 5-6 people. When you get into your breakout room, check in with each other and see who is present and then move forward with the activity with whomever is present.</i> ○ Invite everyone into the google slides by putting link in chat	 SLIDE: Beautiful Solutions Instruction slide ([Present] Mode)  Set up Breakouts Groups of 6 people Assign each group a letter A-F Automatically move folks into each room (zoom setting) In small group, you can see which small group you are in at the top left.  COPY & PASTE Links in the chat Beautiful Solutions Slides (English): https://docs.google.com/presentation/d/1chIndvEngBD1FUgOxmevk23443RiyaCitiZSyN1FLO/edit?usp=sharing  Breakout Groups of 4-5 people Yes, Assign each group a letter A-H Automatically move folks into each room (zoom setting)  Pause Recording before breakouts (unless main room is a bilingual breakout room!)

	and watching for everyone to go into the slideshow. ○ Ask for a thumbs up that everyone is good to go, or questions ● Coming back: ○ Resume recording after reminder ● Share your Mindblowing solution in the chat, out loud if possible ● Debrief: What makes these possible? Cluster for the “top 3 ingredients” for solidarity economy (up to 4 word phrases) ○ Fishbowl conversation an option here	 Resume Recording after breakouts  SLIDES: What Makes These Possible? Word Cloud Instructions  COPY AND PASTE: Word Cloud link https://PollEv.com/kolanutcolla262  MIKE Screenshare: What Makes These Possible? Word Cloud
Participant Next Steps and Evaluation (4 min) Start time: 05:55 Facilitator - MIKE	<u>PURPOSE:</u> Gather feedback to improve the training in the future and to see what worked. Next steps Immediate Next Step as an open-ended poll (if time, otherwise, in the chat) Donate to USSEN https://www.paypal.com/donate/?cmd=_s-xclick&hosted_button_id=SJP95ZLWDV4U4 Highlander will offer additional skillup workshops for folks who applied to the Solidarity Squadship and the SE in the South network - stay tuned. The next few topics will include: People’s Movement Assemblies (date TBD) and Spirit and Culture in Organizing (Sept 1, 7-8:30pm ET). Introduce channels for folks to connect with. Evaluation ● Please put into the chat: ○ Appreciations ○ Changes + Tips ● <u>Evaluation form link:</u> https://forms.gle/bQZJnJp7QMvWQTL98 ● Donate to USSEN: https://www.paypal.com/donate/?cmd=_s-xclick&hosted_button_id=SJP95ZLWDV4U4	 SLIDES: Next Step Word Cloud Instructions  COPY & PASTE: Word Cloud link https://PollEv.com/kolanutcolla262  MIKE Screenshare: Next Step Word Cloud  COPY & PASTE: Evaluation Survey Link: https://forms.gle/bQZJnJp7QMvWQTL98 Donate to USSEN: https://www.paypal.com/donate/?cmd=_s-xclick&hosted_button_id=SJP95ZLWDV4U4

Closing & Farewell (1 min) Start time: 05:59 Facilitator- MIKE	<u>PURPOSE:</u> Create a sense of closure in the space and give participants an opportunity to connect. Learn something about how they're feeling at the end of the training. <u>Closing activity:</u> • 3 breaths together ○ One for showing up today ○ One for everyone else who showed up ○ One for being powerful together ○ Pick a face on your screen and send that person some love & solidarity • Perhaps some music as people leave: Rich Man's House	<u>Closing activity:</u>  SLIDE: [Closing activity] ([Present/Edit] Mode) <u>Introduce other PeoplesHub Offerings:</u>  SLIDE: PH Offerings (Present Mode) <u>At very end:</u>  SLIDE: Thank you and website (Present Mode)
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Logistics wrap-up Trainer TSL PH Staff	PURPOSE: After participants have left, wrap up the training space and download artifacts for evaluation & later use.  Trainer Wrap-up: - Review with TSL and edit the follow-up email template that will be in the shared google drive folder for this training [LINK HERE]. This email will include any of the following, as applicable. - Evaluation form link - Slides - Other handouts - Recommended links - Chat transcript - Blurb/message from trainer including contact info for trainer, if desired Fill out <i>trainers</i> evaluation form: [PH INSERT]	 TSL Wrap-up: STOP RECORDING (click button in bottom menu). No need to do anything else to end the recording. - Review with trainer and edit the follow-up email template [LINK HERE] and include attendance. Export the text chat for later reference and evaluation (click the arrow to the right of the chat box and click “Save chat”). - Be sure to remove any private chats from the transcript. Tip: Use the search function to search for “Privately” Save chat transcript to shared Google Drive folder for the training. Slide permissions: Change the permissions on the slides to anyone with the link can view, not edit Fill out tech support lead evaluation form. If you are both TSL and Coach, fill out just the Coach evaluation form. Filling out these forms includes reporting on attendance.
	 PeoplesHub Staff Wrap-up: Backup and process recording (add to Youtube, unlisted) and add recording link to the training outline above Email participants the follow-up email	

For breakout activities include this help text in the TSL column:



BREAKOUTS:

- Make sure participants understand how breakout rooms work (that they are on their own, their discussions will not be heard or recorded, that they can use the button at the bottom of the screen to ask for help, the trainers may send them pop up messages or join the room to give instructions, and they'll get a 60 second warning when it is about to end. Only if there are people who are connected by phone, explain that for those on the phone, the 60 second warning won't happen, they'll just be sent back to the main room.)
- **Pause the recording**
- Choose manual groups (Even if you want to create random groups, use the manual groups option then place people randomly to allow you more flexibility to add people later, etc. The random groups are more glitchy.)
- Start the rooms, then immediately check to see (if used random) if anyone was left alone; if so, move them to another room or check to see if their partner is still in the main room.
- Help anyone in the main room who doesn't go into a breakout room (may need to add to a new room or instruct them to find the breakout room invitation pop-up). See [troubleshooting guide](#) for more.
- Use broadcast tool (at the bottom of the breakout rooms tool) to send the instruction prompt to the groups again (in case they forgot or weren't listening)
- During the breakout, look out for anyone who is disconnected and gets sent back to the main room. You'll have to put them back in their break out room.
- Send an announcement at half time using the broadcast to all rooms feature.
- Close breakout rooms (1 minute delay)
- **Start recording again**
- Mute all on return (in participants menu)
- Show the "welcome back" help slide and remind them to open chat and participants menu again
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