

OL Cheat Sheet

A collection of documents, email templates and forms used in Open Leaders 7.

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Comms

- [OL6 Comms Plan](#) (did not make one for OL7)
- [Open Leaders 7 Call For Applications Communication Cheat Sheet](#)
- Blog Posts
 - Before CFP: [Announcing Mozilla Open Leaders 7](#)
 - Before OL7: [Meet Our 7th Cohort of Open Leaders](#)
 - After OL7: [Meet our Open Leaders 7 Grads](#)
 - After OL7 demos: [Open Leaders 7 Demos Recap](#)
- [OL7 Email templates](#)
 - Invitations
 - [Invitation to be a Cohort Host - OL7](#)
 - [Mentor & Expert invitations](#)
 - [Open Leaders 7 Call For Applications Communication Cheat Sheet](#)
 - [Guest Facilitator invitation template](#)
 - Applicant Comms
 - [\[OL7\] Schedule update](#)
 - [Acceptance / wait list / not selected emails](#) - all emails sent at the end of the review process
 - Participant Comms
 - [Project Track Weekly Emails](#) - monday emails for the project track
 - [Culture track weekly emails](#): folder of emails sent to culture track participants & mentors every Monday

- [Confirming participation](#) - if a participant missed a cohort call, mentorship call or becomes unresponsive.
- [\[OL7\] Certificate of Completion](#) - sent at the end of OL7, all participants
- Mentor Comms
 - [Mentor Communications](#)

Sending a Mail Merge

Most email templates were sent using [Yet Another Mail Merge](#) (YAMM). YAMM is also able to send personalized pdfs (certificates). There is a daily limit on how many emails you can send, but I share my YAMM invite code with my fake emails and get a daily cap bonus.

Guides & Docs

- [Role Descriptions](#) Includes:
 - Cohort Host
 - Expert
 - Mentor
 - Open Leader (participant)
- [OL7 Cohort Host Handbook](#)
- [OL7 Mentor Handbook](#)
- Syllabi
 - [OL7 Syllabus \(project track\)](#)
 - [OL7 Syllabus \(culture track\)](#)
- [Mentorship Meeting Template](#)

Curriculum

Project Track

- [Syllabus](#) (project track)
- By Topic: Guest Facilitators Sections
 - [All topics for quests \(incl. template slides, lessons & instructions\)](#)
 - [facilitator invitation email template](#)
 - [Slide templates \(all topics\)](#)
- Cohort Calls ([blank Agenda templates](#), [filled agendas](#))
- Recordings ([all](#))

Culture Track

- [Agendas](#) (filled)
- [OL7 Syllabus \(culture track\)](#)

Mentor Training

- Orientation
 - recording: <https://youtu.be/06Ale0qtoUY>
 - notes: <https://goo.gl/4xosQe>
 - Slides
 - [OL6 feedback review](#)
- Mentor Training
 - [Notes](#) (both session 1 & 2)
 - Session 1: Understand common successes and challenges in mentoring OL participants.
 - [Recording](#) (option b)
 - [Recording](#) (option a)
 - Session 2: Mentorship skills (active listening, effective questioning, giving feedback) + GROW model
 - [Slides](#)
 - Recording: <https://youtu.be/AOavNxPxZ7I>

Forms

In some cases, I've made copies of the OL7 forms to remove response data.

- Applications
 - [OL7 Application](#)
- Reviewer Forms
 - [1st round review \(OL6\)](#)
 - [rubric](#)
- Registration
 - [Mentor](#)
 - [Participants](#)
 - [Experts](#)
- Surveys
 - Mid-term ([mentor](#), [participant](#))
 - Final
 - [Mentor](#)

- [Participant anonymous](#)
- [Participant stay in touch](#)

Zoom

If you need a Zoom room at a recurring time, we can setup a meeting for you and share the host key. Email abby@mozillafoundation.org