

Session Title:**Session Description:**

Describe the session topic. But also describe what the experience will be, will it just be a presentation or workshop or interactive or storytelling or? And when I walk out of the session what will be different?

Key Takeaways

- This is NOT a list of topics, although that is helpful in the chart below
- This is a list of the actions will be able to take with what they learn, challenges they can solve with the info, etc.
- 3 is a magic number of sorts. 3 points to remember-takeaways. 3 is the number, not 2 unless you continue to 3, 4 is too far. Sorry couldn't help channeling a little Monty Python

Training Design format

Topic	Overview	Goals-Outcome	Who	Time
Simple title of topic	Description of the activity or summary of the topic.	Why does this content matter to the audience, how should the audience think different or what should they learn	Presenter name Slide #	How long and what time to start

Training Design (summarized example)

Topic	Overview	Goals-Outcome	Who	Time
Ice Breaker	Ask for a volunteer from the audience that has some coding experience and another volunteer who is strong in HTML and content. Ask the coder to hand out the worksheet and the HTML person to take notes using a notepad.	Simple demonstration to show how we don't always use volunteers skills	John Slide 1	5 notepad 10:30
Intros	2 minute speed intros -- Say: • Name, role, org (we will have a slide up about your org or company, so you don't have to say that part)	Intros	All Slide 2-5	7 10:35

	Overview of your experience with Technical Volunteers			
Level of volunteer	Pyramid of type of volunteer uses	Talk about the levels of volunteer roles - tactical, skilled and pro bono to talk about how you need more preparation as you move toward the top of the pyramid	Jacob Slide 6-7	2 10:42
Level Set	level set - should have a full volunteer strategy, but we are focused on tech-probono -Use a couple slides to talk through volunteer model	Managing volunteers should be very similar to how you manage staff, it takes time, effort and planning.	John Slide 8	2 10:44
Impact vs time	Worksheet of volunteer impact vs time	Talk through a couple frameworks to help you think through some volunteer opportunities	Jacob Slide 9-10	8 10:46
Quick report back	In three words report back an interesting volunteer opportunity someone else in your group shared that you had never thought of or heard of		Jingleheimer Slide 11	4 10:54
Examples	Examples of how we have used volunteers, what worked and what didnt	Steve will share Tech Advisory Board Princessa will share an example of Pro Bono project	Schmidt Slide 12-13	8 10:58