

Leader Training Writeshop Report for MWM
January 11-15 2010

Executive summary of outcomes

The main purpose of the Writeshop was to develop a common approach to all leadership training across CISV.

The participants were drawn from The Education Dept, IO Programme Committees IJB, Profile Raising, IRMC, and ODC. This list includes participants from all regions.

Outcomes:

- A set of common goals and indicators was developed for all CISV training
- Committees will write specific indicators for each of their target groups
- There will be a common Activity Writing Template
- There will be a common Training Session Planning Template
- There will be space on the Library for model training sessions
- There will be a goals based evaluation system for training (PDPEF style)
- There will be an annual rotation of Content Areas (Passport)
- There will be a glossary of terminology
- An action plan has been written into this report

Present::

Maru Ayam (IJR), Rou El Shimi (IJR), Erin Way (IVC), Mette Floistrup (ISU), Manu Melsa (IIC), Tom Kaye (SCC), Ana Maria Buritca (IYM), Chris Stokes (Mosaic), Sarah Montgomery (IPP), David Lister (IRMC), Jennifer Watson (EVR), Bjorn Samming (IPT), Monica Berrocal (LTC), Bebbe Hron (IO), Denise Farrar (IO), Kiran Hingorani (IO), Gabrielle Mandell (IO), Chuck Catania* (IPT).

Apologies:

Cathy Knoop (ODC), Rodolfo Zuniga (EDC), Adam Axelsson (IEC)

Background:

This Writeshop was endorsed by the Board at AIM 2009 as a way to start work on Goal 3 of the Education and Training strand of the Strategic Plan. It took place at the International Office (IO) and was funded by CISV International, with additional support from the Peace Fund.

The structure and content of the Writeshop was co-ordinated by Monica Berrocal (Chair LTC) Kiran Hingorani (Education Officer).

A Pre-camp information pack was sent out to all participants in October to help participants prepare for the Writeshop. This contained:

- Writeshop Goals
- Preparation activities 1 and 2
- Practical information

In addition to the above a timetable for the week was sent out to all participants at the beginning of December.

A site was established on Share-point to allow for the collection and sharing of documents.

This report includes a summary of decisions taken and items discussed. It also contains an action plan, which sets out what should happen between now and AIM, to address those issues which require further work and discussion within committees.

Writershop Goals and Outcomes

Goals and Indicators	Outcomes/comments
<p>Goal 1: To identify the training content and balance for all leadership roles (programme and organisational)</p>	<p>Discussions during the Writershop identified a number of aspects of commonality for all programme and organisational leadership training. These include:</p> <p>Decision: CISV's approach to planning and evaluating leadership training should be goals based.</p> <p>Decision: Four generic goals were written (Appendix C). These goals apply to all committees and cover training for all leadership roles (programme and organisational).</p> <p>Decision: Four generic indicators were written for each of the four goals. These indicators apply to all committees and cover training for all leadership roles (programme and organisational).</p> <p>Decision: The four goals include one goal dedicated to CISV Education.</p> <p>The goals based approach allows committees to design training curricula which reflect the different target groups they are responsible for training.</p>
<p>a) There is agreement on the 'common' content areas for all leadership roles</p>	
<p>b) There is agreement on programme specific content areas</p>	
<p>c) There is agreement on organisational specific content areas</p>	
<p>d) There is an agreement on the education content and time allocation within programme and organisational training</p>	
<p>Goal 2: To have training content for each leadership role</p>	<p>The common approach to training is also exemplified by the following:</p> <p>Decision: Each committee will produce a defined curriculum for each target group. This curriculum will include:</p> <ul style="list-style-type: none"> • Specific indicators which can be tracked back to each of the generic indicators • Elements (topics) which support the achievement of the specific indicators identified for each target group. • Educational indicators which relate to Big Ed and the Passport <p>Decision: All programme committees will use and promote the agreed Activity Writing Template.</p> <p>Decision: All committees will use and promote the agreed</p>
<p>a) There is written material for the 'common' content areas of programme and organisational training</p>	
<p>c) Leadership training for all roles uses/refers to:</p> <ul style="list-style-type: none"> • The Passport • Big Ed • The Library 	
<p>d) There are recommended time allocations for each of the common and specific content areas of training</p>	

	<p>Session Planning Template.</p> <p>The Library will fulfill a number of functions, which support programme and organisational training. These include:</p> <ul style="list-style-type: none"> • Access to completed Activity Templates • Access to completed Session Planning Templates • Access to Passport and Big Ed • A blog for training comments/tips/evaluation <p>Development of the Library is currently being carried out by Helen Pringle (IO). This work will continue between now and AIM. The education content committee is looking for some volunteer help for this project. It is planned to have an online version available to demonstrate at RTFs. This will contain some model Activity Templates.</p> <p>In addition to the above, each committee will develop a training strategy which outlines how their curricula will be delivered to their respective targets groups during a given year.</p>
<p>Goal 3: To agree the training structure for all leadership training</p> <p>a) There is agreement on the purpose of RTFs and who should attend</p> <p>b) RTF timetables promote joint facilitation of 'common' content sessions</p> <p>c) There is a three year RTF training plan for programme/organisational/TTT workshops</p> <p>d)) There is a global network of NA contacts for all programme/organisational/TTT training</p>	<p>At present the purpose and target audience for RTFs is varied and unclear, with the result that they attract a wide variety of participants who have very different training needs.</p> <p>Desire:</p> <ul style="list-style-type: none"> • Each RTF has a clearly defined purpose and audience • There is a published 3 year rolling programme of RTF dates and locations. • Each committee has a network of NA training contacts within each RTF region. • There is collaboration between the education department and trainers prior to the RTF regarding the common education session • There is collaboration between trainers prior to RTFs to identify joint sessions between all or groups of committees • Trainers meet with the ReCo/RTF Coordinator at each RTF to discuss the purpose/ target group and timing of future RTFs. • The outcomes of these meetings are discussed as a whole at AIM
<p>Goal 4: Design an evaluation mechanism for all leadership training</p> <p>a) There is a mechanism for the trainee evaluation of RTF/NA leadership training</p> <p>b) There is a mechanism for evaluation of</p>	<p>There are a number of aspects of evaluation which require further consideration:</p> <ul style="list-style-type: none"> • Trainee evaluation of leader training: post training • Trainer evaluation of leader training: post training

training by the leader after they have performed their role.	<ul style="list-style-type: none"> • Trainee evaluation of leader training: post programme/role • Leader performance evaluation
c) There is a mechanism for the evaluation of leader performance linked to the training content and job profile	<p>Decision: Post training evaluation by trainees and trainers should be goals based, using an approach similar to the educational evaluation approach used by programmes with the PDPEF.</p>
d) There is alignment between the format for leader evaluation and TTT evaluation	<p>Decision: Post training evaluation will be trialed for Goal 1 Education at RTFs in 2010</p> <p>Decision: TTT evaluation will also be goals based for trainees and trainers, using an approach similar to the educational evaluation approach used by programmes with the PDPEF.</p> <p>Decision: Individual committees will be responsible for showing how their trainings during the course of a year, at RTFs and at NA level, have met the CISV's training goals and indicators. The L T C will be responsible for providing an organisational overview based on the contributions of each committee.</p>

Action Plan January – AIM 2010

Actions for:	Who	Completion date
RTFs		
<ul style="list-style-type: none"> • Contact ODC to set up ReCo / trainer meetings at all RTFs 	Moni	Feb 1
<ul style="list-style-type: none"> • Inform ODC and all RTFs/trainers about Diversity content area 	Kiran/ Maru	Feb 1
<ul style="list-style-type: none"> • Inform all trainers to submit one completed Training Session Template from RTF 	Bjorn/Maru/Moni	March 1
<ul style="list-style-type: none"> • Distribute completed model Activity Template for Diversity 	Rodo	March 1

<ul style="list-style-type: none"> Inform all trainers to submit one completed Activity Template from RTF 	Rodo	March 1
<ul style="list-style-type: none"> Hold RTF discussion meetings 	All RTF trainers	RTFs
<ul style="list-style-type: none"> Trial trainer and self evaluation forms for Education goal 	All committees	RTFs
<ul style="list-style-type: none"> Develop 3 year RTF plan: dates/locations 	ODC/Committees	AIM
Training Strategies:		
<ul style="list-style-type: none"> Write Programme specific indicators: Goal 1 	All committees	March 1
<ul style="list-style-type: none"> Develop role profiles on Template format 	All committees	March 1
<ul style="list-style-type: none"> Write Programme specific indicators: Goals 2, 3, 4 	All committees	June 1
<ul style="list-style-type: none"> Identify and define elements of training 	All committees	June 1
<ul style="list-style-type: none"> Finalise curriculum for at least one role 	All committees	AIM
<ul style="list-style-type: none"> Develop Committee Training Strategy 	All committees	AIM
Evaluation:		
<ul style="list-style-type: none"> Provide feedback to IO on IRMC proposal 	All committees	Feb 1
<ul style="list-style-type: none"> Develop trainer evaluation form for Education goal 	Kiran	March 1
<ul style="list-style-type: none"> Develop trainee self evaluation form for Education goal 	Kiran	March 1
<ul style="list-style-type: none"> Develop post training evaluation form (PDPEF style including programme specific indicators) 	All committees	Post AIM
<ul style="list-style-type: none"> Develop post programme/role evaluation form 	All roles	Post AIM
Communication:		
<ul style="list-style-type: none"> Write report for MWM 	Kiran	MWM
<ul style="list-style-type: none"> Circulate Writeshop minutes and video 	Moni	Feb 1
<ul style="list-style-type: none"> Inform AIM team about Diversity content area 	Rodo/Kiran	Feb 1
<ul style="list-style-type: none"> Develop communication strategy for Writeshop outcomes/developments 	Denise	Feb 15
<ul style="list-style-type: none"> Update Education Department and Committee websites re Writeshop outcomes/plan 	All committees	March 1
<ul style="list-style-type: none"> Develop a training overview document (common approach, goals, resources, methods) 	Moni/Kiran	July1
<ul style="list-style-type: none"> Pre AIM meeting for Writeshop update 	Moni/Kiran	Pre AIM
<ul style="list-style-type: none"> Present Writeshop outcomes/ developments 	Moni/Kiran	AIM
Resources:		
<ul style="list-style-type: none"> Finalise Activity Planning Template 	Rodo/Kelly	Feb1
<ul style="list-style-type: none"> Complete Session Planning Template 	Bjorn	Feb 1
<ul style="list-style-type: none"> Update and circulate glossary 	Rodo/ Jennifer/Kiran	March 1
<ul style="list-style-type: none"> Complete Role Profile template 	Bebbe/ Gaby	Feb 1
<ul style="list-style-type: none"> Complete Diversity materials 	Maru/Kiran	March 1
<ul style="list-style-type: none"> Launch Library on line 	Rodo/Helen/Kiran	RTF
<ul style="list-style-type: none"> Pilot 'Diversity' Activity Template at Youth Meetings 	Ana Maria	April 1
<ul style="list-style-type: none"> Update Guides 	Bebbe/Committees	AIM

