

Wisdom Works Program's Activity Timeline for Launching New Sites in June 2011

Time Period	Activity/Event Details	Organizational Steps to Prepare	Staff
May 5, 2011	COAs receive program announcement and review tools to launch program at new site <ul style="list-style-type: none"> Program manual with recruitment tools for volunteer trainers and an activity timeline for recruiting and training trainers and advertising workshop to public PR copy for recruiting workshop leaders 	ELD sends copies of: <ol style="list-style-type: none"> Operations Book with: <ul style="list-style-type: none"> PR copy for recruiting participants Trainer recruitment letter and process Evaluation Tool 	Mary Kay at ELD
Jan 19 – Feb 24	COAs <ul style="list-style-type: none"> Recruit volunteer trainers (2-4) with HR backgrounds; conduct CORI screen. Confirm trainers can attend Train the Trainer Session on June 15, 2011. Inform Mary Kay Browne of number of recruits on Wednesday June 8. Provide a copy of Wisdom Works Manual to each volunteer trainer. Designate a manager (volunteer or staff) for the program at site (if not the site director) Get ready to recruit workshop participants; prepare articles, ads, posters, cable PSAs, etc. 	ELD: <p>On Thursday June 9, Mary Kay will send electronic file with the Wisdom Works Manual to sites that succeed in recruitment of Trainers.</p> <p>Train the Trainer site will be announced in June.</p>	COA & ELD
Attend the Train the Trainer day.	Workshop volunteers (COA staff may also attend) will: <ul style="list-style-type: none"> Attend Train the Trainer Session (9:30 AM – 2:30 PM) . Note: The training site host typically provides a lunch, and is reimbursed by attending COA sites @ \$7.00/per person. Schedule a local workshop and room for your local volunteer workshop leaders to run workshops. 	Program Trainers to: <ul style="list-style-type: none"> Provide other training materials and tools Arrange for participation of program trainers 	ELD & State Trainers
June/July 2011	Recruit participants <ul style="list-style-type: none"> Collect a materials fee. Instruct participants to bring copy of current resume to first session Print copies of workshop training manual 		COA
July 2011	Host first 4 Week Series on July 6, 13, 20, and 27 (sample series on Wednesdays)	COA to provide: <ul style="list-style-type: none"> space for training flip charts 	COA and Trainers
Last day of wkshp 6 months out	Post Training Evaluation Results Survey (6 months later)	Tools are in the Operations Manual	COA

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