

Chicktime Training Manual

Encouraging women to develop their passions and use their gifts to make the world a better place for the next generation

WELCOME

Welcome to Chicktime leadership! Together we will move through the process of establishing your chapter through these trainings. They are important and we need you to make a commitment to prioritize them over the next 12 weeks. There is no charge, but we do ask that you honor our time by following up and completing your 'homework'. This training process has been crafted over years and years of training Chicktime leaders as they establish their chapters. It works and the results will take your breath away... and change us both forever!.

Here you will find a basic outline for our four phone trainings and our on-site training. It usually takes about an hour per phone training. You will need to be sitting in front of your computer in a quiet room while we train. We will set our appointments for trainings by email after you have completed the homework from the previous training. These trainings are organized in a way that SHOULD keep you from ever feeling overwhelmed or alone throughout the entire process.

Before we begin, we do ask that you take the time to read our book, Chicktime. It is available for free and located on the chicktime.com website. You are welcome to print it out. <http://www.chicktime.com/chicktime-book/>

After our trainings begin, at anytime, if you feel overwhelmed, CALL US (call, text, email), we are in this together!! We are here for you. We will share our cell phone numbers with you when your training begins.

To prepare for your First Training

- Of course, read through the Chicktime Book
- Pray or meditate and ensure that you believe this is the right decision for you in this season of your life.
- If you are not familiar with charities in your area, please do an extensive Google search. We have found it very helpful to use Google maps. Type your zip code into the Google map search box. When your area pulls up, then type the search words 'children home', or 'abused child', or 'domestic violence' in the Google map search box. Research the charities that come up. Regular Google searching works as well. Be prepared to talk about a charity that you are drawn to. Better yet, volunteer there as an individual 2 or 3 times before contacting us to begin your training.

First Training

Location: Phone

Time commitment: 1 hour

- You
 - Share your story and why starting this chapter is important to you
 - Share your understanding of the Chicktime Model
 - Share your understanding of leader responsibilities
 - Share the name of the charity you are most drawn to in your area and when you would be available to go on a tour
 - Share the regular day of the month you would prefer to have your regular recurring monthly Chicktime event (such as the 2nd Saturday or would you prefer a weekday evening such as the 3rd Wednesday). Weekdays during the work day won't work... it is too difficult to recruit volunteers before 5pm on a weekday. Some charities desperately need volunteers on weekday evenings so please decide if that is an option
 - Share your goal date (month) you would like to have your very first Chicktime event. You will lead this event based on your passions and gifts (an activity based on your hobby or vocation)
- Me
 - I'm listening while you are sharing and will fill in any blanks
 - Discuss Charity Partner options (have a few ideas before we talk)
 - Importance of co-leaders
- Homework
 - Talk to your circles, get commitments from at least 3 people to lead workshops, use the Schedule Template to document
 - Send a picture and paragraph or two sharing why establishing a chapter is important to you, why your community needs it, and invite others to get involved
 - Review Charity Partner Engagement page: <http://www.chicktime.com/chicktime-training-manual/charity-partner-engagement/>
 - Review the newly updated Ch 7 on Leader Roles and Responsibilities: <http://www.chicktime.com/wp-content/uploads/Chapter-7-Co-Leaders-and-Letting-Go.pdf>
 - Review the resources to prepare to engage monthly leaders through the next 12 months: <http://www.chicktime.com/chicktime-training-manual/engaging-monthly-leaders/>
 - Finish Chicktime book or re-read if you think you need to

Second Training

Location: Phone

Time commitment: 1 hour

- Together we will talk through
 - Preparing you for your Charity Partner Tour
 - Setting goals for the timeline of establishing your chapter (date of 1st Chicktime, 4 workshop leaders confirmed with dates/activity, co-leader 1 onboard, co-leader 2 onboard, ticket purchased for onsite training)
- Training on:
 - Chapter co-leaders
 - Engaging monthly workshop leaders
 - How We Serve page
- Homework:
 - Attend Charity Partner Tour- while there confirm start date, regular schedule, and point of contact
 - Email follow up report to us
 - Email completed 2017 Schedule Template to us for at LEAST the first 4 months
 - Record the goals we set (for establishing your chapter) on your calendar
 - Answer Meet the Leader questions and email to us
 - Watch Chicktime Experience Video, print out transcript and take notes

Third Training

Location: PHONE

- In-depth training on these topics
 - Share your JOYS and any challenges that came out of your charity tour. We will celebrate the joys and work through challenges
 - Co-leaders and division of roles
 - Fundraising
 - T-shirts
 - 2017 Schedule Template-set goals to fill the calendar through the next 12 months with confirmed workshop leaders, their activities, and confirm your co-leaders host ensuring she knows her responsibilities
 - Review Engaging Monthly leaders using a real example from their chapter, since the founding leader will be leading the 1st month's activity, role play using the 2nd month's activity leader
 - How We Serve Page- talk through to ensure they are comfortable with it
 - Review each website page together to ensure everything is current
 - Talk through Leadership Experience Video focusing on the importance of the first 15 minutes of waiting and the next 15 minutes dedicated to their business meeting
- Homework
 - Continue engaging monthly leaders with the goal of getting commitments for the next 12 months. Email updated schedule to us
 - Responsible for learning to use the calendar and keep it updated at LEAST 6 weeks prior to each event. Until you are comfortable you may send us calendar updates and changes and we will do it for you All chapters must have a save the date on the calendar at all times through the end of each calendar year. Link to calendar tutorial on Leader Resource Menu
 - Responsible for taking at least one picture and post it to their chapter's Facebook page along with a short write up (we use this to create a highlight post on your website each month)
 - Responsible for ensuring their websites are up to date at all time. Review website monthly to ensure all pages reflect current information and invites and pictures are being posted
 - Use transcript for Leadership Experience Video to: create a bullet point outline for your regular business meeting

Fourth Training

Location: Phone

- Share
 - Joys and challenges of first Chicktime and work though solutions where needed
 - Events page- remind them that this info comes from their schedule template, review goals and talk about needed follow up until they are met (ultimate goal is having all blanks filled through calendar year ASAP)
 - The calendar at chicktime.com-click to sort, need to keep event details updated at least 6 weeks in advance
 - CRM-volunteer management system
 - Volunteermatch.org
 - Website
- Homework
 - Fill Schedule through end of year, refer to your events page on website as reference, if there are blanks, you have homework. Send updates to us so that we can get them posted online (your website, calendar, vm.org)
 - Responsible for taking at least one picture and post it to their Facebook page along with a short write up (we use this to create a highlight post on your website each month)
 - Responsible for ensuring their websites are up to date at all time. Review website monthly to ensure all pages reflect current information and invites and pictures are being posted
 - Attend On-Site Training during the Annual Leader Retreat June 9-11, 2017 or alternate on-site visit
 - Engage 2 co-leaders, review goals but ultimately 1st co-leader should be engaged by 3rd Chicktime event and 2nd co-leader should be engaged by 6th Chicktime event

To Prepare for On-site Training During Annual Leader Retreat

- Save the date for Friday-Sunday June 9-11, 2017 for onsite training in Canyon Lake, Texas. If you are unable to attend for any reason, let us know ASAP so we can select an alternate date to on-site train with you.
- Attendance to this in-depth training is mandatory for managing chapter leaders. If travel expenses are an issue, please be prepared to discuss and work through the challenges. We will figure out together how to get you here.
- Attendance is optional but highly recommended for chapter co-leaders.
- Once you arrive, everything is free: accommodations, meals, presentations
- Those flying will use the San Antonio International Airport need to plan to arrive by 2pm Friday afternoon and may depart anytime on Sunday.
- Those driving will need to arrive by 4:30pm on Friday and are welcome to depart anytime on Sunday.
- Attire for the weekend is VERY casual. Jeans and t-shirts are perfect.

Notes