



TrainingFocus

Training / TA / Disability Inclusion

NOVEMBER/DECEMBER 2013

The monthly *TrainingFocus* provides Nebraska National Service leadership with informational tips and resources on topics pertaining to training, professional development, technical assistance and disability inclusion.



Professionals seek responsibility. They understand that their career progress and personal development come from stretching themselves beyond their current roles and duties.

Do:

- ✓ Seek out and welcome new responsibilities.
- ✓ Reach for greater roles and bigger tasks.
- ✓ Stretch beyond your current duties.
- ✓ Consider opportunities for leadership roles in a positive light.
- ✓ Volunteer and take the initiative on the next project or opportunity that comes your way
- ✓ Be alert to what needs to be done and do it.
- ✓ Offer suggestions for improving processes.

Don't:

- ✓ Avoid greater responsibilities.
- ✓ Delay taking on bigger assignments.
- ✓ Be afraid to stretch and grow.
- ✓ Wait for someone else to identify ways to improve your performance and results.

(Source: The GOALS Institute)

TRAINING SPOTLIGHT...

This month's spotlight is on **Working in Groups**. The training exercise offered, "Planning and Running Effective Meetings" is designed to help AmeriCorps members work effectively in groups – with other members, consumers or community members served, staff of the host agency or other community organizations and community residents. (Source: *Mosaica for AmeriCorps, Starting Strong, A Guide to Pre-Service Training*)

Effective Meeting Management:

Careful planning and preparation are essential to maximizing meeting effectiveness. Because all organizations must conduct much of their business through meetings, it is important that these sessions be meaningful and productive. Those who participate in these groups are busy people who may be willing to become more involved if they know their time will be well spent.

Who is responsible for meeting productivity? The leader should be in charge of planning and he or she delegates some duties to other individuals to record, keep time and report out. But everyone who attends the meeting should be prepared to participate and contribute to the business at hand.

Group leaders and members can do a number of things to ensure that their meetings are productive and efficient. Advanced planning by everyone involved is the key to achieving this goal.

To Access the Meeting Exercise go to:

http://www.serve.nebraska.gov/training/training_focus.html.

• **Working in Groups – Planning and Running Effective Meetings** – Resources included:

- Facilitator Instructions
- Member Instructions
- Cooperative Learning Roles Chart
- Meeting Planning Worksheet
- Additional Resources: Tips for Effective Meetings & Website Links

Additional Member Training & Development Resources:

For more information and resources on Member Training and Development, visit, <https://www.nationalserviceresources.gov/about>.



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MEMBER CORNER

Mutual Gift Exchange Between People in Conflict

Whenever you find yourself in conflict with another person there is something that you can do on your own without assistance from a third party to reduce tension and help get your relationship back on track.

You can initiate a "mutual gift exchange." A gift exchange is an expression of good will between two people, and it starts with one person – YOU!

A 'gift' is a peace gesture which signals to the other person that you do not wish to be in conflict, including;

An Apology

- "I'm sorry for neglecting to copy you on that email. I understand that this was upsetting for you. I won't let it happen again."

Acknowledge a Complaint

- "I *have been slow* in getting this information to you lately."

Positive Regard

- "I want any solution we find to be fair to you, as well."

A Compliment

- "I appreciate your sense of humor."

Concede a Point

- "I understand what you're saying, and I think you're right."

Recognition

- "I respect your years of experience and insights in this."

Agree to a Suggestion

- "Sure thing. Let's move our weekly meetings to Thursday."

Offer a Compromise

- "Why don't we take turns inventorying art supplies?"

When a sincere gift exchange occurs, both individuals naturally calm down; mutual trust is restored and productive communication resumes.

(Source: DHHS, HR Dept.)

TA-TECHNICAL ASSISTANCE...

- **For AmeriCorps Programs: Important Dates!!**
 - **NOVEMBER 30** – Full Time AmeriCorps members are required to have at least 9 months to complete service, November 30 is the last day for full time slots to be filled for those AmeriCorps programs that report to ServeNebraska. There is no similar deadline for less-than-full-time slots.
 - **DECEMBER 31** – Resources for Program Evaluation, programs that report to ServeNebraska must submit a 2012-2013 evaluation by December 31. Check out these evaluation examples:
 - **AmeriCorps Evaluation Plan** - Provided by Oregon Volunteers! - https://www.nationalserviceresources.org/files/sample-forms/AmeriCorps_Evaluation_Plan.doc
 - **Program Evaluation: Principles and Practices** (Second Edition) - <https://www.nationalserviceresources.org/online-library/items/m3320>

CHECK IT OUT...

- **AmeriCorps20 Toolkit: Get Involved!**
<http://www.nationalservice.gov/programs/ameriCorps/ameriCorps20/resources/engagement-toolkit> The AmeriCorps 20th Anniversary Toolkit: Get Involved is a resource for AmeriCorps state commissions, grantees, and project sponsors that can be used to equip AmeriCorps members, alumni, community organizations, and leaders to highlight the past and future impact of AmeriCorps during the yearlong celebration.

DISABILITY/INCLUSION...

- **National Service Inclusion Project (NSIP) - Inclusion Tips**
INCLUSION TIPS address all aspects of diversity, including disability. Including individuals with all abilities need not always be costly, complex or difficult. Most of the INCLUSION TIPS <http://tips.serviceandinclusion.org/> can be implemented quickly, with little to no expense, and integrated within your existing operations, policies and practices. NSIP hopes you find these helpful, and invite you to share your own INCLUSION TIPS at nsip@umb.edu. They welcome any and all feedback. All tips are archived.

UPCOMING EVENTS...

- **First Lady's Outstanding Community Service Awards – Call for Nominations November 18, 2013 through February 15, 2013** - to download a nomination form visit: http://www.serve.nebraska.gov/awards/awards_first_lady.htm
- **Governor's Points of Light Award Nominations due December 15** – to download a nomination form visit: http://www.serve.nebraska.gov/awards/awards_governor.htm
- **Martin Luther King, Jr – Day of Service – January 20, 2014** – to get involved, visit: <http://www.pointsoflight.org/signature-events/martin-luther-king-jr-day-service>