



**Motivating Staff with Y4Y
Coffee Break Webinar
January 16, 2014**

**Y
FOR
YOUTH**





Disclaimer

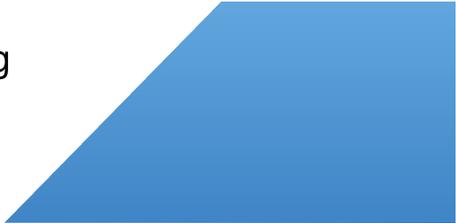
This information is being provided as part of a Fiscal Year (FY) 2013 webinar for the “You For Youth” (Y4Y) professional development website. This website supports the 21st Century Community Learning Centers (21st CCLC) grant program administered by the U.S. Department of Education. Information and materials mentioned or shown during this presentation are provided as resources and examples for the viewer’s convenience. Their inclusion is not intended as an endorsement by the U.S. Department of Education.

In addition, the instructional practices and assessments discussed or shown in these presentations are not intended to mandate, direct, or control a State’s, local educational agency’s, or school’s specific instructional content, academic achievement system and assessments, curriculum, or program of instruction. States and local programs are free to use any instructional content, achievement system and assessments, curriculum, or program instruction that they wish, insofar as they support the goals and objectives of the 21st CCLC program, as authorized.

Published Materials

The contents of this webinar were developed, in part, under a contract from the Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Please note that both the audio and video portions of this webinar are being recorded for archival purposes.





Introductions

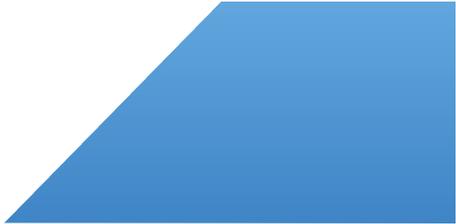
Hosts:

Karen Tylek

Y4Y Project Specialist

Monique McDowell-Russell

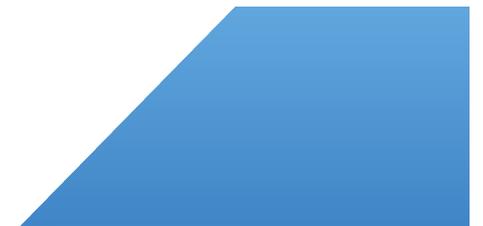
Y4Y Training Specialist





Coffee Break Webinar

- Interact with the Y4Y team members and afterschool colleagues from across the country.
- Ask questions about Y4Y and how the portal can help you.



Driving Question

How can we motivate and engage staff using Y4Y resources?





Poll: Who's in the Room?

What is your role in the program?

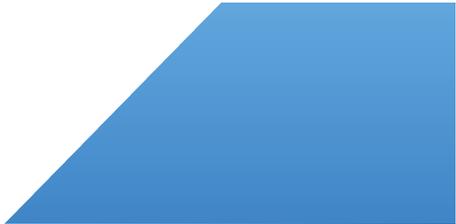
- a) Project Director, with multiple sites
- b) Site Coordinator, based on-site
- c) Classroom teacher/Direct service
- d) Curriculum Coordinator
- e) Other





Poll

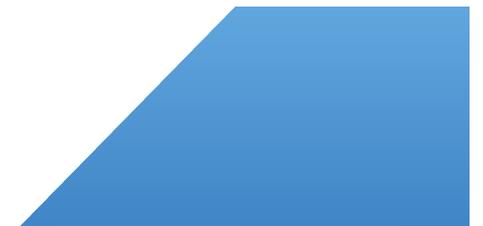
How long have the majority of your team members worked with the program?

- a) Less than 1 year
 - b) 1-3 years
 - c) 3-5 years
 - d) 5+ years
- 



Chatbox Discussion

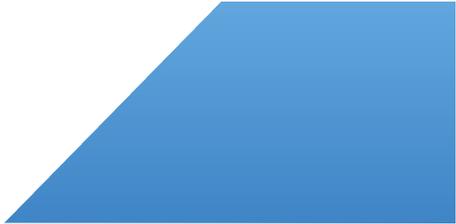
What is your program's biggest challenge in motivating staff?





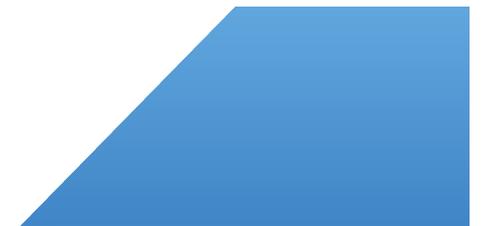
Today's Webinar

Motivating staff through:

- Developing Ownership
 - Recognizing Contributions
 - Additional Motivation
- 



Developing Ownership



Strengthening Partnerships: Coaching My Staff

Y4Y › Learn › Strengthening Partnerships › Coaching My Staff › Build Staff Skills - Coaching Moment



Build Staff Skills - Coaching Moment

Prepare staff to work with partners and maintain strong relationships to improve programming and youth experiences.

Instructions: Click the pointers to see the How-To Action Steps.

- **Staff need to see themselves as ambassadors for the program and be able to clearly share the program mission.**

How-To Action Steps

- Share and discuss the goals and components of the program and be sure everyone understands them.
- Use the [Recruit Partners Training to Go](#) to get started.
- **Staff need a clear plan for working with partners that shows they value partners' time and contributions.**
- **Empower staff to identify and discuss program needs and to develop action plans detailing where partners could step in.**
- **Professional development should be an ongoing process, not just a single event.**

Assess Needs Training Starter



Assess Needs—Training Starter

Objectives: All participants in the training will be able:

- Identify, from their own perspective, what is working in the program and what needs improvement
- Gather stakeholder (parents, teachers, community members, etc.) feedback on the program
- Ask for and collect youth ideas on program needs and potential improvements

Total amount of time: _____ **Number of participants:** _____

Preparation: _____ **Materials:** _____

Training Opening

- Engage Participants _____ minutes
(Ice breaker/warm up activity related to the topic)

- In small groups, have participants discuss and write down what they believe are the areas of the programming that need the most improvement (if anonymity is a concern, find ways to gather information that allows staff to be as honest and forthright as possible). Gather the lists and compile answers when participants are completing the next activity.
- Explain that because staff are the eyes and ears of the program, it's important they reflect on what's working and what isn't and actively think about how to improve the program.

- Explain that partners can help fill in gaps or address needs in current programming, but to have a plan for where they'll fill in, you first need to understand where there's room for improvement.
- In small groups, have participants discuss and write down what they believe are the areas of the programming that need the most improvement (if anonymity is a concern, find ways to gather information that allows staff to be as honest and forthright as possible). Gather the lists and compile answers when participants are completing the next activity.
- Explain that because staff are the eyes and ears of the program, it's important they reflect on what's working and what isn't and actively think about how to improve the program.

Tool: Creating a Training Plan for Staff

You For Youth

Aligning With the School Day



Creating a Training Plan for Staff

Training

On which topics do staff need training?

- Understanding program goals for alignment
- Seeing themselves as afterschool educators
- Communicating with teachers and schools
- Supporting learning in homework time
- Knowing school content standards
- Creating project and activity objectives to link with content
- Understanding and using tools to develop 21st century, learning skills, and study habits, such as contracts
- Collecting attendance data by individual
- Communicating about attendance with schools
- Using data to plan programming or activities
- Documenting learning to share with teachers
- Other

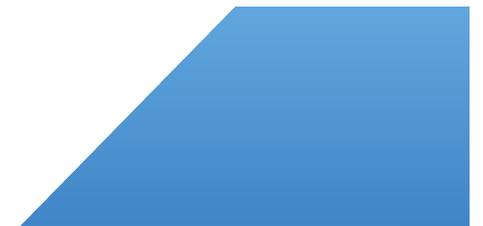
How much time is available, and when, for staff training?

- During orientation
- During staff meeting time
- During program breaks
- In conjunction with school teacher professional development
- At conferences
- In professional development sessions scheduled during the year
- Other

Topic	Date	Time	Who participates	Who leads



Recognizing Contributions



Tool: Sample Volunteer Skills Grid

You For Youth

Strengthening Partnerships



Sample Volunteer Skills Grid

SAMPLE VOLUNTEER SKILLS GRID—1

<p>Skills I have—</p> <p>Special skills, talents, interests I like to use:</p> <p><i>I am a retired math teacher. I also play the guitar and men's softball.</i></p>	<p>Interests I want to develop—</p> <p>Areas I want to learn more about:</p> <p><i>I just want to stay busy and spend time with kids who are struggling in school.</i></p>
<p>Things I don't like to do—</p> <p>Please don't ask me to do this!</p> <p><i>Nothing, really...</i></p>	<p>Time I can give to the program—</p> <p>Hours, days, length of time etc.:</p> <p><i>Tuesdays from 3-5 PM.</i></p>

SAMPLE VOLUNTEER SKILLS GRID—2

<p>Skills I have—</p> <p>Special skills, talents, interests I like to use:</p> <p><i>My kids are all grown. I like cooking, reading and sewing.</i></p>	<p>Interests I want to develop—</p> <p>Areas I want to learn more about:</p> <p><i>I want to get to know the families in the community.</i></p>
--	--

Honor Partners Training Starter

You For Youth / Strengthening Partnerships



Honor Partners

Training Starter Template

Objectives: All participants in the training will be able:

- Publicly recognize and honor partners' contributions to the program
- Privately appreciate partners' hard work in ways that will encourage them to stay involved

Total amount of time: _____ **Number of participants:** _____

Preparation: _____ **Materials:** _____

- As a group, brainstorm public and private ways to honor partners. Focus on solutions that are no- or low-cost and that are youth-driven (youth-made cards, treats, etc.)

- Engage Participants _____ minutes
(Ice breaker/warm up activity related to the topic)

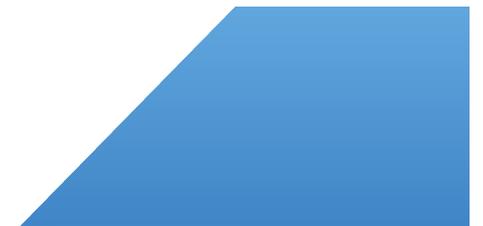
- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda)

Training Middle _____ minutes
(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Explain that most people like and want to be recognized for their hard work and contributions. Add that when you often can't pay partners or partner organizations, this recognition becomes doubly important to ensure these partners know you value their time.
- As a group, brainstorm public and private ways to honor partners. Focus on solutions that are no- or low-cost and that are youth-driven (youth-made cards, treats, etc.)



Additional Motivation



Strengthening Partnerships Learn More Library

Y4Y › Learn › Strengthening Partnerships › Introduction
› Learn More Library



Learn More Library

External Videos

Publications

A Guide to Successful Public-Private Partnerships

After School Programs in the 21st Century: Their Potential and What it Takes to Achieve It

Afterschool: The Bridge Connecting Schools and Communities

Big Thought

Building Capacity for Better Results: Strategies for Financing and Sustaining Capacity



Selected Venture Capital Funders

Below is a list of some of the organizations that provide venture philanthropy funding to nonprofit organizations to help build organizational capacity.

Organization	Approach to Venture Philanthropy	Grantee Portfolio
Robin Hood Foundation	<ul style="list-style-type: none"> • Applies investment principals to philanthropy. • Provides in-house management and technical assistance, or provides funding for consultants with expertise in financial management and strategic and financial planning. 	New York City
Tipping Point Community	<ul style="list-style-type: none"> • Provides general operating support to grantees to determine how to use funds and holds grantees accountable for results. • Provides or contracts for technical assistance in organizational capacity, including technology, strategic planning, and board development. 	San Francisco Bay area, California
Social Venture Fund	<ul style="list-style-type: none"> • Supports capacity-building activities to help an organization expand and strengthen operations. • Focuses on small to medium-size organizations with a budget of less than \$2 million. 	Silicon Valley, California
Social Venture Partners	<ul style="list-style-type: none"> • Provides general operating support and capacity-building support in, for example, board development and governance, program evaluation and performance management, financial management, and strategic planning. 	King County, Washington





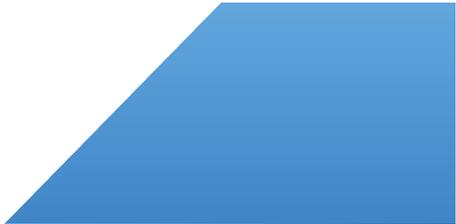
Discussion

What are some ways you have helped to motivate your team?





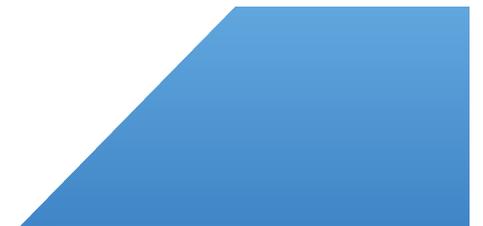
Q & A

- Questions on motivating staff?
 - Other Y4Y resources?
- 



Driving Question

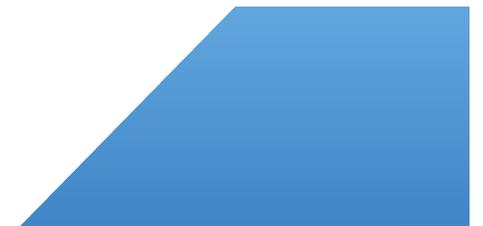
How can we motivate and engage staff using Y4Y resources?





Next Steps

- 1) Visit the Y4Y portal (www.y4y.ed.gov) to:
 - Register
 - Post your ideas to the Discussion Boards
- 2) Tell your colleagues about Y4Y
- 3) Join us for our February webinar





Thank You!

Monique McDowell-Russell

Y4Y Training Specialist

mmcdowell@foundationsinc.org

Karen Tylek

Y4Y Project Specialist

K.Tylek@thetactilegroup.com

