

Hosting a YouthTrain

Thanks for signing up to host a YouthTrain!

We have designed the evening to be as easy as possible for every host; however, there are a few key areas where you are an integral part of the training. Please read through this carefully before the evening begins.

This guide includes:

- Evening Schedule
- Detailed Evening Schedule
- Instructions for Joining the Webcast

If you have any questions, don't forget to join the two host conference calls on Monday and Tuesday (they are both optional but we encourage you to join).

If you still have questions, email us at youthtrain@progressleaders.org.

Part One: Evening Schedule

Because the schedule of the evening is very tight and there are multiple campus parties happening simultaneously, it is very important for you to stay on schedule.

8:00 – 8:20	Arrival & Introductions
8:20 – 8:45	Training Video
8:45 – 9:00	Conference Call Set-up and E-mail questions for the National Trainer to youthtrain@progressleaders.org
9:00 – 9:30	Conference Call with National Guest Trainer – you may e-mail in questions throughout the entire conference call
9:30 – 10:15	Practice Skills Session (using Guest Packet)

Part Two: Detailed Evening Schedule

Below is a detailed breakdown of the schedule for the evening that also includes what your specific responsibility will be at each point of the evening.

8:00 – 8:20 Arrival and Introductions

When people first start arriving at your event, you should take the first twenty minutes to do some introductions, talk about what organizations or groups you work with, and what issues you're passionate about. As the host, try to facilitate the discussion and help everyone meet each other (if they don't already know

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each other). You can have this be informal or you can have folks sit down and do introductions in a circle.

There are two things you need to do before the video starts at 8:20 and they are:

1. *Take Attendance* – Have everyone who shows up fill out their information on the YouthTrain attendance sheet.
2. *Pass Out the Guest Packets* – Use the beginning of the evening to pass out the Guest Packets to each of the participants at your house party. Each guest at your party should get his/her own packet.

You can also go over the agenda for the evening and talk about the goals for the evening as everyone continues to arrive.

You should have the video ready to go so that you can start it exactly at 8:20.

8:20 - 8:45 CPL Volunteer Recruitment and Retention Training Video

At exactly 8:20, you should begin playing the training video. Make sure that all of your guests can see and hear the video. The video is 25 minutes long.

8:45 – 9:00 Webcast Set-up and Questions

Once the video is over, you should join the live webcast, which is scheduled to begin at 9:00pm exactly. You can either join over the internet or using a phone. Regardless of how you join, make sure that everyone can comfortably hear the discussion. (Note: You will be muted, so you don't need to worry about background noise).

Instructions for Joining Online:

Go to <http://www.progressleaders.org/youthtrain/webcast.htm>

Instructions for Joining by Phone:

E-mail youthtrain@progressleaders.org if you don't have internet access and we'll give you a conference call number so you can listen in.

While you're waiting for the call to start, there are two things you can do:

1. **Submit Questions!** Once you have entered the conference call, there may be a few minutes before it starts. You can use this time to ask your guests

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if they have any questions to submit to the guest trainer using a computer with internet connection.

Send us any questions from your YouthTrain right away at so that they can be answered by the national guest trainer during the conference call. Please include your name and location in the email.

E-mail address for questions: youthtrain@progressleaders.org

2. You can also ask your guests to take out their “Guest Packet” and begin to look them over. If time allows, they can review the scenarios and pick the one they’re going to use during the practice skills session after the call.

The conference call will begin at exactly 9:00. Please have your guests quiet down and listen to the call.

9:00 – 9:30 Live Webcast and Conference Call

The call will feature a guest trainer who is an expert on volunteer recruitment and retention, as well as Center for Progressive Leadership staff. During the call, the trainer will touch on several important issues and answer some of the questions submitted by the house parties. You can encourage your guests to take notes if this will help them retain the information better.

9:30 – 10:15 Practice Skills Session

At the end of the conference call, a Center for Progressive Leadership staffer will give instructions for starting the next portion of the training. You play a critical role in facilitating this portion of the evening.

The skills session includes:

- 20 minutes – Choose a scenario and fill out worksheet
- 10 minutes – Work with a partner to write your rap
- 15 minutes – Practice your rap

The practice skills session is when you need to play the most active role. Follow these steps:

9:30-9:50

1. Break the participants at your YouthTrain up into groups of 3-4 people (it’s very important that they are groups of 3-4).

2. Ask them to work through the skills worksheet for twenty minutes. This includes answering the questions and talking them through with one another.

Note: Remind participants to take tips from the video and call and incorporate these into their work.

3. As host, you are responsible for tracking time. Let everyone know when the 20 minutes are up and ask them to start working with their groups.

9:50-10:00

4. After 20 minutes, ask everyone to start filling out their 5cs rap. They should do this in small groups and talk about their best strategies.

10:00-10:15

5. Finally, for the last fifteen minutes, everyone should practice their raps with a partner. Each person should deliver their 5cs to someone else in their small group as if that person were a potential volunteer. Each practice pitch should last 3 minutes.

You can remind them during the process:

- Guests should use the handouts provided to take notes on one another's performances and should give feedback immediately after each role-play
- Guests should have real conversations. People who are pretending to be potential volunteers should feel free to ask questions and make it seem like a real situation.
- Remember to be respectful and courteous during activities like this. If you are giving criticism, remember to provide constructive suggestions on how people can improve.

During this period, your role as the host is to serve as a facilitator and keep your guests on track. Observe the groups and make sure that all participants are getting an opportunity to practice their pitches.

It is very easy for this portion of the evening to become an unstructured conversation, and while dialogue is great, we want to ensure that everyone gets an opportunity to practice the tools they have learned during the evening.