

	Topic	Training	Examples	Tools	Notes
Life Skills	<u>Capability Framework</u>				
	Skill Definition & Assessment	x	x	x	Match needed skill profile to mission
	Curriculum design		x		Enduring understanding, learning map
	<u>Content Development & Delivery</u>				
	Curriculum development	x	x	x	Experience with Understanding by Design
	Facilitation 101	x		x	See faculty assessment tool
	One-Point Lessons	x	x	x	Quick learning in one-minute
	Tools & Templates		x	x	Adding structure is helpful to coaching
	Lesson Plans		x		About 50 lesson plans available upon request.
<u>Blogs (with critical questions)</u>		x		Simple 1-minute learning, use blogs on agency site	
<u>"Purpose" Speaking Events</u>	x		x	Live with Purpose, Retire with Purpose and more.	
Volunteer Solutions	<u>For Volunteers</u>				
	<u>Volunteer Development Playbook</u>		x	x	Fit, interview prep, excellence, development.
	<u>Link skilled volunteers</u>		x	x	Push skills to an organization
	<u>For Volunteer Managers</u>				
	<u>Best Practices</u>	x	x	x	Guided or self-assessment.
	<u>Volunteer Vision</u>	x	x	x	Workshop or self-guided. <i>It starts with the Leaders!</i>
	<u>Metrics & Dashboard</u>	x	x	x	Leadership tool to guide improvement efforts
<u>Volunteer Manager Networking</u>				Annual Retreat and ongoing workshops	
<u>Ambassadorship</u>	x	x	x	Engagement leading to an "ask"	
Mentoring Solutions	<u>For Mentors</u>				
	Mentoring 101 Training	x		x	Overview of mentoring principles & skills in 90 minutes
	Mentor for Purpose Workshops	x		x	GROW, Uncover Beliefs, Ask Powerful Questions ++
	<u>Life Skills Wiki</u>		x	x	This is the main LSN life skills toolbox
	<u>For Mentor Program Leaders</u>				
	Mentoring Program Startups	x	x	x	Add a mentor program to your organization
	Mentor Principles & Skills Tool	x	x	x	Self-assessment and learning tool
	Coaching Roadmap development		x		Identify mission-critical coaching themes
Mentor Development Planning			x	Guide the journey from new mentor to trainer	
Dream Book		x	x	A simple structure to guide the development journey	
Organizational Capacity (For Executive Directors)	<u>Organization Design</u>	Paper			See Operating Discipline paper.
	Organization Design		x	x	<i>Every org is perfectly designed to get the results it gets.</i>
	Role clarity/PACE	x	x		PACE (process, approve, consult, execute)
	Key Elements Assessment		x	x	Simple tool to assess key organization design elements.
	<u>Operational Excellence</u>				
	Executive Dashboard		x		One page scorecard for key metrics, processes, projects
	Organizational Masterplan		x	x	Develop a high-level project plan
	Work Process Masterplan		x		One page scorecard for all processes, owners, status
	Work Process Summaries	x	x	x	One page summary of the process with improvements
	Review Process for Staff/Board		x	x	The process that brings operating discipline alive
	<u>Talent Management</u>				
	Coaching			x	Creating a coach and mentoring culture
Career Planning	x		x	Wiki and template	
Personal Development Plans				Leveraging strengths; choosing a capability to grow in.	

All tools are freely available. Some are on-line; others by request to Tony Aloise (tony.aloise@lifesolutions-network.org)