

	Topic	Training	Examples	Tools	Tony	Notes
Life Skills (For Members - Volunteers & Orgs)	<u>Strategic Capability Building</u>					See HONK menu
	Skill Definition and Assessment	x	x	x	x	Match needed skill profile to mission
	Curriculum Design				x	
	<u>Life Skills Content Development</u>					
	Curriculum development	x	x	x	x	Experience with Understanding by Design
	<u>Life Skills Wiki</u>		x		x	This is the main LSN life skills toolbox
	<u>Skill Delivery</u>					
	One-Point Lessons	x	x	x	x	Quick learning
	Tools & Templates				x	Adding structure
	Lesson Plans		x		x	About 50 lesson plans available upon request.
	<u>Blogs (with critical questions)</u>					Simple 1-minute learning, use blogs on agency site
	<u>Public Speaking Events</u>					Live with Purpose, Live to Your Potential and more.
	Classroom management		x	x	x	See faculty assessment tool
Coaching/mentoring				x	Specialty coaching, e.g. job coach	
Volunteer Solutions (For Members and Friends)	<u>Volunteer-Side</u>					
	<u>Volunteer Development Playbook</u>			x	x	Fit, interview prep, excellence, development.
	Mentoring				x	1:1 time
	<u>Volunteer NKY on Facebook</u>				x	Simple learning, encourage cross-agency sharing
	Dream Book		x	x	x	A simple structure to guide the development journey
	<u>Customer-Side</u>					
	Ambassadorship	x	x	x	x	Individual and organizational engagement leading to an "ask"
	Process Documentation	x	x	x	x	Part of an overall program management approach.
	<u>Best Practices</u>		x	x	x	Guided or self-assessment.
	<u>Volunteer Vision</u>					Workshop or self-guided.
	Volunteer Dashboard					
	Mentoring Program				x	Add a mentor program to your organization
	Mentor Workshop					Under development for 2017
	<u>Volunteer NKY Connect</u>		x	x	x	Volunteer fair planning package
	Process to link skilled volunteers					Under development for 2017
Volunteer Manager Networking					Under development for 2017	
<u>Supply-Side</u>						
Speakers Bureau					Under development for 2017	
Manage & Lead (For Valued Members)	<u>Operating Discipline</u>	Paper				Good position paper with examples embedded!
	Executive Dashboard		x		x	One page scorecard for key metrics, processes, projects
	Organizational Masterplan		x	x	x	Develop a high-level plan
	Project Planning		x		x	Many examples of complex program management
	Work Process Masterplan		x		x	One page scorecard for all processes, owners, status
	Process Documentation	x	x	x	x	One page summary of the process with improvements
	Review Process for Staff/Board		x	x	x	The process that brings operating discipline alive
	<u>Continual Improvement</u>					
	Organization Design		x	x	x	<i>Every org is perfectly designed to get the results it gets.</i>
	Role clarity	x	x		x	PACE (process, approve, consult, execute)
	Key Elements Assessment		x	x	x	Simple tool to assess key organization design elements.
	Constraint Management	Paper			x	Every organization has a constraint that if elevated...
	Loss Analysis	Paper			x	Process to eliminate cost and time losses
	<u>Managing People</u>					
	5E's	x				Envision, engage, energize, enable, execute
	Coaching				x	How to coach and mentor
	Team Building				x	Task-oriented team building
	Effective Meetings	x	x	x	x	2 wikis: 1:1's and groups
	Giving and Receiving Feedback				x	<i>Feedback is the engine of personal growth.</i>
Career Planning	x		x	x	Wiki and template	
Personal Development Plans				x	Leveraging strengths; choosing a capability to grow in.	