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| 1. **NAME** of the resource / tool
 | **Broadway Manchester Training and Learning Plan** |
| 1. **WHAT** is the purpose of the resource / tool?
 | Formatted as a “worksheet”, this tool is meant to serve as a guide for community members when brainstorming their training/learning priorities based on available budgeted funds. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Chrysta Wilson with input from BSBWM Community Partnership members. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | It can be used to support a facilitated discussion where ideas shared by the group are documented and compiled into a summary training plan for review.  |
| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Identifying learning / training priorities is an important first step toward organizing skill-building opportunities that are well aligned with group goals and priorities. Documenting recommendations also provides a record of group input and agreements, which supports focused follow up and minimized confusion about how decision were made. |

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Partnership Training and Learning Plan

*Draft: November 1, 2016*

**Vision/Goal For This Plan**

1. Increase the skills of Community Partnership Members and Leadership Group Members.
2. Provide learning and training opportunities for community members.
3. Build leadership within the Community Partnership.
4. Engage Partnership members.

**When Do We Want To Accomplish This Goal?**



* June 30th, 2017

**What do we need to do?**

1. **Understand How Much Money Is Available**
* Broadway Manchester Community Partnership has $18,000 training budget to cover conferences, workshops, and trainings for active partnership members.

1. **Understand the rules and restrictions for the funds:**
* Funds must be used by June 30th, 2017.
* Funds can be used to train **Broadway-Manchester Community Partnership members.\***

*\*A community member or community organization representative can become a partnership member by attending 1 community partnership meeting, according to the Partnership Bylaws.*

1. **What is the process for funding trainings, workshops, and conferences out of this budget?**



1. The Leadership Group makes a request to use the training funds for a specific learning opportunity. The training request should be connected to the current work of the Partnership.
2. The Leadership Group submits the request to Joaquin Calderon, Program Officers for Broadway-Manchester Best Start.
3. Approval will be based on the relevance of the current work and availability of funds.

1. **What can the funds be used for?**
* Conferences
* Workgroups
* Trainings

1. **How could these training and conference funds help the Partnership with its current goals?** The training funds can:

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* Build the skills of community partnership members.
* Build relationships with community agencies.
* Be used as a recruitment tool to bring in new members to the Partnership.
* Be used as a way to re-activate former members of the Community Partnership.

1. **What are our next steps?**
	1. ****We need to identify what we want to learn and what kinds of trainings would benefit the Partnership.
	2. We need to identify the specific trainings, workshops, or conferences that we think would be beneficial.
	3. We need to determine our process for choosing the training opportunities that get provided to the Partnership.
	4. We need to determine our process for selecting training participants.

* 1. We need to decide how will we promote the training, workgroup, and conference opportunities to the Partnership?

1. **What training topics, conferences, or workshops do you think the Partnership would benefit from?**



* 1. Train community partnership meetings on how to lead the Partnership.
	2. Train Partnership members on public speaking norms for political and government forums.
	3. To help Partnership members build skills, develop a Job Fair and/or a Community Resource and Information Fair.
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	7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. **How would we know if our training plan was successful?**
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* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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