



IST

General Sessions

MONTANA STATE AMERICORPS*VISTA IST
GENERAL SESSION: IST OPENING
(115 minutes)

Session Purpose:

- Start the IST off in a positive way and clarify how IST will progress

By the end of this session, participants will be able to:

- Relate the goals of the IST
- Discuss the vision of VISTA service in Montana

Time	Steps	Resources/ Materials
	<p><u>Room Set-up:</u></p> <ul style="list-style-type: none"> ▪ <u>Set the room with:</u> <ul style="list-style-type: none"> ⇒ Registration table for sign in and dispensing of nametags and folders (agenda, roster) ⇒ Chairs fanned in rows or a large circle depending on the size of the group and the room ▪ <u>Posted newsprint:</u> <ul style="list-style-type: none"> ⇒ Welcome signs 	<p>Agenda</p> <p>Roster of all attendees</p>
2 min. total	WELCOME BACK!	
	1. Greet everyone and thank them for their commitment and efforts to make it to this training.	
10 min. total	OVERVIEW OF THE IST	
3 min.	1. <u>History & Background.</u> Link back to OSOT and CBI and the conversations that have already been seeded re: community building, community mobilization, eradicating poverty, leaving a community legacy.	
3 min.	2. <u>Introduction of CNCS Staff, Facilitation Team & Helpers.</u> Have each of the following in turn step forward and introduce themselves and share with the assembly a hope they have for the training. <ul style="list-style-type: none"> ⇒ CNCS Staff ⇒ IST Sponsor Partners ⇒ Special Helpers 	HO: Agenda

Time	Steps	Resources/ Materials
<p>2 min.</p> <p>2 min.</p>	<p>⇒ Facilitation Team Members</p> <p>3. <u>Goals & Objectives</u>. Review the goals and objectives (cover of agenda).</p> <p>4. <u>Agenda Review</u>. (Refer to agenda in participant packets) Highlight the key events, rhythm, rationale of the IST's organization and flow.</p>	<p>Visuals:</p> <ul style="list-style-type: none"> ▪ Reconnect ▪ Retool ▪ Reflect ▪ Refresh & Relax
35 min. total	WHO'S HERE?	
<p>5 min.</p> <p>15 min.</p> <p>15 min.</p>	<p>1. <u>Who Is Here?</u></p> <p>2. <u>Meet & Greet</u>. 2, 4, 6, 8</p> <p>3. <u>Member Map</u>.</p>	
15 min. total	A VISION OF VISTA SERVICE FOR MONTANA STATE	
<p>2 min.</p> <p>5 min.</p> <p>3 min.</p> <p>3 min.</p> <p>2 min.</p>	<p>1. <u>Introduction and background of State Director</u></p> <p>2. <u>The pits & peaks of VISTA service in Montana</u></p> <p>3. <u>A vision of VISTA service for Montana</u></p> <p>4. <u>Critical ideas connected to the vision</u></p> <p>5. <u>Hopes for this coming year for each member</u></p>	<p>Training Materials: PowerPoint Slides or transparencies or newsprint</p> <p>Resource: C Mob Principles</p>
	<p><u>Facilitation Note:</u></p> <ul style="list-style-type: none"> ▪ The launch should be upbeat, snappy, and welcoming. ▪ Depending on the size of the group and the size of the room, the Member Map may not be feasible. If this is the case, consider a different strategy for highlighting where geographically members are serving around the state. 	

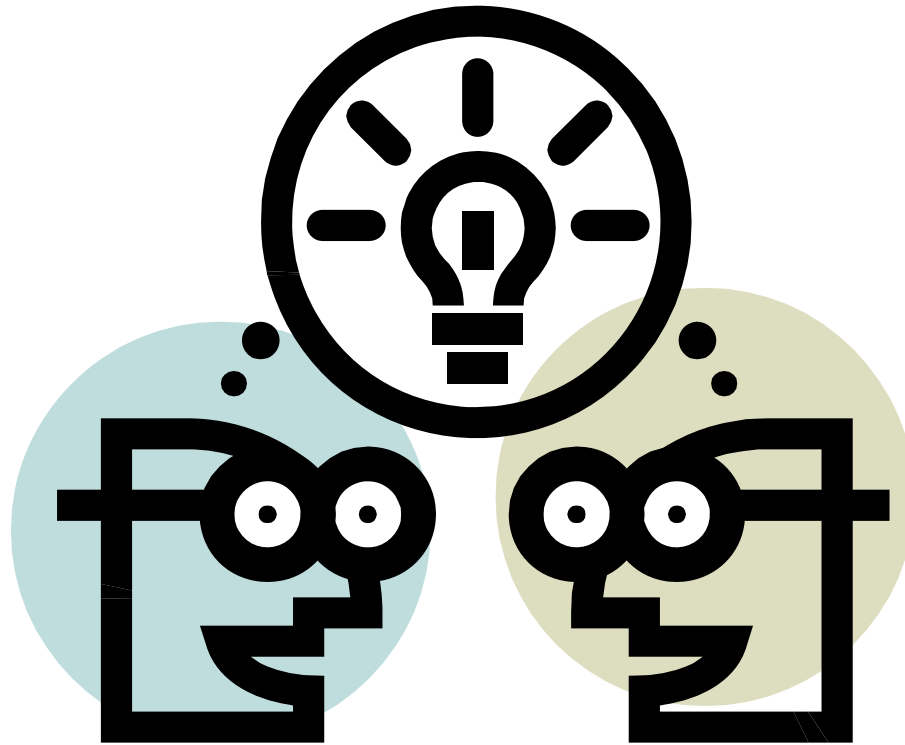
* Reconnect



* Retool



* Reflect



*Refresh & relax



Meet & Greet

Find partner who shares your preference for – morning, day, and night	<ul style="list-style-type: none"> ▪ Share favorite book, movie, or song ▪ Share proudest moment since becoming a VISTA 	
Find people who share birth month	<ul style="list-style-type: none"> ▪ Share game show you've fantasized being on 	
Find 2 people you haven't talked to yet	<ul style="list-style-type: none"> ▪ Share name, project, and major responsibilities ▪ Finish the sentence – If they would have told me before my service _____, I would have said _____. 	

GENERAL SESSION: MEMBER CAFÉ (110 minutes)

Session Purpose:

- Create opportunity for members to dialogue and problem solve together

By the end of this session, participants will be able to:

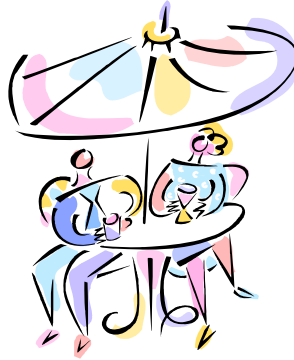
- Dialogue about member support, successful strategies, etc.
- Address persistent challenges discussed during the PMI
- Share resources to strengthen and enhance VISTA service and member retention

Time	Steps	Resources/ Materials
	<p><u>Room Set-up:</u></p> <ul style="list-style-type: none"> ▪ <u>Set up each table with:</u> <ul style="list-style-type: none"> ⇒ Table cloth & colorful napkins ⇒ Table decorations – candle, flowers, glitter, etc. ⇒ Table treats – candy, etc. ⇒ Markers, doodle paper ⇒ Table tents w/ numbers and topics (generated by facilitation team as a result of the challenges identified during the first home team gathering) ▪ <u>Set the room with:</u> <ul style="list-style-type: none"> ⇒ Dimmed lighting ⇒ Background music (boom box & music) ⇒ Refreshments ▪ <u>Posted newsprint:</u> <ul style="list-style-type: none"> ⇒ Café guidelines ⇒ Host assignment ⇒ List of tables and topics ▪ <u>Transparencies:</u> <ul style="list-style-type: none"> ⇒ Café Welcome ⇒ Café Process <p>*Café managers need bowties, corsages, aprons, or something to jazz up their appearance as managers of the café.</p>	<p>Refreshments (Could be cookies, pie & ice cream)</p>

Time	Steps	Resources/ Materials
110 min. total	VISTA MEMBERS CAFÉ	
2 min.	1. <u>Manager's Welcome</u> . Extend warm welcome. Introduce the Café managers and invite folks to enjoy visiting together for the next few hours.	Transparency: Café Welcome
10 min.	2. <u>Overview of Café Culture</u> . <ul style="list-style-type: none"> ▪ Purpose: Explain the purpose of the café. ▪ Ground rules: Review the ground rules that are so important to make the café culture work. ▪ Process: Walk thru the flow of the café rounds. Explain the use of the music to indicate “pass time.” ▪ Role of host: (Refer to newsprint.) Explain that we will need one person to volunteer to stay and function as the host of the table and the connector of ideas. Review the different jobs of the host. ▪ Table menus & choice of first table: (Refer to newsprint.) Explain that the café’s choice selection has been determined by the participants via their first HT gathering conversations ▪ Turn on the music and invite folks to get up and choose their first café round. Turn off the music and let Round #1 begin 	Transparency: Café Culture Transparency: Café Process
20 min.	3. Round #1 <i>Music and 2 minute pass time</i>	
20 min.	4. Round #2 <i>Music and 2 minute pass time</i>	
20 min.	5. Round #3 <i>Music and 2 minute pass time</i>	
20 min.	6. Café Report Outs	

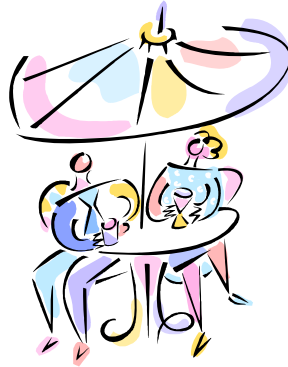
Time	Steps	Resources/ Materials
3 min.	7. Café WRAP-UP	
	<p><u>Facilitation Note:</u></p> <ul style="list-style-type: none"> ▪ Table tent topics are developed from the topics and issues generated during the first HT gathering (PMI) discussion. ▪ Recruit some folks to help with inputting the café notes for dissemination to all participants. 	

Café CULTURE – Ground Rules



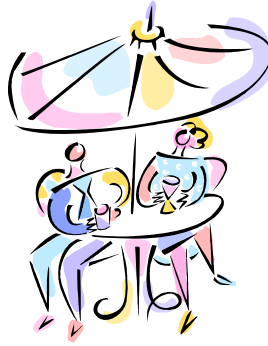
- **Focus on what matters**
- **Contribute your thinking**
- **Speak your mind and heart**
- **Listen to understand**
- **Link and connect ideas**
- **Listen together for insights and deeper questions**
- **Play, doodle, draw, write to capture what you're discussing**
- **Have fun!**

Café PROCESS



<i>Activity:</i>	<i>Timing:</i>
Café Welcome & Overview	10 minutes
CAFÉ ROUND #1 <i>Music cue to switch</i>	20 minutes
CAFÉ ROUND #2 <i>Music cue to switch</i>	20 minutes
CAFÉ ROUND #3 <i>Music cue to end</i>	20 minutes
Café Wrap-Up. <ul style="list-style-type: none"> ▪ 3 minute host highlights for each table conversation ▪ Appreciations & Close 	20 minutes

Café HOST ROLE



1. Remind people to doodle, draw, and jot down main ideas, discoveries, deeper questions, recommendations, etc.
2. Remain and welcome travelers from other tables.
3. At the beginning of each round, welcome new guests and briefly share key insights from the prior conversations so that each table group can link to prior conversations.
4. At the end, share a brief report (3 minutes, please) highlighting the key conversations generated at the table.

GENERAL SESSION: IST CLOSING (30 minutes)

Session Purpose:

- Close out event in a positive way

By the end of this session, participants will be able to:

- Return to their service energized, clearer about the direction of their service, and with a renewed sense of purpose, commitment, and connection

	<p><u>Room Set-up:</u></p> <ul style="list-style-type: none"> ▪ <u>Set the room with:</u> ⇒ Chairs fanned in rows or a large circle depending on the size of the group and the room ▪ <u>Posted newsprint:</u> ⇒ Thank you signs 	
5 min. total	CLOSING COMMENTS	
	<p>1. Thank everyone for their commitment and their efforts to make the training a success. Acknowledge in turn the contributions of:</p> <ul style="list-style-type: none"> ▪ The V-members ▪ The hotel staff ▪ The CNCS staff ▪ All the partners and helpers ▪ The VISTA leaders ▪ The facilitation team <p>2. Ask folks to join in group feedback using their “clap-ometers” to show how well the main goals of the IST were accomplished. Review each:</p> <ul style="list-style-type: none"> ○ To Reconnect ○ To Retool ○ To Reflect ○ To Refresh/Relax 	
10 min. total	CLOSING ACTIVITY (Home team facilitated)	
3 min.	Adjournment	