

# **GARDEN COURT NEIGHBORHOOD ACADEMY**

September 24, 2004

Orientation Session

## **AGENDA**

**Welcome**

**Program Walkthrough**

**Group Dynamic**

**Expectations Exercise**

**Closing Reflection and Announcements**

<b>Plan for Orientation</b> <b>Garden Court Neighborhood Academy</b> <b>September 24, 2004</b>		
5:30pm	<b>Set up</b> Tables, snacks, décor, name tags, documentation, agenda, other practical details	The team
6:00pm	<b>Welcome, Introductions</b>	Raúl
6:20pm	<b>Program Walkthrough</b>	Kynan
6:50pm	<b>Group Dynamic</b> Community Bingo	Raúl
6:50pm	<b>Expectations exercise</b>	Sunny
7:10pm	<b>Closing/ Announcements</b> <b>Decide the dates for the rest of the sessions</b> Assignments for next session	Raúl Sunny
7:30pm	<b>Clean Up</b> Connecting with participants as they leave	

Key purposes of session
<ul style="list-style-type: none"> <li>➤ Participants understand what the Neighborhood Academy is about</li> <li>➤ Participants have the opportunity to ask questions about the program               <ul style="list-style-type: none"> <li>➤ Participants are motivated to attend session one</li> <li>➤ Participants enjoy the meeting</li> </ul> </li> </ul>

**Materials**  
 Sticky Wall  
 Pins  
 Glue spray  
 Flipchart  
 Markers  
 Pencils  
 Tape – scotch and clear  
 “I’m interested” sign in sheet  
 Large NA timetable  
 Introduction ?s written on A4 sheet

**Handouts**  
 Leaflets & info on Neighborhood  
 Academy & ICA  
 Community Bingo  
 NA curriculum

## Welcome & Introductions

**RO:** Participants inspired by importance of NA

**EO:** Participants start to relax and participate

**Materials:**

“I’m interested” sign-in sheet

Intro?s written on sheets

Flipcharts

Markers

- Thank you all for coming. Everyone signed in?
- *Introduce facilitators & ex-participants present.*
- *Short presentation on history and importance of the Neighborhood Academy, (NA), by coordinator and ex-participant.*

### Opening Conversation

- Now want to start with introducing ourselves (*put up sheet*)
- *Start with facilitator and go round the room.*
- *Write ?s on 2 flipcharts, 1 Spanish, 1 English*
- Are there any other questions?
  
- Now \_\_\_\_\_ is going to make a short presentation about the NA and then will answer these questions that we have come up with.

- Name
- Where you live
- One ? about NA

## Program Walkthrough

**RO:** Participants have a clear idea of what NA is about

**EO:** People are enthusiastic about participating in the program

**Materials:**

Large curriculum

Curriculum handouts

### Opening

- *Put up blown up timetable of NA and hand out A4 copies*
- Who here has ever been to a meeting in their neighborhood, or an event?
- What do you like about being involved in your community?
- What don't you like?
- What problems do you face in getting people involved?
- What do you think makes people reluctant to be involved in their community?
- *Try to get out the following points: fear of taking on too much, meetings that never result in action, people are unaware of the skills that they have*
- Well, this training is designed to help you become leaders who are not overworked, but who are skilled at getting other people involved to help out.
- It's designed to give you the skills to lead discussions, workshops and planning sessions that quickly get people involved in taking action.
- It's designed to reveal the untold skills and abilities that you possess, and help you to reveal these in other people.

### Walkthrough

- So, the NA is a twelve week training program and each session lasts three hours. But it's not all work, as we always have a break and refreshments, and we always play some games too.
- We start each session with an opening conversation about the community, so we might talk about teamwork or about communication skills.
- Then we have our main presentation for the session followed by an exercise about it.
- We'll also have a break and play a game, and then we'll finish with a reflection on the session.
- And during all this, there are lots of opportunities for you to get involved, leading sessions, conversations and games.

### **Weeks one through six: methods**

- In the first session, we will start to get to know each other and we will talk about how youth and adults can work together to build community.
- In session two, we will learn the first of three methods, the discussion method. And we'll practice how to lead a discussion, so that everyone can have their say but that decisions are made in a short space of time, at the end of the conversation.
- In the third session, we will learn another method, the workshop method. You can use this method to brainstorm ideas as a group, organize your ideas and then reach consensus about an issue, for example, "What would you like to see happen in this community in the next five years?"
- And the following week, you'll have a chance to practice the workshop method in small groups.
- In the fifth session, we'll learn the last method, action planning. And we will use this method to plan an event or project in this community and to come up with a timetable that we will use over the next six weeks to make the event actually happen in the final week of the academy.
- In the sixth session, we'll review the methods we have learnt and how we can use them, and we'll start to plan our community project or event.

### **Weeks seven through twelve: community development**

- So from week six to week eleven, the second part of each session will be taken up by working in our small groups, planning for this community event that will take place at the end of the Neighborhood Academy.
- From week seven, during the first part of each session, we will talk about community development.
- So in session seven, we will start to look at our community from different perspectives and we will create some maps of the area.
- Then, during the next four weeks, we will look more closely at the four aspects of community development: economic, social, cultural and political.
- So, in session eight, we will look at what we need to do to increase the wealth of our community, how we can attract and support local businesses, give people employment opportunities and keep money in our neighborhoods.

## Orientation

- Session nine, we will look at social development, so we will talk about how we can make our community resilient, how we can promote healthcare, support our schools and encourage people to get involved.
- In the following session, we will turn our attention towards political development and how we can strengthen this community's power. So we will look at how we can organize our community, make our neighborhoods safe and make ourselves heard in the city and beyond.
- And in session eleven, we will talk about cultural development and how we can strengthen this community's spirit. So we will talk about how we can make our neighborhoods more beautiful, how we can encourage people to attend community events and meetings and how we ourselves can celebrate.
- And finally, we will hold our community event in the final week, followed by a ceremony when we will reflect on the Neighborhood Academy and everyone will graduate and receive a certificate.

## Closing

- So that is a short run through of the training program and what you will be learning and doing if you decide you would like to participate.
- Now, let's look at the questions that we came up with and try to answer them.
- *Go through list of questions, one by one, until all are answered, and a date, time and location are decided on.*

## Group dynamic

**RO:** Participants start to get to know each other

**EO:** Participants have fun

**Materials:**  
Community bingo handout  
Pencils

- Going to play community bingo.
- *Hand out sheet.*
  
- The idea behind this game is that we all get a chance to get to know each other a bit better.
- So, does everyone have a pencil?
- OK, so you have five minutes to find someone who can answer yes to the questions in these boxes.
- You must put a different name in each box.
- And once you have a name in each box, shout "bingo" and the game will stop.
  
- Any questions?

## Reflection

- So, who knows more than five of his neighbors? Who has cooked for more than 50 people? Who wants to participate in this training? Who can bring a young person to the Neighborhood Academy?
- What surprised you about this exercise? What was not a surprise to you?
- What did you learn about people here?
- When might you use this exercise?

## Expectations

**RO:** Participants reveal their expectations of program to training team

**EO:** Participants begin to feel that the program belongs to them

**Materials:**  
Flipcharts  
Markers

- Now we just want to spend about 20 minutes finding out what you expect to get out of the NA and what you expect to learn.
- So, you might expect to meet people, or you might expect to learn how to make meetings more exciting.
  
- So, if we can number off 1, 2, 3, 4 around the room. 1s sit here, 2s here etc.
- In your groups, I'd like you to brainstorm ideas about the expectations you have for this NA and to write them on a piece of flipchart paper, in both English & Spanish.
- And you've got about 10 minutes to do this, and then I'd like someone from each group to make a short presentation about their group's expectations for the NA.
- OK, any questions?
  
- *People work in groups, then make short presentations*

### Reflection

- What are some expectations that you are not surprised to see?
- What are some expectations that you are surprised to see?
- What did you learn about each other from doing this exercise?
- Which expectation is most important to you?



## Closing

**RO:** Participants are clear about the practices of the program and reflect on tonight's session

**EO:** Participants are excited about session one next week

**Materials:**

Flipchart

Markers

"I'm interested" sign-in sheet

Info on NA & ICA

- So the first session will be on \_\_\_\_\_ from \_\_\_\_pm to \_\_\_\_pm, and after that every session will be on a \_\_\_\_\_. (Write on flipchart)
- There will be childcare and so you should take your children to \_\_\_\_\_ when you arrive.
- We do ask you to be punctual so that we can start and finish on time, and to ask you to try to come to every session.
- Also, each person will be asked to bring some snacks a couple of times.
  
- Please make sure that you have signed up on this sheet if you would like to attend, but first:

## Reflection

- We also reflect at the end of each session on what we have done, so very quickly:
- What happened tonight? What did we do?
- When did you feel most excited?
- When were you perhaps a bit confused?
- What did you learn?
- How will you use what you learnt?
- Who will be here at session one?
  
- Well, thank you very much for coming. If you have any questions, please ask either myself or \_\_\_\_\_. Also, there is more information on the program and ICA on that table over there, so do help yourself and remember to sign the sheet if you would like to participate.
- We hope to see you all again at the first session on \_\_\_\_\_.