

# FACILITATING LOCAL TRAINING

Local training before and after June National Training is key to the success of your *CDF Freedom Schools* program. It should be dedicated to preparing the organization, staff and facilities for operation of the *CDF Freedom Schools* program. Project Directors and Site Coordinators can facilitate this process by hosting staff development workshops, participating in teambuilding activities to promote unity for a successful summer, and reinforcing topics and ideas learned during the March Orientation and Training and June National Training. Local training also may be used to meet specific needs of your Interns and staff as determined by your organization. **For this reason local training sessions must occur both prior to and after the June National Training.**

## **Conduct Local CDF Freedom Schools Pre-National Training Sessions**

During ‘pre-training’ local staff should have an opportunity to meet and talk with others with whom they will be working and establish the organization’s local system of protocol. Time also should be spent participating in staff development workshops. A list of strongly recommended topics for local training follows:

- *Children’s Defense Fund Freedom Schools* program orientation
- National Training Orientation
- CPR and First Aid training
- Teambuilding/experiential activities
- Security and fire safety procedures
- Clarification of roles and delegation of responsibilities
- Effective communication mechanisms (i.e.: the Daily Debrief Meeting)
- Orientation to the building, community, and city
- Classroom management techniques
- Child Abuse Laws (and other local and state laws about working with children)
- Training of staff (specifically persons who have not participated in CDF-sponsored training sessions (i.e. AmeriCorps members, volunteers, etc.)

## **Conduct Local CDF Freedom Schools Post-National Training Sessions**

Training that occurs after National Training should add the finishing touches on preparing sites and staff for the summer. Recommended topics include:

- Review of Integrated Reading Curriculum (use of site library books/modeling)
- Site and classroom preparation
- Discussion and clarification of site-wide discipline procedures
- The *CDF Freedom Schools* vision, history, and connection to other CDF programs and initiatives.
- Advanced training in educational best practice and specialized topics, including leadership, community building and Civil Rights Movements.
- Final planning and scheduling of:
  - Field Trips
  - Afternoon Activities
  - Social Action Projects
  - Selection of *Harambee!* Readers
  - Finale Production
- Engaging local media (key points to emphasize)
- Communicating with parents (parent workshops, newsletters, strategies to keep them involved)

**Note:** Make good use of your resources! Veteran site staff, CDF national staff, or Ella Baker Trainers may be available to assist you with pre/post training sessions.