

Programme sub group

5 sessions and 5 breakouts

Alternatives for the content – 5 sessions

Plenary sessions will deal with all content

Session One: Organizational Skills Development (Developing clear decision making methodologies; Delegation skills, Proactive listening skills, How to motivate volunteers

- **Breakout session – dividing by groups (may be by languages) and exercises on these points**

Session Two: Increasing Community Participation (Building community consensus, How to organize an agenda and plan meetings, How to deal with disruptive behavior; Effective Time Planning - How to create and deliver effective presentations

- **Breakout session – dividing by groups (may be by languages) and exercises on these points**

Session Three : Building Community Teams (Setting Goals and Priorities, Collaborative work teams, Ways and means of sharing information; Delegating workload methodologies, Working effectively with staff support leaders

- **Breakout session – dividing by groups (may be by languages) and exercises on these points**

Session Four He (lping to spread the Word (Tools and tips on creating social media campaign , Introduction to Slack , Session reporting, newsletters and blogging, Project Management: Introduction to Trello, How to use the new collaborative editing feature in Confluence

- **Breakout session – dividing by groups (may be by languages) and exercises on these points**

Session Five: Critical Tools: Planning and Enabling the Community (ICANN Policy Development Workshop; CROP Strategic Plans, How to use Hot Topics effectively, Show the usefulness, relevance and stakes, write policy statement)