

# Syllabus

Mozilla Open Leaders - Round 5

[mzl.la/ol5-syllabus](https://mzl.la/ol5-syllabus)

*Last updated: April 27, 2018*



Mozilla Foundation - Mentor Handbook

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## A Note from Abby

I am thrilled to have you and your project part of this round of training and mentorship on open practices! You were selected because we believe your work is fueling the movement for the health of the Internet. We want to support the great work you and your project are doing over the next few months.

I hope this guide will help you navigate the logistics and meetings this round. If anything is unclear or you have more questions, feel free to add comments in this doc, or reach out to me directly. I'm here to help!

- Abby

Abigail Cabunoc Mayes  
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# Quick Links

## Website

The Mozilla Open Leaders website: [mozilla.github.io/leadership-training](https://mozilla.github.io/leadership-training)

## Social

Twitter: [twitter.com/MozOpenLeaders](https://twitter.com/MozOpenLeaders)

Medium: [medium.com/@MozOpenLeaders](https://medium.com/@MozOpenLeaders)

Newsletter: [tinyletter.com/MozOpenLeaders](https://tinyletter.com/MozOpenLeaders)

Gitter chat room: [gitter.im/mozilla/open-leadership-training](https://gitter.im/mozilla/open-leadership-training)

## Job Descriptions

We have a collection of volunteer job descriptions for everyone participating in the program.

Mentor: [goo.gl/W893JR](https://goo.gl/W893JR)

Expert: [goo.gl/UthgL1](https://goo.gl/UthgL1)

Open Project Lead: [goo.gl/Z53x6V](https://goo.gl/Z53x6V)

Cohort Host: [goo.gl/tyXQCq](https://goo.gl/tyXQCq)

## Experts

Featured experts: [goo.gl/iTWMMV](https://goo.gl/iTWMMV)

All mentors & experts: [mozilla.github.io/leadership-training/round-5/mentors](https://mozilla.github.io/leadership-training/round-5/mentors)

# Schedule

## Week 1: Introductions & Project Planning

Feb 20/2

(1.5 hours) Full cohort: Meet everyone! Online real-time training.

**This week:** In our first meeting as a full cohort, we'll be getting to know each other and our journeys to openness. To help you think about applying open practices to your work and what you hope to accomplish during the program, we'll be covering lessons from Modules 1 & 2, [Intro to Open Leadership](#) & [Opening Your Project](#) (no need to go through these beforehand).

**Modules:** [Intro to Open Leadership](#) & [Opening Your Project](#)

### Assignment:

- Open Canvas (**due Week 2**)
  - Try to bring a first draft of this canvas to your first mentorship meeting (next week).
  - [Instructions & assignment](#)
  - Template: <https://goo.gl/to6PYn>
  - Drop your finished canvas in [the chat room](#) to get feedback from your fellow project leads, mentors & myself
- Roadmap (**due Week 2**)
  - [Instructions & assignment](#)
  - Start thinking about where you want to be in 12-14 weeks & how you'll get there. Don't forget to list the [Global Sprint](#) (May 10-11) as a milestone! This will be a great way to get new contributors to your work.
  - You'll spend some time going over your goals and plan with your mentor next week.
- Open Leadership 101 (**optional**)
  - This free, hour-long online course is an introduction to "working open" and the Mozilla Network.
  - Did you enjoy the animated video from Week 1? This course contains more of that!
  - <https://mozilla.teachable.com/p/open-leadership-101>
- Vote on your cohort name! (**due Week 3**)
  - Because Cohorts A, B, C & D should have more exciting names :) Go into your cohort etherpad and +1 your favourite name.
  - Vote here:

- [Cohort A \(line 346\)](#) - leader: **Open Internet Ninja Foxes**
- [Cohort B \(line 414\)](#) - leader: **YOLO WOLO**
- [Cohort C \(line 357\)](#) - leader: **Cat Crew**
- [Cohort D \(line 366\)](#) - leader: **Cacti**

## Recap

- Cohort A: [recording](#) & [notes](#)
- Cohort B: [recording](#) & [notes](#)
- Cohort C: [recording](#) & [notes](#)
- Cohort D: [recording](#) & [notes](#)

## Week 2

Feb 27/28

*(30 min) Meet your mentor!*

Get to know each other and start thinking about 12 week goals for your project

**This week:** Your first meeting with you mentor! This call should include all project leads that registered + your mentor. These 30 minute meetings will happen every other week during the program (see the [full program schedule](#)). The default time is during your cohort time. Your mentor will reach out to you this week to confirm when & where you'll be meeting.

**Haven't heard from your mentor by Feb 27?** Let me know ([abby@mozillafoundation.org](mailto:abby@mozillafoundation.org)).

**Resources:** [Setting SMART goals](#)

## Assignment:

- Throughout the program, your mentor may recommend some resources, exercises or readings specific to you and your project.
- We have a network on experts ready to drop into your mentorship meetings. Want to chat with one of our featured experts? Let your mentor know and they can try to set it up.
  - Featured experts: [goo.gl/iTWMMV](http://goo.gl/iTWMMV)
- You have one week left to **vote on your cohort name (due Week 3)**
  - Because Cohorts A, B, C & D should have more exciting names :) Go into your cohort etherpad and +1 your favourite name.
  - Vote here:
    - [Cohort A \(line 346\)](#) - leader: **Open Internet Ninja Foxes**
    - [Cohort B \(line 414\)](#) - leader: **YOLO WOLO**
    - [Cohort C \(line 357\)](#) - leader: **Cat Crew**
    - [Cohort D \(line 366\)](#) - leader: **Cacti**

## Week 3: Project Communication & Community Building

Mar 6/7

(1.5 hours) Full cohort: Online real-time training.

**This week:** We'll be talking about the Global Sprint and ways to get your project ready for contributors. This includes project communication and community building work.

**Modules:** [Opening Your Project](#) & [Building Communities](#)

### Assignment:

- Write your project README (**due Week 5**)
  - [Instructions & assignment](#)
- [Submit your project](#) to the [Global Sprint](#) (**due Week 5**)
  - *Note from Abby:* if you have trouble with GitHub or submitting, we'll be walking through this together in GitHub 101 in Week 5. Feel free to put this off till then.
  - Complete tasks to get your project featured (**due Week 10**)
    - Writing Contributing Guidelines - [instructions & assignment](#)
    - Codes of Conduct - [instructions & assignment](#)
- Personas and Pathways (**optional**)
  - [Instructions & assignment](#)
- Test the Open Leadership Map (**optional - due March 9**)
  - [Blog post](#)

### Recap:

- Open Internet Ninja Foxes: [recording](#) & [notes](#)
- YOLO WOLO: [recording](#) & [notes](#)
- Cohorts of Chaos: [recording](#) & [notes](#)
- Cacti: [recording](#) & [notes](#)

**Feedback:** Feel free to leave your [feedback on week 3 in this GitHub issue](#).

## Week 4

Mar 13/14

(30 min) Meet with your mentor: review goals & progress, bring in [topic expert](#) if needed.

**Daylight Savings Reminder: Most of North America moved forward an hour on Sunday March 11. It might be a good idea to double check what time you're meeting.**

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call

unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

## Week 5: Giving Feedback & README Demos

Mar 20/21

(1 hour) Full cohort: Giving feedback & README Demos

(1 hour) (optional) GitHub 101

**Daylight Savings Reminder: Most of North America moved forward an hour on Sunday March 11. Please check when you're meeting!**

### This week:

- **Giving feedback & README Demos:** Bring your README to this call! We'll discuss how to give effective feedback, then you'll be reviewing each others' README files. Make sure your README is posted somewhere accessible (like a public GitHub repo or a public google doc).
- **(optional) GitHub 101:** New to GitHub? Having trouble submitting your project to [Mozilla's Global Sprint](#)? Join this call! We'll be going over a quick overview of GitHub and walking through the submission process. **If you already know GitHub and submitted your project just fine, this call is not for you.**

### Assignment:

- Refine your README based on feedback from this week (**optional**)
- Continue working on getting your project featured at #mozosprint (**due Week 10**)

### Recap:

- Open Internet Ninja Foxes: [recording](#) & [notes](#)
- YOLO WOLO: [recording](#) & [notes](#)
- Cohorts of Chaos: [recording](#) & [notes](#)
- Cacti: [notes](#) < no recording this week

## Week 6

Mar 27/28

(30 min) Meet with your mentor: review goals & progress, bring in [topic expert](#) if needed.

**Daylight Savings Reminder: Most of Europe moved forward an hour on Sunday March 25. It might be a good idea to double check what time you're meeting.**

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!



## Week 7: Facilitating Awesome Events

Apr 3/4

(1.5 hours) Full cohort: Facilitating Awesome Events

**This Week:** How to design your event for accessibility, inclusivity, and openness. You'll also learn how to facilitate the learning and logistics at your event. Finally, you'll develop plans for following up with participants after your event and for documenting and reporting what you accomplished there.

**Modules:** [Running Awesome Events](#)

### Assignment:

- **(optional)** Apply these lessons to upcoming events, like the Global Sprint
- **(due April 9)** Complete [mid-term survey](#) to provide feedback and continue to the second half of the program.
- **(due Week 10)** Continue working on getting your project featured at #mozsprint

### Recap:

- Open Internet Ninja Foxes: [recording](#) & [notes](#)
- YOLO WOLO: [recording](#) & [notes](#)
- Cohorts of Chaos: [recording](#) & [notes](#)
- Cacti: [recording](#) & [notes](#)

**Feedback:** Feel free to leave your [feedback in this GitHub issue](#).

## Week 8

Apr 10/11

(30 min) Meet with your mentor: review goals & progress, bring in [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

## Week 9: Global Sprint Prep Workshop

Apr 17/18

(1.5 hours) Full Cohort: Global Sprint Prep Workshop

**This week:** Bring your Global Sprint project to the call! We'll be talking about the Global Sprint and planning how to build momentum around your project before May 10. Then, we'll be reviewing each other's GitHub repositories to make sure they're as welcoming as possible for new contributors.

**Assignment:**

- **(optional)** Refine your repo based on feedback from this week
- **(optional)** Put together a plan to promote your project before the Sprint
- **(due Week 10)** Continue working on getting your project featured at #mozsprint

**Recap:**

- Open Internet Ninja Foxes: [recording](#) & [notes](#)
- YOLO WOLO: [recording](#) & [notes](#)
- Cohorts of Chaos: [recording](#) & [notes](#)
- Cacti: [recording](#) & [notes](#)

**Feedback:** Feel free to leave your [feedback in this GitHub issue](#).

## Week 10

Apr 24/25

(30 min) Meet with your mentor: review goals & progress, bring in [topic expert](#) if needed.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated. Are there [any experts](#) you'd like to invite to your meeting? Let your mentor know!

## Week 11: Community Building 2.0

May 1/2

(1.5 hours) Full Cohort: Community Building 2.0

Unconscious Bias & Participative Inclusion

Mentoring New Contributors

**This week:** In "Community Building 2.0" we'll be covering unconscious bias and what you can do, and mentoring new contributors on your project.

**Assignment:**

- **(optional)** implement ideas from the 'see bias and block it' breakout
- **(optional)** add some mentored issues or set up a channel for contribution inquiries
- **(due last week)** Get your project featured at #mozsprint

#### Recap:

- Open Internet Ninja Foxes: [recording](#) & [notes](#)
- YOLO WOLO: [recording](#) & [notes](#)
- Cohorts of Chaos: [recording](#) & [notes](#)
- Cacti: [recording](#) & [notes](#)

**Feedback:** Feel free to leave your [feedback in this GitHub issue](#).

## Week 12: Global Sprint \o/

May 8/9

(optional) Global Sprint Demos

& get ready for the sprint [Mozilla's Global Sprint](#) (May 10-11)

We'll be taking a break from our regular mentorship meetings for the Global Sprint! And with #mozsprint comes demo calls. These optional public demo calls are a great way to introduce your project to potential Global Sprint participants & start engaging new contributors before the Sprint.

On this call, you'll have a chance to:

- Introduce your project
- Let others know where they can help
- Async Q & A on your project

The demos will happen in a separate etherpad

- <https://public.etherpad-mozilla.org/p/ol5-demos-a>
- <https://public.etherpad-mozilla.org/p/ol5-demos-b>
- <https://public.etherpad-mozilla.org/p/ol5-demos-c>
- <https://public.etherpad-mozilla.org/p/ol5-demos-d>

## Week 13

May 15/16

(30 min) Meet with your mentor: Final mentor meeting! Celebrate & debrief.

You (and your teammates if you registered as a group) will meet with your mentor this week. This should happen at the same time and place as your previous mentorship call unless otherwise communicated.

This is your final scheduled call with your mentor! Be prepared to celebrate all you've accomplished and debrief your time together. We'll also be sending out a survey next week for any additional feedback.

## Week 14: Final Demos

May 22/23

(1 hour) Full cohort: Final Demos

This public call will be streamed online. We'll be celebrating everything you've accomplished this year! Everyone interested in seeing how they can continue the work that happened at #mozsprint will be invited to join.

On the demo call, each project will have a chance to share:

- an introduction to your project,
- and update on the progress you've made, and
- how others can help you and your project

Plan to join the call to help drum up interest in your project :) We'll be doing a much larger publicity push for this call since it's your final demo.

The demos will happen in a separate etherpad

- <https://public.etherpad-mozilla.org/p/ol5-demos-a>
- <https://public.etherpad-mozilla.org/p/ol5-demos-b>
- <https://public.etherpad-mozilla.org/p/ol5-demos-c>
- <https://public.etherpad-mozilla.org/p/ol5-demos-d>

# Role of a Mentor

## What do mentors do?

### Mentors advise and inspire

- **Connect:** to people, programs, companies
- **Recommend:** resources, readings, classes, experiences
- **Feedback:** for the mentee to consider

## Mentoring vs. Coaching vs. Sponsorship

	Power	Topic	Duration	Boundaries	Reward
<b>Sponsor</b>	Hierarchical or positional authority	Succession planning, leadership building	Long-Term: many years	Part of regular work	Career direction, protection
<b>Coach</b>	Special knowledge	Transfer of specific information, Teaching	Short-Term: class or program duration	School or training scope and vision	Student: passes test Coach: payment
<b>Mentor</b>	Wisdom authority	Career or personal growth	Mid-Term: 6 to 12 months	Program scope and vision	Mutual learning, recommendations, feedback

Adapted from a 2014 work by Katy Dickinson while at Everwise, licensed under a Creative Commons Attribution-ShareAlike 4.0 International License:

<https://creativecommons.org/licenses/by-sa/4.0/>

More: <http://www.mentoringstandard.com/mentoring-vs-coaching-vs-sponsorship/>

## FAQ

### Where can I find more information?

The [Mozilla Open Leaders website](#) has info on the program, [schedule](#), [mentors](#) and [participating projects](#). And as always, feel free to reach out to me via email, [twitter](#) or discuss topics in our [gitter chat room](#).

### Where will we take notes?

- **Full cohort meetings**
  - Cohort A: <https://public.etherpad-mozilla.org/p/ol5-cohort-a>
  - Cohort B: <https://public.etherpad-mozilla.org/p/ol5-cohort-b>
  - Cohort C: <https://public.etherpad-mozilla.org/p/ol5-cohort-c>
  - Cohort D: <https://public.etherpad-mozilla.org/p/ol5-cohort-d>
- **Mentorship Meetings:** Your mentor will share the notes doc with you

### What time do the cohorts meet?

Cohort meet at these times every other week

- Cohort A - [Tuesdays at 8am ET](#) (13:00 UTC)
- Cohort B - [Tuesdays at 12pm ET](#) (17:00 UTC)
- Cohort C - [Wednesdays at 10am ET](#) (15:00 UTC)
- Cohort D - [Wednesdays at 5pm ET](#) ( 22:00 UTC)

### If I can't make the meeting time, can I join one of the other cohorts?

Yes, all the cohorts will cover the same content so you're welcome to drop into a different call. However, we encourage you to stick to your assigned cohort to build relationships with that group.

### How will we meet?

For our full cohort meetings, we will be meeting using the video conferencing software, Zoom. Here are the instructions to [connect to my Zoom room](#).

### What if I can't make a call?

We know that life can get busy and sometimes, you have to miss a call! Because of this, I'll be recording at least one of the cohort calls each week and sending out review emails afterwards. **If you miss more than two calls during the program, we'll evaluate whether it makes sense for you to finish the program.**

### Where can I look at lessons and assignments?

We'll be following the [Open Leadership Training Series](#). We will cover some of these modules in our full cohort training calls. Other modules may be helpful to you and your project.

**How can I update my bio or project description on the website?**

If you're familiar with GitHub, feel free to send along a Pull Request with changes to the [participant info](#) or [project info](#). Otherwise, you can [file an issue](#) with the changes, or email me (emailing me is the slowest of these options).

**My mentor missed/skipped a meeting. What can I do?**

Please let me know if this happens! [abby@mozillafoundation.org](mailto:abby@mozillafoundation.org).