

Organizer Training Committee Policies

Purpose Statement:

The Organizer Training Program (OTP) of the IWW will be administrated by a three member committee charged with overseeing the work of the body which will be called the Organizer Training Committee (OTC). Though the goals of the OTC remain fluid, since the needs of the union will grow and change, the present goals of the OTC will be to offer trainings for branches, groups and workplace organizing committees to increase capacity and skills to do workplace and industrial organizing. The OTC will strive to communicate the methods and ideas of solidarity unionism in all trainings and aspect of its work. The OTC will prioritize the recruitment and leadership development of trainers whom are leaders in workplace organizing campaigns and specifically those whom are women, people of color, and immigrants whose first languages are not English.

OTP Budget and Finance Policy

1. The OTC will submit a proposed budget to the GEB in January in time for the Winter GEB meeting.
2. Funds will come from the General Fund of the IWW. The GST will work with the OTC Chair to maintain a record of all funds spent. Cost overages, or expected ones, should be reported to the GEB as soon as possible.
3. Until greater funds allow, it will be the policy of the OTP when working with IWW branches or groups to do cost sharing. Branches are expected to contribute to the cost of the training as much as they can.
4. If the OTC allocates funds towards a training, the OTC will work with the branch to set a clear expectation of attendance.

OTC Annual Meeting or “Training for Trainers”

The OTC will hold an annual meeting to collectively evaluate its work and curriculum and train identified workplace and organizing leaders to become future trainers.

OTC Election

The GEB is responsible for appointing the members of the OTC annually. Each year at the Annual Meeting the OTC will sponsor an internal election by trainers and participants to recommend to the GEB future members of the OTC.

The Organizer Training Committee is charged with the following responsibilities:

1. Handling all requests for trainings. The chair will field the request, coordinate trainers, monitor planning of OT and do short and long term follow-up.
2. Keeping track of all available trainers in the union and facilitating communication among this group.
3. Assigning trainers to branches, shops, or regions in need.
4. Actively identifying areas that could benefit from trainings and making trainings available to these areas.
5. Functioning as a clearinghouse for all training materials and making materials available to branches in advance of trainings.
6. Working closely with trainers prior to trainings to ensure that they are prepared. This work should include, but is not limited to, reviewing the training agenda and the trainer's outline. It would also include notifying trainers and potential trainers for the OTC.
7. Organizing a conference call for trainers after each training to debrief, evaluate the training, and determine what follow-up needs to be done. The six month follow up with branch would be part of this follow up.

8. The OTC will hold an annual meeting to collectively evaluate its work and curriculum and train identified workplace and organizing leaders to become future trainers.
9. Moderating the OTC e-mail list, which includes all committee members and trainers. Also, run regular announcements in IWW publications to expand the number member trainers.
10. Reporting to the GEB and the general membership of the union on a quarterly basis.
11. Prepare a budget request for the GEB.
12. Transfer materials and contact information of trainers to future OTC members.

Checklist for Trainers (pre-training)**Purpose:**

The checklist aims to keep trainers on task, prevent disorganized trainings (and trainers), improve turnout, and clarify the roles and responsibilities of trainers and local IWW groups.

Suggestions:

- Follow through
- Stay in regular contact with branch and OTC
- On finances, put it in writing or email
- Plan- failing to plan is planning to fail!

Communicate how the training should work and make sure everyone understands expectations of the branch:

- That it be well organized
- That the branch is committed to publicizing and preparing for the training
- That the branch is expected to contribute towards costs
- That the branch provide the names of individuals who will be attending so vague promises of “20 people said they would be there” don’t turn into lousy turn outs.
- Who is the training for? Is it only for Wobs or an industrial union campaign? Is it for a hotshop and local branch? Is it for activists? In other words, as much as possible, the audience should be a known quantity.
- For the training, organizers should plan on a two day training. Planners should allocate time for breakfast and settling in, a 45 minute lunch on schedule, and a short break in the afternoon.
- Discuss with the branch special needs of any participants (such as food, daycare, translations, etc.).

Location, food, and supplies:

- Refreshments should be provided for morning. Be sure there are napkins, cups, plates, knives for the bagels, etc. These should be in hand before the morning of the training.
- Discuss with branch where it is and why it was chosen. Ask if there might be problems with the location. For example, would a training for education workers at a college make it uncomfortable for that college’s workers to attend (fear of retaliation from union or boss)?
- Supplies usually amount to: notepads or books for attendees, something to write on (board or butcher paper) and with, photocopies of handouts,
- Make sure the copies are done in advance.

Housing (trainers and attendees):

- For each person from out of town, the branch should ask: arrival date, departure date, method of travel (flight numbers included), and any special requests (no cats, no-smoking, whatever) Childcare should also be discussed with attendees.

Finances:

- Travel of trainers: Branches pay based on their ability. This will be negotiated between OTC, branch/group, and if needed GHQ.
- Meeting space, food, copies, place for trainer to stay and transportation for the trainer from bus, plane or train to training. Branches are expected to pay/provide/arrange for these.
- Fundraising can be done prior to training. Events, grant writing, or passing the hat are some ideas for this.

Generic Timeline:**Two months before the training:**

- Cost arrangements are agreed upon and email is sent to OTC and local IWW contact or Branch Secretary detailing such.
- Days and times are set.

One month or more before the training:

- Space has been reserved
- Trainer is prepared to go and the branch has communicated any special needs they have (such as an industry or campaign focus).
- Trainer(s) should book flights no later than 28 days before the training

Three weeks:

- Branch has completed publicity for training
- Trainer and branch contact have discussion on what the needs of the branch are.

One week:

- Trainer should check-in with branch and make sure that all is set up or prepped. Trainer should also get a sense of what kind of workers will be there.
- Trainer has notes ready and has reviewed them, keeping in mind the audience.

Day of training:

- Coffee, tea, light snack available at start of training.
- Writing space is available such as chalkboard, white board, butcher paper, or large meeting pad.
- Handouts or writing paper and pens for participants
- Have evaluations AND have folks fill them out.

The OTC should follow up with branch 3 months after the training and one year after the training . . .