



MOMCO AFRICA

# Leadership Training Checklist

## Planning

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Planning should occur at least 3-4 weeks in advance.  
Request clear and detailed budget (if applicable) from GMD.  
Share details of event with GMD: Date, agenda, participant list, requested video/call in/letter, transportation and meal plans, etc.

## Team Building

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Time together with other leaders in your country/region is important to energize the mission. Through icebreakers, group discussions, and meals, you provide leaders with an opportunity to bond to each other and to you.

## Encouraging

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Leaders should leave feeling inspired and motivated to continue in the work that God has called them to. We want them to know that they are the most important part of this ministry, and that we value their time and efforts.

## Training

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We want to make this time fruitful, and we want leaders to be trained on various parts of the ministry. Eg: New curriculum resources; Key aspects of a meetup; Leadership training; or Regional initiatives.

## Goal Setting

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Use this time for group and regional goal setting. An important part of the process is an initial evaluation of where they are now, and how they envision the future. Leaders should leave with a plan forward for their community/country.

## Question and Answer

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Save time for questions and answers. Ask leaders ahead of time what questions they want addressed so you are prepared.

## Come Prepared

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Make copies of curriculum or ministry agreements. Confirm transportation, attendance, meals, location, etc.  
Make an organized agenda for the event.  
Dress the role: wear your MomCo shirt and badge.

## Follow-up

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Share details with GMD (and larger Africa group) about the event. Send pictures and a report.  
Address any issues that came up during the event.

# Additional Ideas

**Team building:** Through icebreakers, meal times, shared lodging, and downtime - provide leaders with an opportunity to bond to each other and to you. Specific suggestions:

- Games and team-based challenges
- Offer time at the start for short introductions
- Name tags
- Make good use of small group discussion time, intermixed with training
- Display or hand out a map of the region with group data so leaders can see the big picture
- Mix and match roommates, eating tables, discussion groups

**Training:** We want to make this time as fruitful as possible, and as a MomCo event, we want leaders to be trained on various parts of the ministry. Specific suggestions:

- Leadership handbook, Mission and Vision
- Curriculum resources (eg, Global Curriculum)
- Key aspects of a meetup (eg, the importance of discussion questions)
- MomCo online resources (eg, Leader's site)
- General or MomCo specific leadership training (eg, Leadership Certification)
- Handing out certificates at the conclusion

**Encouragement:** Leaders should leave feeling inspired and motivated to continue in the work that God has called them to. We want them to know that they are the most important part of this ministry, and that we value their time and efforts. Help the leaders see that The MomCo in your region could not be as successful without them - that they are a key part of your team. And explain that this time together is a small 'thank you' for the investment they are making in the lives of women across your region. Make this as Biblical as possible - devotionals are great for this time.

**Goal setting:** Use this time for both personal leadership goal setting and regional goal setting together as a group. An important part of goal-setting is an initial evaluation of where they are now, and how they envision the future. Leaders should leave with a plan forward for their community/country, and you as the global volunteer should leave with 1-3 regional goals that everyone is passionate about contributing to - goals in which you will help the region succeed. Remember these key aspects of setting a "Rock":

- Relevant and Related to the Mission
- Measurable (will we know when we have completed the goal?)
- Specific (the goal is clear and focused. It is not vague)
- Time period (the goal has a starting point and an ending point)

# **SETTING ROCKS**

- Relevant and Related to the Mission
- Measurable (will we know when we have completed the goal?)
- Specific (the goal is clear and focused. It is not vague)
- Time period (the goal has a starting point and an ending point)

Mission: The MomCo encourages and equips moms of young children to realize their potential as mothers, women and leaders in relationship with Jesus and in partnership with the local church. Choose a rock that aligns with this mission.

<b>ROCK (GOAL)</b>		
<b>ACTION ITEM 1</b>	<b>ACTION ITEM 2</b>	<b>ACTION ITEM 3</b>
<b>PLAN DETAILS (WITH DATES)</b>		

# How to prepare a Leadership Training Event

**Step 1:** Plan event details with your regional teams several weeks before the event date. Consider who will be invited, a strategic location, logistics of any travel or food, and how much budget is available.

**Step 2:** Write out an agenda for the event including all training aspects, games, discussion questions. Make sure to consider all aspects of the checklist.

**Step 3:** Write a detailed and organized request including a budget and agenda (see below).

**Step 4:** Send this to your GMD (Christy) at least three weeks in advance of your event date to allow time for approval and sending funds.

## Example of your request

### **Budget request for Leadership training**

Date of event: 1 May, 2025

Date funds need: 20 April, 2025

Curriculum printing: 20 x 500rtz = 10,000rtz

Lunch: 12,000 rtz

**Total requested: 22,000 rtz**

### **Agenda for Leadership training**

Participants: 20

Location: Church in Munisa

9am - Worship and prayer

9:30am - Game to introduce leaders (team building)

9:45am - Country, regional, group updates

10:30am - Devotional (encouragement)

11:00am - Curriculum V1 training with examples (training)

1:00pm - Lunch

2:00pm - Introduce country goals and individual goal setting

2:30pm - Discussion question in small groups (team building)

3:00pm - Question and answer

3:30pm - Conclude

# Leadership Training Event Request

## **Budget Request for Leadership Training**

Date of event: \_\_\_\_\_

Date funds need: \_\_\_\_\_

Itemized requests below (item and cost)

**Total requested:** \_\_\_\_\_

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## **Agenda for Leadership Training**

Participants: \_\_\_\_\_

Location: \_\_\_\_\_

Detailed agenda below (time and activity)