

Simulation-Based Coaching Logistics Guide

Target audience for workshop: Frontline fundraisers

Type of exercise: Competency and skill development role play

Time commitment: three to five hours spread over two days (day one: 1.5 to 3.5 hours, day two: 1 to 1.5 hours)

Participants: Session facilitator, 3-7 less-experienced frontline fundraisers, 1-2 more-experienced fundraisers (who will serve as coaches)



If you are working with a small team, prospects can be played by board members, students, engaged allies, or actors. These volunteers should also give feedback to fundraisers.

Implementation Materials:

Toolkit Section	Attendee Role
Facilitating a Scenario-Based Coaching Session	Facilitator
Participating Fundraiser Self-Reflection Form	Fundraising team members acting-out a scenario
Observer Feedback Form	Fundraising team members observing a scenario
Coach Feedback Form	Experienced fundraisers playing the "prospect" in a scenario or observing the scenario



Guide to Distributing Materials to Attendees

- Everyone participating in the same scene should receive the same scenario instructions (i.e., participating fundraisers and coaches).
- Distribute a Participating Fundraiser Self-Reflection Form to each fundraiser taking part in a filmed simulation.
- Distribute enough Coach Feedback Forms for each coach to comment on each fundraiser's performance (if there are three fundraisers participating, each coach should receive three Coach Feedback Forms).
- Distribute Observer Feedback Form to fundraisers observing the scenario (if there are three fundraisers participating, each fundraiser should receive two Observer Feedback Forms).

Source: EAB interviews and analysis.