

Simulation Description and Agenda

Instructions: Attach the following description in the initial email outreach to explain the workshop to participants and to communicate the timeline for the workshop.

Simulation-Based Coaching Workshop Description

The Simulation-Based Coaching Workshop is a session designed to help fundraisers master a key function of their job. The session was developed by the Advancement Forum and informed by the experience of the advancement professionals at a top-tier private research university. Through this two-day exercise, the team will hone the skills and competencies required for real-life success.

Across the sessions, we will discuss and develop best practices, provide feedback to each other, and reflect on the experience. At the end of the session, every fundraiser will have a clear plan for how to evolve their performance.

Agenda	
Up to 2 Weeks Before Day One	
N/A	Fundraisers choose from eight scenarios
N/A	Fundraisers and coaches review guide on giving positive-only feedback
Day One (1.5 to 3.5 Hours)	
20 minutes	<ul style="list-style-type: none"> Welcome the group Walk-through Day One Introductory Presentation
5-7 minutes for each fundraiser	Filmed simulation
1-3 minutes each	Completion of feedback forms immediately following each simulation
10-15 minutes each	<ul style="list-style-type: none"> Participating fundraiser reacts to the simulation Peers give positive-only feedback Coaches and facilitators ask guiding questions and share their experiences
10 minutes	Session wrap-up and instructions for post-session video review
Homework	Fundraisers review their own videos three times before the second group session
Day Two (1 to 1.5 Hours)	
10 minutes	<ul style="list-style-type: none"> Summarize accomplishments from day one Review how to give constructive feedback
7-10 minutes each	<ul style="list-style-type: none"> Individual self-assessment Peers and coaches give constructive feedback Facilitator ends with one piece of positive feedback per fundraiser
10 minutes	<ul style="list-style-type: none"> Session wrap-up focusing on takeaways for the group Facilitator recovers and destroys feedback forms

Source: Melvin A, "How a Video Camera Can Improve Fundraising Training," *Chronicle of Philanthropy*, April 16, 2015, <https://philanthropy.com/article/Advice-How-a-Video-Camera-Can/229367>; EAB interviews and analysis.