

# **[NAME OF THE CA TOT CAW TRAINING]**

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Online session #1, date/time

## **WELCOME AND CAW CONCEPT**

Note: This version combines 2 modules: **Welcome** and **The CAW Concept**, to meet the needs of the CA TOT, which combines online and on-site sessions.

**TIME:** 75 min. [difficult to do everything in 60 min]

## **LEARNING GOALS:**

- To meet and gain comfort with the group leaders and participants
- To increase knowledge of the basic CAW model, including its history and results
- To understand in broad strokes the overall TOT curriculum and goals, and the immediate agenda
- To understand their participation in the expansion of the CAW model, the specific goals of this grant/project, and how participants fit in and can have impact on the TOT and CAW model
- To increase clarity about the CA region specific expectations and regional timelines

## **PRE-SESSION ASSIGNMENTS:**

Three weeks before, participants will be sent instructions to post [where? or send to trainers to consolidate?] a summary of their organization and its collections, along with a few pictures of their space and collections. In addition, they will be asked to review the responses of others.

The summary should include the following:

- Basic data about organization and mission statement
- What staff do they have? Members? Volunteers?
- What communities do they serve?
- They should come prepared to talk about:
  - After watching the video and reading about CAWs, what do they feel most confident about in terms of CAW planning and delivery? What skills/knowledge do they bring to the training?
  - What are the one or two top things they hope to learn by the end of training? (Encourage them to be specific, not just “how to run a CAW”, but things like how to choose a collection, how to do recruitment, how to gauge the condition of a film, or how to gather description and determine a data template?)

In addition, participants will be asked to watch one of the videos below [or we may shorten if needed], and to browse the CAW website. Trainers will select the most appropriate video for these regional groups [did we decide on video #1?]: Participants will be asked to take notes while they are watching the video to record any observations, such as about the CAW process, necessary tasks, roles and responsibilities, forms of collaboration, etc.

Participants will also receive or be directed to the overall schedule of online and on-site sessions, dates and times.

## [NAME OF THE CA TOT CAW TRAINING]

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### SESSION STRUCTURE:

Time	Content/activities:	Teaching Approaches/Trainer
30 min.	<p>Trainers and ask the participants to go around and state their name and organization and ?, and introduce themselves in same manner [Could use something creative but concise here! Maybe one thing they feel confident about, one they want to learn?]</p> <p>Trainers very briefly respond to skills/knowledge in the team and their expectations.</p>	<p>Large group intros 10 people x 2 min. = 20 x 3 min = 30 min - if 30 min.,</p>
15 min	<p>Trainer presents:</p> <ul style="list-style-type: none"><li>• Acknowledge that we are at the beginning of a process of training and mentoring. Today is about the what and the why and some of the how. More specifics about the CAW collaboration and the CAW planning process will be covered in the next session. At that time, we will also take deeper look at the agenda for the on-site training in Sacramento.</li><li>• Basic goals and outcomes of a CAW - stimulates preservation by providing basic information about collections to enable selection, prioritization and preservation planning. Trains organizations and allies in inspection, inventory and principles of preservation.</li><li>• Typical workflow: presentations on characteristics of AV collections, instructions on inspection/inventory, work with collections, merging of data.</li><li>• Brief history and summary of results thus far, what led to the IMLS CAW Project, and their place in a community of CAW organizers and mentees.</li></ul>	<p>Lecture/presentation [insert name of presentation file]</p>
10 min.	<p>Discussion/reactions to information thus far? Trainer briefly teases out some of the information in their notes.</p> <ul style="list-style-type: none"><li>• What were some of your take-aways and observations from the video, the web and this introduction?</li><li>• Can you imagine an impact in your organization and community?</li><li>• What community resources are available?</li></ul>	<p>Large group discussion</p>

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15 min.	Review of specific CA timeline/expectations [could add norms here] and take questions	Lecture/presentation [insert name of presentation file]
5 min.	Wrap-up and reminder of date/time/assignments for next session <ul style="list-style-type: none"><li>• Read selected sections of Handbook/Toolkit [choose]</li><li>• Read partnership agreement.</li><li>• Review roles for the CAW and come with an idea of a role you would like to practice at the TOT CAW.</li><li>• Browse information typically sent to CAW participants prior to CAW</li></ul>	Lecture/presentation [insert name of presentation file]

### EQUIPMENT & RESOURCES:

- Laptop and projector (for presentation)
- Presentations and full agenda
- [Do we need a form to guide needed pre-session information on organization/collection and note-taking? Do we need to instructions for how to add to Toolkit? (Videos/photo galleries/"share your CAW")]
- [Resources in Handout/Toolkit/previous ppts about CAW history, workflow, etc.?)]
- Examples of CAW videos:
  - <https://apexsantiago.wordpress.com/2016/09/07/senal-3-community-archiving-workshop-video/>  
partner: Senal 3
  - <http://communityarchiving.org/workshops/2017-manila>  
partners: University of the Philippines School of Library and Information Studies, IBON Foundation, SouthEast Asia-Pacific AudioVisual Archives Association (SEAPAVAA), and AsiaVisions
  - <http://communityarchiving.org/workshops/2015-newyork/>  
partner: Downtown Community Television Center
  - <https://www.youtube.com/watch?v=FI5Hi8aZfNc&feature=youtu.be>  
partner: National Black Programming Consortium

### OTHER CONSIDERATIONS/MATERIALS

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