



Training Catalog For Time Banking

From TimeBanks USA

Success Indicators for Start-Up Time Banks

Every Time Bank is as unique as the community in which it grows. But years of experience have taught us the key success factors that lead to a thriving Time Bank over time. They are:

- A strong sense of purpose and commitment to Time Banking core values
- Champions who provide passion, energy, support and resources for successful start-up
- A start-up leadership team that is well-informed on Time Banking principles and practices
- Time Bank membership that includes individuals, groups and local organizations
- Early support at multiple levels within the host organization and/or community
- A strong plan that covers actions, resources, and intended achievements
- Enthusiastic, effective leadership for the Time Bank – with a team approach that actively nurtures and supports many leaders in different roles
- Full sense of ownership by Time Bank members (including pitching in to help support the infrastructure) that builds over time

If you are seeking to create a new Time Bank, TBUSA provides a sequenced series of four half-day training/planning sessions to give you the knowledge, insights, how-to information, and hands-on experiences you need so you can build in these success factors from the start.

THE SESSIONS – AN OVERVIEW

Introductory Presentation: This is Time Banking

This highly interactive, 1 ½ -- 2 hour presentation explains the basics of Time Banking for those who are new to it, including members of the community, local organizations and staff who will be interacting with the Time Bank. It is a lot of fun, as well as being informative. We have found that it generates enthusiastic interest in Time Banking, a sense of the possibilities, and a desire to jump in. We have done this session with groups as small as six and as large as 350. It never fails to generate a buzz of interest, and works well as an outreach tool as you set out to create your Time Bank..

Half-Day Training and Planning Sessions

Sessions I-IV make up the core training, and are all 3 ½ hours (a half-day). Session V is the post-training planning session, and can run anywhere from 2 hours to 7 hours. Since session III is also a planning session, it too can be extended. It's your choice.



- **I: How Time Banking Reweaves Community** – a half-day **learn/vision/do session** that provides an in-depth understanding of the ways in which Time Banking reweaves community, and an interactive exploration of what your future Time Bank could grow into. 25 persons maximum
- **II: Nuts and Bolts of Time Banking, Part One** – this half-day **learn/vision/do session** covers three of the five stages of membership in a Time Bank, with practice in how to use Time Banking as a tool to achieve your goals – so you can move with confidence towards start-up. 25 persons maximum
- **III: First Steps to Your Time Bank** – in this half-day **planning session** you will build on learning sessions I and II, exploring possibilities to achieve your goals and mission, and laying out your own steps to the start-up of your Time Bank. Like session V, this planning session can be extended. 25 persons maximum
- **IV: Nuts and Bolts of Time Banking, Part II** – this half-day **learn/vision/do session** completes the how-to information on the unique steps, tools and leadership roles for running and sustaining a Time Bank. 25 persons maximum
- **V: Opening and Running Your Time Bank** – a post-training **action-planning session** that builds on all you learned in the training to move your Time Bank from start-up to regular operations. 25 persons maximum

TWO-PART SET-UP*

DAY PRIOR

- **This is Time Banking** – offered one or two times.

PART ONE – 1 ½ DAYS, optional ½ day extra

- **Session I: How Time Banking Reweaves Community** 9.00 am – 12.30 pm
- **Session II: Nuts and Bolts Part One** 1.00 pm to 4.30 pm.
- **Session III: First Steps to Your Time Bank** 9.00 am to 12.30 am (Can be extended into the afternoon for a longer planning session)

DAY PRIOR

- **This is Time Banking** – offered one or two times.

PART TWO – 1 DAY (Can be extended a ½ day)

- **IV: Nuts and Bolts Part II** – 9.00 am – 12.30 pm
- **V: Opening and Running Your Time Bank** – 1.00 pm – 4.30 pm. (Can be extended an additional ½ day session from 9.00 –12.30 the next day.)

*2-3 months between parts one and two for exploring options and building momentum

We have designed the sessions as separate modules to provide great flexibility in terms of scheduling. If your founding team is ready, you can do all the sessions as a full how-to training over the course of two days. If you want to jump in on the planning, you could also add Session V, to plan the steps to opening and running of your Time Bank.

However, if it is practical, experience has shown us that to spread the training/planning sessions out over a period of time, into two or more separate parts, works particularly well. By spreading it out that way, there is time between one part and the next to think about what you have learned, and you can try things out before the next part. We have also found that the participants’ sense of being part of a learning community as they explore Time Banking is very strong when the training is spread out over time.



The sidebar shows how the sessions might be given at two separate times. In this suggested plan, we have included introductory presentations the day before the training/ planning sessions.

SESSION IN—DEPTH DESCRIPTIONS

THIS IS TIME BANKING – INTRODUCTORY PRESENTATION

The purpose of this lively 1 ½ hour introductory presentation is for members of the community to get a feel for how Time Banking operates to strengthen their community. This fast-moving presentation is highly participatory, even with large audiences. It generates lots of enthusiasm. The session includes:

- a brief introduction to the core values of Time Banking,
- a game in which participants experience Time Dollar exchanges at work,
- short videos to show Time Banking in operation,
- an introduction to “the Circle of Caring” as a demonstration of Time Dollars weaving community,
- A brief explanation of how a Time Bank actually works.
- Q&A

Audiences have great fun with this presentation. At the end, you can expect them to be fired up and ready to jump in. It’s a great way to generate the kind of open support that will help you build up interest and a strong foundation for your Time Bank.

HALF-DAY SESSIONS

I: HOW TIME BANKING REWEAVES COMMUNITY

With this half-day learn/vision/do session you will gain a deeper understanding about the practice of Time Banking and the Five Core Values (which, together, we call “Co-Production™”) This first session helps you develop a clear image of what your Time Bank could become over time, and the ways that it might build on the assets and resources already in your community. You will learn about the five steps of membership in a Time Bank, and experience what a mature Time Bank involves. You will also actively explore who will become members of your Time Bank and how they can contribute and gain from it. This session will provide your Time Bank start-up leadership team with a great sense of direction and confidence in planning the first steps towards a community Time Bank.

II: NUTS AND BOLTS – HOW-TO FOR TIME BANKING, PART ONE

In this half-day learn/vision/do session you will cover the first three of the five steps of membership in a Time Bank, from outreach to orientation, in detail – and you will be working on them and trying parts of them out. Topics in this session will include your Time Banking “pitch” for attracting new members, what enrolling new members involves, how to run a Time Bank orientation, leadership roles for a Time Bank, issues of liability, and seeking out resources and assets that already exist in your community as a path to building a strong foundation for your Time Bank.



III: PLANNING THE FIRST STEPS TO YOUR TIME BANK

This half-day planning session is designed expressly for the start-up leadership team – the people getting the Time Bank off the ground. You will be shaping the mission and vision of your Time Bank, deciding how best to build the support in the community, find the financial and in-kind resources your Time Bank will need, identify potential early activities for the Time Bank, and lay out your first steps to making all those things happen. This session can be extended to two half-days.

IV: NUTS AND BOLTS – HOW-TO FOR TIME BANKING, PART TWO

This half-day learn/vision/do session revisits the first three steps of membership, with additional, concrete detail for opening day and ongoing operations. It addresses the fourth and fifth steps of membership – engagement and ownership – in detail. You will also be introduced to the *Community Weaver* software, and how-to on expanding partnering and leadership opportunities for Time Bank members. At the close, you will be confident that you have all the practical tools you need to get your Time Bank up and running, opening strong (even if small), and keeping the momentum for growth and development over time.

V: (OPTIONAL) PLANNING FOR THE OPENING AND RUNNING YOUR TIME BANK

You will put to work all the tools and the thinking that you have learned so far with this optional action-planning session. This is where you will be moving from readiness to putting the show on the road. You will be homing in on what kinds of start-up activities will work best for your Time Bank, figuring out how to enlist the hands-on support you will need from members-to-be, and making sure that everything is prepared for the “real thing.” Like action-planning session III, Session V is flexible in length. Choose a quick 2-hour session to cover main points – or extend it to a full day, consisting of two 3 ½ hour sessions. With a full-day, you may also choose to explore the change of pace that will happen once your Time Bank is running. The shift from preparation mode to regular operation will bring new leadership roles to be filled. It will be an opportunity to bring fresh faces on board and new energy. Planning for this ahead of time will help you make that shift wisely and well, and keep the momentum going.

FEE SCHEDULE

There are two ways to sign-up for TBUSA training:

- A. Sign up for a “come one, come all” session put on by TBUSA with two trainers.
- B. Set up an on-demand training geared to the needs of your organization/community with two or more trainers.

A: Come-one, Come-all, scheduled by TBUSA

Single half-day session: \$115 per participant.

Two or more half-day sessions \$105 per session per participant

Example:

For one participant:	One half-day session	=	\$115
	Two ½ day sessions (full day)	=	2x \$105 = \$210 per person
	Three ½ day sessions (1½ days)	=	3x \$105 = \$315 per person
	The full two-day training	=	4x \$105 = \$ 420 per person



We strongly encourage three or more participants from the same community or organization to attend, and to support that goal, we offer a reduced fee:

Single half-day session for 3 or more people	=	\$95 per person
Two or more ½ day sessions	=	2x \$87.50 = \$175 per person
The full two-day training (4 sessions)	=	4x \$87.50 = \$350 per person

Minimum number of participants = 9.

Note that **Session I: How TimeBanking Reweaves Community** may from time to time be offered as a half-day session at a reduced \$95 per person rate – but a minimum sign-up of 12 people must be met for the group to run.

Please Note: Time Banking is a wonderful tool for grass roots community efforts. To support such efforts, we do offer a limited number of scholarships. Please contact TBUSA for the application forms and process.

B: On-Demand Training

Group rates apply. For a quick estimate of the likely cost, use the discounted fee above for 3 or more participants and apply that to the number of participants you plan for (with 15 minimum). Factor in an additional discount for larger groups. Travel, accommodation, and per diems for trainers are additional. (Usually two trainers are involved per training, but three trainers are occasionally requested under special circumstances.) Please contact TBUSA.