

HOW TO PREPARE FOR

*Community Development  
Training*



Community Arising

# THE FOUR PHASES OF DEVELOPMENT

Thank you for your interest in the Community Awakening community development training! My mission is to support conscious change makers in creating local communities that provide authentic connection, psycho-spiritual safety, social and cultural change, and grassroots movements.

In our world wide online culture, we have the great benefit to join with like minded individuals all over the world. And yet, our need for in person, conscious, and safe connection is at an all time high. With this training you will be able to create a community model that meets your individual and unique community needs and goals at the local level.

The training and consulting process happens over a one year period in four phases:

## *Phase One*

The beginning process involves assessing, clarifying, and deciding on the basic structures of your community. Phase one will take place in 3 sessions over a 3-week process. The fourth week is a project week.

## *Phase Two*

Phase two involves creating the details of how you run your community, and developing the resources you currently lack. Phase two will take place in 3 sessions over a 3-week process. The fourth week is a project week.

## *Phase Three*

In phase three you will learn how to create and implement successful local events, the art of group development, and other necessary communication skills involving groups. You will also develop and create an implementation plan for community activities. Phase three takes place in 4 weekly sessions.

## *Phase Four*

After a 3 month training program, we will meet on a quarterly basis to check your progress, troubleshoot any dilemmas, review the success metrics and make adjustments as necessary to ensure your community's longevity. A second year of quarterly consultation appointments are encouraged to support the ongoing development of your mission and is provided at a reduced cost.

# *PreTraining Checklist*

## BEFORE THE FIRST TRAINING MEETING:

# 1

- Journal about your vision and goals for why you want to develop a community. Give some thought to your values and what you want your community to accomplish and who will benefit from engaging in the community and how.

# 2

- Review the list of essential skills and duties, recruit your leadership team based on your vision and needed skills. Think about the specific goals for your community and determine if there are more skills and duties than listed in this handout.

# 3

- Agree on the financial obligation and payment plan with the leadership team and make the payment. See details of the payment options and procedure for payments on the Payment Details page.

# 4

- Determine dates & times for training with your team & consultant. Allow up to 3 hours per session even though all sessions will not last that long. Sessions must end no later than 6 pm CST US Monday - Friday.

# 5

- After payment is received you will be sent pre-training worksheets. Meet with your team to complete the worksheets and turn them in at least 2 weeks prior to the first training date. Email support begins as soon as you decide to take the training and make payment arrangements.

# 6

- Decide your training location, technological needs & the resources necessary for your team during training. As the training is via video in most cases, you will need a computer. A projector, screen, & external speaker would be helpful.

# Essential Skills Required by the Leadership Team

## *Interpersonal Communication Skills*

The ability to communicate directly, honestly, with compassion, and openness will be necessary for the entire leadership team. This skill is necessary to communicate the vision and mission to your community and also to resolve challenges and dilemmas between community members that may arise from time to time. At least one member of the leadership team should demonstrate good conflict resolutions skills and be willing to coach other members in developing the skill.

## *Visionaries*

At least one to three people in the leadership team must be able to vision the purpose and goals for the community and be able to articulate the vision clearly to find and connect with others who have and want to support the same vision.

## *Organizational Abilities*

As many members of the leadership team as possible should have experience organizing groups of people, project management, or general management experience. Remember that professional experience is not always required. Prior volunteer experience, and other like experience should be considered.

## *Bookkeeping Skills*

Each community needs at least one person responsible for the collection, deposit, and record keeping of any funds the community raises to meet its needs. There should be monthly, quarterly, and annual reports submitted to the leadership team and community. Timely reporting and organized record keepings skills are necessary.

# Essential Skills Continued

## *Event Planners*

Event planners must be good at multi-tasking, have attention for details, be an excellent problem solver, have good budgeting skills, be a creative thinker, and be able to negotiate the needs of the event with local vendors and providers if necessary. PR skills, managing volunteers, and coordinating onsite details are vital.

## *Holistic Thinkers*

Holistic thinking requires the ability to look at a situation from all aspects of the situation as required. The emotional, mental, physical, spiritual, environmental, financial, vocational, and relational effects of decisions must be reviewed prior to enacting any potential solutions or decisions. This reduces the risk of potential unintended consequences. The entire leadership team should be committed to holistic thinking.

## *Computer/Technological/Social Media Skills*

At least one person in the community must have computer and social media skills to support the dissemination of community activities. It would be helpful for at least one person on the leadership team to have these skills but volunteers can be recruited to meet these needs as necessary.

## *Policy and Procedure Development Skills*

It has been said that there are no bad organizations, only bad policies and procedures. At least one person on the leadership team should have experience creating policies and procedures.

# *Payment Policy*

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## WHO IS RESPONSIBLE FOR THE PAYMENT?

When you have your core leadership team finalized, the first decision you will make is how to make the payment for training and consulting. You may want to fund raise, or ask everyone on the team to be responsible for an equal portion, or a combination of both. Or, if you will be making your payment in installment payments, one or more people may take turns paying each quarter.

Once you agree on who will be responsible and how you want to pay, paying in full or quarterly installment payments, a contract will be executed to reflect the agreements you made with your team and each person will sign the contract for their portion.

To pay in full you may pay by check, arrange a bank wire, or pay via credit/debit card. If you are making installment payments, only one account or credit card will be billed. Installment payments will be made in four equal payments and will be charged every three months for one year.

Payment must be received at least two weeks prior to the first training meeting.

## REFUND POLICY

All projects are non-cancelable and non-refundable. Your community project may be postponed, delayed, and rescheduled without penalty for as long as I provide this service. In the case your project is delayed or abandoned, payments are due as specified in the original contract, regardless of other issues. I can guarantee the quality of my work, but not the outcomes as most outcomes are subject to variables outside of my direct control.

### *2020 Pricing*

- \$3,379 USD 1st Year Paid in Full
- \$1,797 USD 2nd Year Paid in Full
- \$4,979 USD 1st & 2nd Year PIF
- \$3,879 USD 1st Yr Installment Payments
- \$2,397 USD 2nd Yr Installment Payments
- \$5,779 USD 1st & 2nd Yr Installment Payments



*And you  
can do  
it too!*

Elizabeth Sabet and two friends created a local non-profit community, HOPE, in 2007 in Lubbock, Texas. HOPE is dedicated to creating community dialogue about the inclusion of holistic practices and principles, and provides community activities, support, and education for individuals and organizations who want to explore life beyond the boundaries of their enculturated life experience.

In the fulfillment of Hope's mission, they trained over 140 mental health care professionals on the issue of Spiritual Emergence and Emergency, hosted holistic health fairs, hosted over 200 community activities and events open to the general public over a 10 year period, and created a safe space for authentic communication and personal/interpersonal growth, and spiritual exploration. HOPE served hundreds of people and contributed to the growth and development of the holistic health community, psycho-spiritual wellness, and personal relationships for over 10 years.

The Community Arising development model is based on the successful HOPE model, and community development theory and practice. Elizabeth and her friends were a major contributing factor to wellness in their local area.....



# Thank You

I am so grateful you are considering working with me to create a community dedicated to connection, communication, and compassion to accomplish your goals.

This community development system can be applied to the creation of any grass-roots movement you want to create, and I look forward to the opportunity to be your partner in the process.

Nothing brings me more joy than co-creating loving, healthy spaces for people to gather, and then stand back and watch the miracles happen.

And miracles do happen when people gather with the intention of meeting one another from a place of wholeness, compassion, and emotional intelligence.

In gratitude,

*Elizabeth Sabet*