Dear Facilitator:

This package is for individuals who will be conducting the AFGE New Leaders Course. In order to effectively conduct this training, you should **review the material in this packet well in advance** to familiarize yourself with the content, information, as well as the flow of the training.

This training is packed with information regarding laws, policies, and procedures that are imperative for leaders of AFGE to know in order to run their Local effectively.

As the trainer, you should customize the PowerPoint and flow of the training in a way that works best for you. These materials should serve as a framework for your session. You are encouraged to make changes based on your own knowledge of the content and audience.

As you look into the Instructor’s Guide and the Trainer notes in the PowerPoint, you will see sections entitled **Suggested Language.** These aretalking points for various areas of the training to give you an idea of what should be said, as the trainer you should use language that is natural for you (Please do not read word by word).

In this package you will find the following materials:

* Letter to the Trainer (currently reading)
* Trainer’s Checklist
* Sample Training Agenda
* Instructor’s Guide
* A Copy of the New Leaders PowerPoint, inclusive of brief talking points
* Participant Workbook Answer Key\*
* A Copy of the Local Officers Resource Guide\*
* A Copy of the Pocket Guide to Political Activity\*
* Big Enough to Win Brochure\*

*\*\*\*Materials that has an asterisk are materials that are also given to the Participants. Participants should receive the Participant Workbook, without the answer key.*

If your District/Local is conducting this training and need materials, please contact the Member Services Department, which is the department that provides printing services at the National Office.

If you have any questions or need guidance on this training, please use the contact information below:

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Best of Luck,

AFGE Field Services and Education Department