writing for green

Training Schedule (all times are Eastern Time)

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Module	Lesso ID	Lesson Name	~ Time (min)	Topics/Session	Day/ Time
1. Introduction	1A	Course introduction	70	Session 1	April 17, 1-4pm
2. Be Persuasive!	2A	Elevator Pitch	90		
	2B	Telling the Story	90	Session 2	April 19, 1-3pm
3. Understanding the RFA	3A	The Big Picture	80	Session 3	April 21, 9am-12pm
	3B	Structuring the Narrative	80		
4. Crushing the Process	4A	Creating a Detailed Task List	55	Session 4	April 24, 1-3pm
	4B	Setting up Accounts	55		
	4C	Leading Your Team	75	Session 5	April 26, 1-2:30pm
5. Creating Great Content	5A	The Discovery Process & Writing Organizational History	125	Session 6	April 28, 1-3pm
	5B	Writing SMART Goals and Objectives	78	Session 7	May 1, 1-3pm
	5C	Writing with Authority	75	Session 8	May 5, 1-3pm
	5D	Slaying Ambiguity - Writing with Clarity and Logic	120	Session 9	May 8, 1-3pm
	5E	Describing the Work Plan & Methodology	90	Session 10	May 10, 1-2:30pm
6. Statement of Need	6A	What's the problem? Part 1 - Making the case for why your work	100	Session 11	May 12, 1-3pm
	6B	What's the problem? Part 2 - Backing up your assertions	90	Session 12	May 15, 1-2:30pm
7. Evaluation	7A	Creating a Logic Model	90	Session 13	May 17, 1-4pm
	7B	Creating a Strong Evaluation Plan	90		
8. Budgets	8A	Budgets Made Easy! Part 1	100	Session 14	May 18, 12:30-4pm
	8B	Budgets Made Easy! Part 2 (Budget Narrative)	120		
9. Relationship Building	9A	Relationship-Building for Foundation Fundraising	55	Session 15	May 22, 1-3:30pm
	9B	Writing the LOI	90		
10. Prospecting	10A	Matchmaking 101 - Finding the best funding opportunities	75	Session 16	May 22, 1-3:30pm
11. Optional	11A	(optional) Tricks of the Trade	75		
	11B	(optional) Google Docs - An In-Depth Tutorial	60		
	11C	(optional) Using the Grants.gov Workspace (incl. SF-424)	60		
	11D	(optional) Get an A+ on Your Grant Report (grant management & reporting)	100		