

# DOCUMENTER ORIENTATION

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| <b>160 min</b> | <b>Day 1: Feb 9</b>  |
| <b>10 min</b>  | Welcome  |
| <b>30 min</b>  | Introductions and Checking In  |
| <b>10 min</b>  | Objectives + Overview of Planning Process for Collaboration Grants   |
| <b>5 min</b>   | Break  |
| <b>25 min</b>  | Vision for Collaboration Grants, Process and Road Map  |
| <b>5 min</b>   | Break  |
| <b>60 min</b>  | Sharing the Learning Agenda for the Collaboration Grants and the Role of Documentation   |
| <b>15 min</b>  | Closing and Reflections of the Day<br>Assignment for Day 2: What are some of the ways in your experience to build and strengthen communication between facilitators and documenters? |

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| <b>170 min</b> | <b>Day 2: Feb 11</b>   |
| <b>20 min</b>  | Connecting – Superpowers   |
| <b>20 min</b>  | Reflections  |
| <b>45 min</b>  | Insights from the Women's Funds  |
| <b>10 min</b>  | Break  |
| <b>60 min</b>  | Walking Through the Themes With the Documenters  |
| <b>15 min</b>  | Closing and Reflections of the Day<br>Assignment for Day 3: What do you think works for you in terms of documenting processes and learning in online spaces? |

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| 180 min | Day 3: Feb 14   |
| 20 min  | Connecting  |
| 90 min  | Capturing Learning – Talking About the Process (Documenting Learning Template, Storage System, Check-In, and Communication with Facilitators) |
| 10 min  | Break   |
| 40 min  | Logistics and Support   |
| 20 min  | Reflections of the Day  |

## Tools and Resources Index

Preparation And Planning Guidelines  
Collaboration Grant Parameter  
The Collaboration Labs Guidelines: Discover, Define, Refine Phases  
Women's Funds Survey to Identify Collaboration Topics  
Women's Funds Participation Guidelines  
Advisory Committee Review Discussion Guide  
Discover Phase: Collaboration Topic Description  
Define & Refine Phase: Collaboration Grants Plan  
Define & Refine Phase: Collaboration Grants Budget Guidelines  
Facilitator And Documenter Guideposts  
Facilitator Orientation  
Documenter Orientation  
Discover Phase Documenter Template  
Define Phase Documenter Template  
Refine Phase Documenter Template  
Discover Phase Reflection Questions  
Define Phase Reflection Questions  
Refine Phase Reflection Questions  
Supporting The Collaborations  
Fishbowl Session Example  
Reflecting And Learning  
Learning Conversation Example

Please visit the Fenomenal Funds website for more tools and resources:

<https://fenomenalfunds.org/grantmaking/collaboration-grants/tools-resources>