

Sample Keyworker Training Agenda.

Keyworker Training Agenda

Welcome by IC Deputy Coordinator	5 minutes
<ul style="list-style-type: none">• Welcome remarks• Introductions	
Keyworker Training led by NIHCFC team member	45 minutes
<ul style="list-style-type: none">• About the CFC• Role of Keyworker• Supplies• How to pledge<ul style="list-style-type: none">○ myPay for paperless payroll deduction pledges○ CFC Nexus for debit, credit, and electronic check pledges○ Paper pledge forms for payroll deduction, check, and cash pledges• Handling paper pledges• Thanking donors• NIH-wide Events and Activities<ul style="list-style-type: none">○ Kickoff○ Directors Challenge○ CFC “Show Some Love” Days<ul style="list-style-type: none">▪ Show Your Cause-October 11▪ Show Some Moves Challenge—November 1▪ Random Acts of Kindness—November 21○ R&W Drawing• Questions and Concerns	
IC’s CFC plans lead by IC Deputy Coordinator	10
<ul style="list-style-type: none">• Distribute list of contacts• Discuss IC activities	

After your Keyworker training, please reserve 30 minutes to meet with NIH CFC team member to review reporting procedures and the Nexus system.