EMSPAC Standard Operating Procedure 2
On the EMSPAC Advocacy Training Standards

SOP 2
Advocacy Training Standards

SOP-2

To establish a unified program of specific onboarding, orientation and training for all new members, specific and appropriate to their rank/ role level of involvement. This system of training should be simple, scalable and adaptable to all levels of involvement ensuring interoperability and comprehension of structures, functions and roles.

Candidate Onboarding

All new candidates are within 84 hours of contact to be:

I. given the orientation PDF
II. encouraged to register officially on website
III. encouraged to join whatsapp and Discord
IV. introduced to their relevant Division Coordinator/ Borough Coordinator, Deputy Borough Coordinator and Advocate should one be in place
V. Within 1 week the candidate should be categorized 1 to 5 and assessed if they have interest or time for an Advocacy or Working Group role, or if they are only interested in general membership.
VI. general members will be given 1 day of training by a BC or D-BC, remotely or in person
VII. members interested in Advocate roles, Working Group roles or Officer roles will receive up to 3 months of training remotely and in person in the curriculum outlined below.
VIII. All Officialized members must understand demands and organizational processes
IX. All higher level roles must complete a standardized checklist of skills, technological competency and best practices for organizers. As well as be familiar with process systems outlined in the Movement By-laws.

The following courses will be made available for those personnel within the Mobilization Working Group.

Advocacy Leader Course

A one hour course designed to teach the Advocate the basics of the advocacy leader roles, how to be an advocacy leader, what advocacy is, the basics of handling people, the basics of recruiting, and how to manage major incidents. No prior training is required for this course.

I. **Technology Training**
II. **Advocacy Leader Roles**
    A. The Roles
    B. The Advocacy Leader Tenets
    C. The Advocate
    D. The Deputy Borough Coordinator
    E. The Borough Coordinator
    F. What Advocacy Is
    G. What Advocacy Is Not
III. **Professional Conduct**
    A. Introduction to Industrial Relations
    B. Techniques in Handling People
IV. **Basics of Recruiting and Retention**
    A. Overt versus Covert
    B. Partnerships and Social Networks
    C. Using Technology
    D. Mass Levee
    E. AEIOU-M
V. **Handling Major Incidents**
    A. Hardship
    B. Administrative Action
    C. Meritorious Acts
    D. Political Action

Refer to Advocacy Leader Course Curriculum.

Junior Leader Course

A one hour course designed to teach the Deputy Borough Coordinator how to manage people, the basics of parliamentary procedure, how to manage major incidents, and coordinate between working groups. Prerequisite: Advocacy Leader Course

I. Technology Training
II. Exploring Your Role
III. Professional Conduct
    A. Introduction to Parliamentary Procedure
        1. Robert's Rules of Order
        2. Basic Conduct of Business Meetings
    B. Introduction to Industrial Relations
        1. The EMS Labor Movements
        2. Clandestine Enlistment / Recruitment
        3. Engaging the NLRB
    C. Tactics For Leverage and Change
        1. Member Education
        2. 10-13 Tracking and Response
        3. Press Engagement
        4. Political Engagement
        5. Member Storytelling
        6. "Readiness to Resist"
IV. Managing Major Incidents
    A. Hardship
    B. Administrative Action
    C. Meritorious Acts
    D. Political Action
V. Coordination Between Working Groups

Refer to Junior Leader Course Curriculum Outline.

Division Leader Course

A one hour course designed to teach the Borough Coordinator how to preside over meetings, professional correspondence and networking, recruiting, retention, and money management. Prerequisite: Junior Leader Course

I. Technology Training
II. Exploring Your Role
III. Professional Conduct
    A. Parliamentary Procedure
        1. Robert's Rules of Order
        2. Presiding Over Meetings
    B. Professional Correspondence

1. Writing and Replying to EMails
2. Phone calls
3. Going to and Holding Meetings
4. Networking
5. Following Up on Leads

IV. Recruiting and Retention
   A. Recruiting Stages
   B. Recruiting Styles
   C. AEIOU-M

V. Money Management

Refer to Division Leader Course Curriculum Outline.

Course development is ongoing and is subject to change.