



HOW TO EARN YOUR CERTIFICATE

Unless you're part of a program/ course where there's a leader assigning activities, this is a **SELF-DIRECTED** and **SELF-PACED** process. In total, it should take approximately 22 hours of learning, reflection, and work. That said, you'll actually be using the **COLLABORATIVE CHANGEMAKING TOOLS** with your team, an organization, and/or community members. So **this isn't EXTRA work**. These tools should help you engage more effectively and efficiently during activities you already have planned.



1 APPLY FOR YOUR CERTIFICATE

Go to [this link](#) to fill out your application. The application is free. It does not commit you to the certificate. This should take approximately 20 minutes to complete.

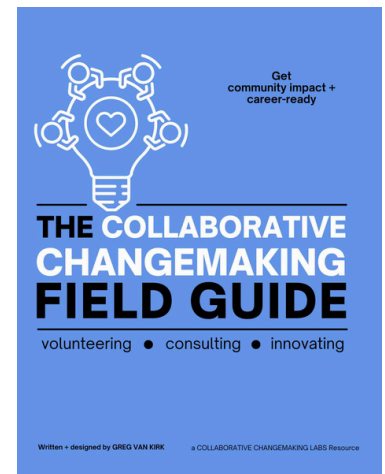
Within 48 hours we'll review your application and either send you an acceptance letter, ask for more information, or decline your application.



2 KEEP AN EYE ON YOUR INBOX

Upon acceptance, we'll email you the following:

- **SIGN UP FORM + PAYMENT LINK:** You'll formally sign-up for the certificate and be invoiced for \$125. Once you sign up you'll have four (4) months to complete your certificate, although you may complete it sooner.
- **GOOGLE CLASSROOM:** You'll get an invitation to "The Collaborative Changemaking Field Guide" classroom. This the guidance and materials you'll need for your certificate. (Note - We may offer alternative platforms.)
- **THE BOOK:** We'll send you a hard copy of *The Collaborative Changemaking Field Guide*, **THE ASHOKA CHANGEMAKER INDEX®**: We'll send you a link to this self-assessment tool. This will help you understand where you are on your changemaker journey, your strengths, and priority focus areas.



3 GET STARTED!

Once you have access to the Google Classroom, you can get started building out your personal "Collaborative Changemaking Portfolio." This should take about an hour.

- **MY PROFILE:** We'd like to know more about you, your experience, and your expectations.
- **MY CORE VALUES CONTRACT:** Sign this "contract" between you, us, and the communities you'll be serving. This is your personal commitment during your collaborative changemaking journey.
- **MY SELF ASSESSMENT:** Take the **ASHOKA CHANGEMAKER INDEX®** well as a certificate-focused baseline survey. This will help you track and evaluate your progress later.
- **MY COLLABORATIVE CHANGEMAKING PLAN:** Start to plan so that you can pace the certificate work in a way that aligns with your projected activities.



YOUR COLLABORATIVE CHANGEMAKING JOURNEY

Besides a final reflection and optional "fireside chat" coaching/ mentoring sessions with leading changemakers (see page 09), there are three (3) components to this certificate.

COLLABORATIVE CHANGEMAKING PRINCIPLES

LEAD WITH COMMUNITY VOICE + CHOICE
 WHAT THIS MEANS
 WATCH THIS IN ACTION
 SPOTLIGHT FOR POVERTY ALLEVIATION
 COMMUNITY-LED RECOVERY
 YOUR NOTES

These help you get into the collaborative changemaking **mindset**. These are broadly practiced and proven principles to help you start your changemaking journey and stay on track. *The Collaborative Changemaking Field Guide* (Book + Google Classroom) includes 15 principles. There's a complete list of these on page 10 of this brochure and an example on page 11.

CERTIFICATE REQUIREMENT:



Review and complete a reflection for eight (8) of the 15. Choose whichever ones you prefer. Each one should take roughly 30 minutes to complete (4 hours total). Work on these first. These are done individually but are excellent for team/ community conversations.

COLLABORATIVE CHANGEMAKING HOW-TO CHECKLISTS

HOW TO CREATE + NURTURE A COLLABORATIVE CULTURE
 PSYCHOLOGICAL SAFETY
 RESPONSIBILITY
 STRUCTURE + CLARITY
 PERSONAL MEANING
 IMPACT

These are HOW-TO checklists for foundational collaborative changemaking **mindsets and skill sets**. Learn/ review these before you get started and along the way. *The Collaborative Changemaking Field Guide* (Book + Google Classroom) includes 12 HOW-TO checklists. There's a complete list of these on page 10 of this brochure and an example on page 12.

CERTIFICATE REQUIREMENT:



Review all 12 and complete one overall summary reflection. Each one should take roughly five to ten minutes to review and the final reflection should take about an hour (2 hours total). These are great for reference and are excellent for team/ community conversations.

COLLABORATIVE CHANGEMAKING TOOLS

EMPOWERMENT MAP
 ABOUT THIS TOOL
 FORMULA
 HOW TO USE THIS TOOL
 VOLUNTEERING
 CONSULTING
 INNOVATING

THE PERSON/ GROUP	ANALYSIS	
	STRENGTHS	WEAKNESSES
(ABILITY- KNOWLEDGE)		
(ABILITY- SKILLS)		
(INCENTIVES)		
(RESOURCES)		

These help you develop and practice collaborative changemaking **skill sets**. These are the conversation frameworks that you'll use with your team, organizations, and/or community members. These help you build your team, plan your work, diagnose/ prioritize problems, and design/ share innovations (solutions). There are instructions for how to use these for the three different roles you might be playing at a given point in time; volunteering, consulting, or innovating. *The Collaborative Changemaking Field Guide* (Book + Google Classroom) includes 34 tools. There's a complete list of these on page 10 of this brochure and an example on pages 13 and 14.

CERTIFICATE REQUIREMENT:



Review, put into practice, and complete a reflection for ten (10) of the 34. Choose whichever ones you prefer based upon your interest and what's most appropriate given the circumstances. Allocate roughly an hour to use each tool and twenty minutes for reflection (13.5 hours total).