Core Group Onboarding Activities

The first members to use the main convening venues that you selected for you Community of Practice should be your Core Group members. This is particularly important when the convening venue is an online platform. You should make sure that you train your Core Group members to make sure they know how to use the venue you have selected, particularly the platform.

Together with your Core Group members, you should also select a number of initial activities to make the Core Group comfortable with the platform and also to create initial content and engagement within your community. These activities should last until the Core Group is comfortable with the platform (around two weeks). Use the following template to select the activities you are going to use to onboard your Core Group members. Include why you chose them and how they might be combined. Use, replace, delete, and augment, as appropriate for your community.

Core Group Onboarding Activities Template	
Activity Areas	**Your Activities**
Kick off meeting	
Community description	
Initial topics to tackle (governance, netiquette, etc)	
Meeting schedule	
Community Charter	
Platform Training (how and when)	
Content planning (identify topics and possible contributors)	
Initial content creation	
Online collaboration site - home page design	
Training offerings	

This document is part of the Communities4Dev CoP Toolkit featuring practical resources to help you develop impactful Communities of Practice in the development sector. Access the full CoP Toolkit.