

NFTY Program Format:

Title of Program
Where the Program is taking place
Date of program
Owner & Position of person writing the program

Touchstone Text: “And thou shall teach them diligently unto thy children.” – Devarim (Deuteronomy) 6:7

This should be a piece of Jewish text or a Jewish concept that supports and strengthens the theme or message of the program. It is strongly encouraged that these be incorporated into the program itself, so that the participants can fully benefit from its inclusion.

*****Useful Touchstone Text Websites:** Jewish-Wisdom.com, Chabad.org, and Quotationspage.com/quotes/the_talmud

Goal: What is the goal of your program? What are the big ideas?

Objective: Your objectives are things you can prove.

1. Your objectives are testable and concrete.
2. Your objectives must be achieved in order to reach the goals.

The objectives should be written second, after the goals. They should define your far-reaching ideas and document the specific skills, knowledge, and attitudes participants will need to have as they leave in order to properly achieve the goals. Remember: objectives are testable; thus, everybody should be able to pass an exam about the objectives at the end of the program.

It may be helpful to begin the objectives with “At the end of the program, participants will be able to...” and continue with a strong active verb.

Materials: Every supply that you are going to need to make the program happen! This includes absolutely everything you need (pens, posters, etc.). You should write and rewrite this section every time you make a draft of your detailed procedure. Doing this will prove your program is practical and remind you in the program writing process to make your program realistic.

People: The number of PPs involved, number of groups needed in a bullet point format

Space Needed: Rooms, set up, etc

Time Table:

Example:

00:00-00:10 Introduction

00:10-00:15 Break into groups

00:15-00:40 Activity A

00:40-00:50 Group discussions

00:50-01:00 Wrap-up/Clean up

Detailed Procedure:

This is the detailed section of the program. Write out your program completely, so anyone who leads or facilitates can pick up this paper, and understand exactly what to do. The Time Table will be repeated in this section with specific instructions listed for each time sequence. Remember: people can't read your mind, so even if this program will be executed by highly experienced programmers, write the detailed procedure as if the leaders have no idea how a program works. Find a balance between scripting and leaving things open to allow discussions to occur organically. Your detailed procedure should directly relate to your goals and objectives. By making sure that all of your objectives are met and addressed in your detailed procedure, you can guarantee that your goals will be met as well as they can be.

00:00-00:10 Introduction

Facilitator welcomes the groups....

00:10-00:15 Break into groups

Groups move to five locations...

00:15-00:40 Activity A

Participants will...

00:40-00:50 Group Discussions

Group leaders ask questions from Appendix A – Understanding Program Format...

00:50-01:00 Wrap Up/Clean Up

Today we've had the opportunity to learn many new things...

Appendices: