



### **INFORMATION ABOUT \$START \$SMART WORKSHOPS AND FACILITATOR TRAINING**

AAUW and WAGE are committed to offering \$start\$smart negotiation workshops on 500 college campuses over the next three years. WAGE has three years of expertise in providing salary negotiation workshops for college students. AAUW has more than a hundred years of extending equity programs to communities across the country. This pay equity partnership leverages the WAGE Project negotiation expertise to build on AAUW's historical presence on college campuses and expand our offerings for college women and college/universities themselves. \$start\$smart is using the current WAGE workshop structure to ensure continuity and quality for the program. The \$start\$smart workshop is enhanced by offering participants information about AAUW and how they can be engaged in advocacy for pay equity. AAUW and WAGE will continually work to ensure that this partnership meets the goals of both organizations

### **Fees for \$start \$smart Campus Workshops**

In this partnership WAGE manages the financial fees. The department, office or program sponsoring the \$start \$smart workshop at the college or university will be charged \$500 for the initial workshop and make payment to the WAGE Project for use and development of materials. \$start \$smart will submit documentation of travel related expenses incurred by a WAGE staff member or \$smart Trained Facilitator, and the school shall reimburse WAGE for any travel expenses 25 miles or more from campus. Upon receipt of travel related expenses from the academic institution, WAGE will reimburse the facilitator. Each subsequent academic semester the workshop is used by the same institution, the workshop fee will be \$250 to cover staff time to train the campus staff facilitator, work with the designated person to develop appropriate and timely materials, and evaluate the impact of the workshop after it is offered. If for any reason the workshop is cancelled less than a month before the scheduled date, the sponsoring department/office or program of the academic institution will be obligated to pay The WAGE Project \$250 for time and expenses incurred in preparation for the workshop.

### **College and University Responsibilities**

1. Appoint a Campus Contact who serves as the lead contact to work with the \$start \$smart workshop. The Campus Contact will endeavor to engage other programs and offices on campus or in the community, including AAUW state and branch members.
2. The Campus Contact will schedule the date of the campus workshop in conjunction with the WAGE Staff.
3. The Campus Contact will be responsible for recommending the specific job title, destination and salary appropriate for their students and work with WAGE staff to develop the \$START \$SMART workshop specific to that title.
4. The Campus Contact will advertise, promote, recruit and register participants for the \$START \$SMART workshop.
5. The Campus Contact will secure a setting for the workshop with all necessary equipment for the presentation, specifically:
  - A computer with access to the internet linked to a projector,
  - A projection screen

- A black or white board and markers
  - Sufficient seating capacity for all participants
  - A microphone if more than 40 participants
  - Appropriate refreshments for participants
6. The Campus Contact will be responsible for reproducing sufficient copies of the \$TART \$MART workbook and role play scripts for each participant.

### **The WAGE Project's Responsibility**

1. WAGE staff will provide the \$tart \$mart curriculum, develop a \$TART \$MART workbook and workshop script specific to the anticipated student participants of the particular academic institution. In conjunction with the workbook, WAGE staff will develop a role-playing script also specific to these students, the institution, and the locale. If the school has presented the workshop in the past, WAGE staff will continue to work with the school to help develop and review workbooks and role plays. WAGE staff will provide workbooks and scripts two weeks before the scheduled workshop so that the Campus Coordinator has sufficient time to print copies for each enrolled participant. Student and facilitator workbooks contain information on AAUW and how participants can be engaged with the organization in advocacy for pay equity.
2. WAGE staff will provide the Campus Contact with suggested information, formats and timing for advertising the workshop. \$tart \$mart urges the Campus Contact to follow \$tart \$mart's promotional guidelines in order to set appropriate expectations for participants.
3. Workshops will either be conducted by WAGE's staff or Certified \$tart \$mart Facilitators.

### **\$tart \$mart Facilitator Team**

Recognizing that the greatest long-term impact on eliminating the gender wage gap will be derived by working with young women just entering the workforce, \$tart \$mart seeks to maximize opportunities to offer these women skills and understanding through the efforts of the \$tart \$mart Facilitator Team.

Facilitators will be of two types:

### **Campus Facilitators**

Staff of an academic institution will be trained by WAGE staff to offer the \$tart \$mart Campus Workshop on their campus. The school will be charged a fee of \$500 for the initial workshop and then a fee of \$250 for each subsequent academic semester the workshop is used. WAGE staff will train the Campus Staff Facilitator and continue to work with the designated person to develop appropriate, timely materials and evaluate the impact of the workshop after it is offered.

### **AAUW Facilitators**

As part of the partnership between AAUW and WAGE, AAUW members will be trained by WAGE to become campus facilitators.

Their responsibilities as \$tart \$mart Facilitators include:

- Solicit campuses and get signed commitment forms from schools. Consider recruiting campuses that are already AAUW College/University Partner Members to build a stronger relationship. If a campus is not an AAUW College/University Partner Member, utilize \$tart \$mart to encourage them to join as a member. AAUW College/University Partner Members receive many benefits, including the new benefit of FREE e-student affiliate status for all of the institution's undergraduate students.
- Make all arrangements with campuses including contact person, dates, locations,
- securing information needed for scripts
- Create workbook model and role play scripts which will be reviewed by WAGE
- Review evaluations [facilitators must receive strong favorable reviews to continue working with \$tart \$mart]
- Act as contact between school and \$tart \$mart

**Facilitator Training**

Potential AAUW facilitators need to submit resumes and letters of recommendation and will be vetted by Start \$mart. All facilitators will receive training in a three hour session with WAGE staff. Start \$mart will hold training sessions as often as possible and advise potential candidates of locations. Participants will be charged \$50 for the training, workbook, related materials and ongoing coaching.

**AAUW Campus Recruiters.**

As part of the partnership between AAUW and WAGE, AAUW members, whether or not they choose to become workshop facilitators, can recruit campuses through their contacts. The AAUW campus recruiter can identify a program/department on a campus interested in sponsoring a Start \$mart workshop, recruit the appropriate campus contact person, and secure a signed commitment form for conducting the workshop, WAGE will assign staff or a trained facilitator to conduct the workshop on campuses recruited by AAUW campus recruiters.