



- This webinar is being recorded.
- Phones are muted on entry.
- Please type your questions in the chat box at anytime.
- A copy of the presentation will be posted on PostalPro – Café.



PCC Advisory Committee Education Café

PCC Advisory Committee – Education Café

April 24, 2019

Agenda

- Education Toolkit
- Event Planning Template
- Certificate and Track Program
- Kahoot!
- Questions and Answers

Kathy Hall and Maleek Aiken

Mark Fallon

Cathy Scocco

Glen Swyers

All

On the 
Agenda



Education Toolkit

**Contains information to assist PCCs with planning events.
Some of the topics are:**

- Educational Best Practices
 - How to Plan Your Yearly Events
 - How to Determine Educational Needs
 - Where to Hold Meetings and Events
- Tips and Tools for Success
 - Examples of Educational Topics
 - Methods of Teaching
 - Workshops-In-A-Box
- National Center for Employee Development
- Certificate and Track Program and More...

Education Toolkit

How to Determine Educational needs within your PCC

- Survey your members
- Communicate verbally with your members – determine what they need and want
- Speak with USPS Management – what are the needs of the customers?
 - District Marketing Manager
 - Customer Relations Coordinator
 - Business Mail Entry Manager
 - Consumer & Industry Contact Manager
 - Local Postmasters
 - District Sales Manager
 - Other Postal Co-Chairs and Administrators

Education Toolkit

Examples of Educational Topics

Ask the Expert Panel Discussion

Borrow topics from NPF

Breakfast with the Postmaster

E-Commerce Shipping

Every Door Direct Mail

Mailpiece Design

Motivational Speaker

Navigating Postal Websites/Applications

Ship Smarter

Transportation

USPS Mail and Shipping Price Changes

USPS Promotions

Send your PPT presentations to Cathy Scocco at: cathy.m.scocco@usps.gov

Speak with other PCCs – ask for their PowerPoint presentations

Educational Partnerships

Partnering with other PCCs is a great benefit.

- **Planning**
- Venue
- Cost
- **Marketing**
- Logo Use
- Endorsement
- Topics
- Vendors
- **Speakers**
- Registration

Resources

PostalPro – This is your resource for all things PCC

- Connect with other PCC's
- National PCC Home Page
- PCC Best Practices
- PCC Awards Criteria
- PCC Policies and Practices
- Education Tab
- Workshop-In-a-Box

Located on PostalPro under '*Education*' <https://postalpro.usps.com/pcc#section-6>

Event Planning Template

- Time Management
- Calendar Planning
- PCC Activity Compliance

US POSTAL SERVICE PCC POSTAL CUSTOMER COUNCIL

This workbook has been developed by the Education PCC Advisory Committee to assist PCCs with event planning.

To help with annual planning, there's a worksheet for each month, plus a special tab for "PCC Day" events. The completed worksheets can be used for documenting the completed tasks.

Each worksheet contains the major activities that need to be completed to help ensure a successful event. The dates are based on planning an event at least 90 days in advance. As many PCCs have large events for PCC Day, the dates in that worksheet are based on planning 5 months in advance.

However, PCC don't always have 90 days or 120 days. The worksheets will adjust the timeline based on the actual dates that you begin planning. To use:

1. In Cell B3, enter the date of the event.
2. In Cell B4, enter the first date of planning.
3. The Target Dates will now auto-populate.
4. In column D, enter the person assigned to the task.
5. As each task is completed, enter that date in Column C.

The PCC now has a record to use for lessons learned and future planning.

Last update: January 18, 2019

► **Instructions** | Sample Day of Event Checklist | PCC Day Event | January Event | February Event | March Event | April Event

Event Planning Template

- Supplies**
- Projector & clicker (need batteries?)
 - Laptop
 - Power cords
 - Projection screen
 - Speakers, stands, microphones (need batteries?)
 - Podium
 - PCC banner with stand
 - Sponsor slides
 - Ink pens
 - Office supplies - Tape, stapler, push pins, etc.
 - Print name badges
 - Print registration lists
 - Event signage for location/parking
 - Bios needed for introduction?
 - Water/sodas for speakers/attendees
 - Cooler and Ice
 - Tablecloths/decorations
 - Printed handouts
 - Stamp art for speaker(s)
 - Sponsor plaques at Holiday Luncheon
 - Reserved table placeholders
 - Cash box, receipt book & seed money
- Board activities during event**
- Pick up ice/water/sodas/food
 - Place directional signage
 - Welcome
 - Exit locations
 - Restroom locations
 - Time of lunch (if part of the event)
 - Introduce guests/officials – or –
 - Go around room for self-introductions
 - Recognize and thank sponsors
 - Introduce speaker(s)
 - Thank speaker – present gift?
 - Survey
 - Upcoming events
 - Closing
 - Thank you

List of supplies or tasks you may need for your event

	Target Date	Actual Date	Person Assigned
Date of event	9/29/2019		
Today's date	2/20/2019		
Number of days to event	217		
Reserve Meeting Space	4/29/2019		
Set pricing for vendors, sponsors, attendees	5/29/2019		
Start soliciting vendors	5/29/2019		
Select topics	5/29/2019		
Select speakers	5/29/2019		
Add to PCC Website/ TeamSite (USPS)	6/27/2019		
Save the Date - mail and/or email	6/27/2019		
Formalize agenda	7/27/2019		
Select caterer	7/27/2019		
Forecast costs - set attendance fee	8/12/2019		
Draft flyer/postcard	8/12/2019		
Set up registration page on Website	8/12/2019		
Mail flyer/postcard	8/21/2019		
Initial registration email	8/26/2019		
Assign day of event responsibilities	8/26/2019		
Follow-up registration email	9/20/2019		
Verify count with caterer	9/24/2019		
Create "Day of Event" Task List	9/24/2019		
Create sign-in sheet	9/29/2019		
Create name tags	9/29/2019		
Thank you email to attendees	9/30/2019		
Write-up for PCC Newsletter	10/9/2019		
"Lessons Learned" session	10/9/2019		

PCC Week
Input the date of event, input the date you entered – Gives you suggested time line to complete

	Target Date	Actual Date	Person Assigned
Date of event	4/2/2019		
Today's date	2/20/2019		
Number of days to event	41		
Select topic	3/20/2019		
Select speaker	3/20/2019		
Add to PCC Website/ TeamSite (USPS)	3/20/2019		
Save the Date - mail and/or email	3/20/2019		
Reserve Meeting Space	3/20/2019		
Select caterer	3/20/2019		
Formalize agenda	3/20/2019		
Forecast costs - set attendance fee	3/20/2019		
Draft flyer/postcard	3/20/2019		
Set up registration page on Website	3/20/2019		
Mail flyer/postcard	2/26/2019		
Initial registration email	3/3/2019		
Assign day of event responsibilities	3/3/2019		
Follow-up registration email	3/16/2019		
Verify count with caterer	3/29/2019		
Create "Day of Event" Task List	3/29/2019		
Create sign-in sheet	4/1/2019		
Create name tags	4/1/2019		
Event	4/2/2019		
Thank you/ survey email to attendees	4/7/2019		
Write-up for PCC Newsletter	4/13/2019		
"Lessons Learned" session	4/23/2019		

PCC Monthly Events
Input the date of event, input the date you entered – Gives you suggested time line to complete

Certificate and Track Program

- Pilot from March 2019 through December 2019
- PCC select which program they would like to do (Option to do both)
 - **Track – Shipping**
 - Attend three training modules (PCC select PPTs from a list)
 - Receive certificate
 - **Track – Mailing**
 - Attend three training modules (PCC select PPTs from a list)
 - Receive certificate
 - **Certificate**
 - Receive certificate for every training module (PCC select PPTs from a list)
 - After attending two receive certificate – Apprentice
 - After attending four receive certificate – Diamond




Certificate and Track Program

PCCs are responsible for:

- Determining which program to participate in
- Tracking members attendance – Excel spreadsheet on BlueShare: ***Resources***
- Selecting which training modules to host – Located on PostalPro: ***WIAB***
- Creating certificate for member – Template on BlueShare: ***Resources***



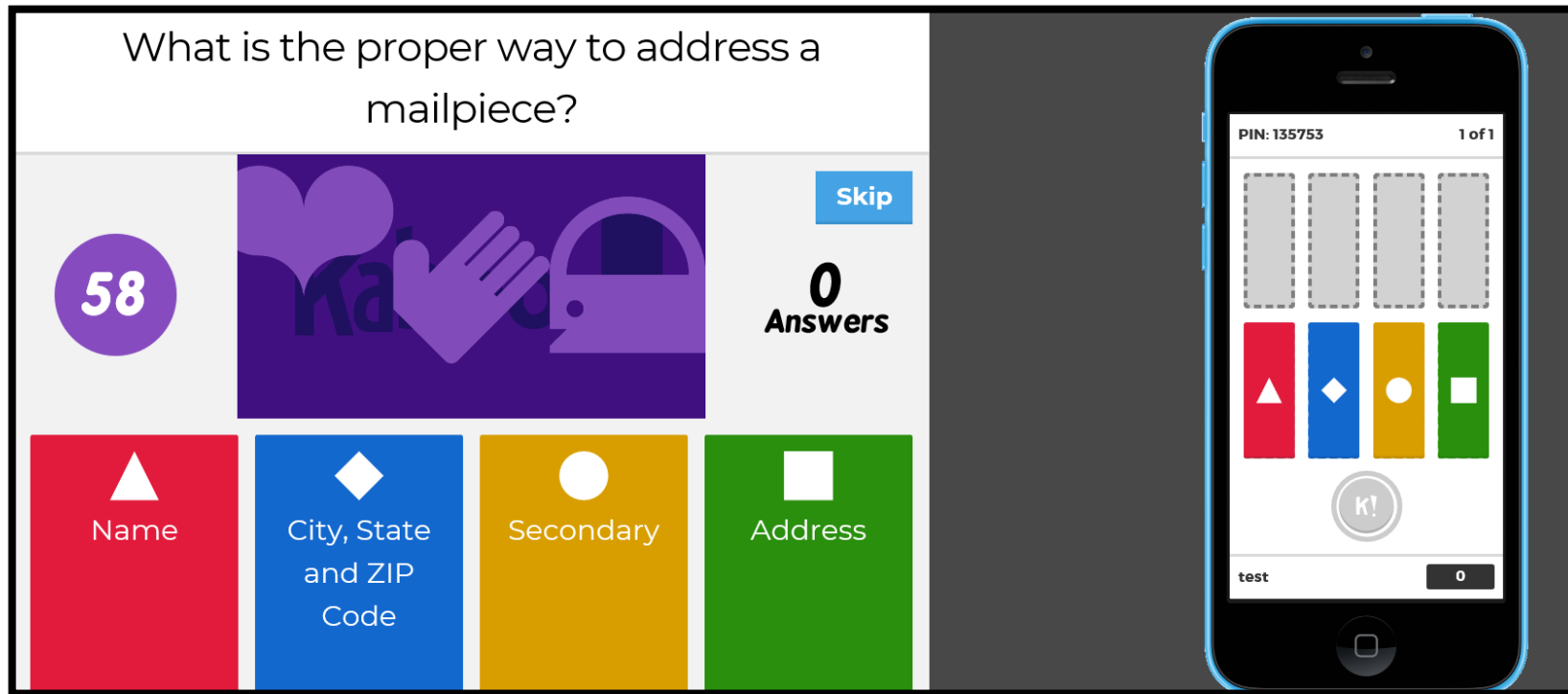
Game-Based Learning Tool

- Create an account – getkahoot.com – Free Trial
- Create a new Kahoot game and save
 1. Multiple-choice quiz
 2. Jumble – they put the four choices in order
 3. Survey – instant response
- To play click on  My Kahoots
- Select desired game and click -
- Select **Classic** for Player vs Player, or **Team mode** for Team vs Team
 
- Provide game pin number to players
- Begin play when all players have registered and ready to play

Players

- Kahoot.com – enter game pin or download to your iPhone or iPad
- Create Your Account
 1. Select Use as a Student
 2. Enter your age
- Enter Game Pin Number given to you by the Instructor
- Enter Your Nickname
- Get Ready to Play
- Speed and Accuracy of your answers are calculated together for your score
- Good Luck**

Kahoot!



Kahoot!

What is the proper way to address a mailpiece?

Next

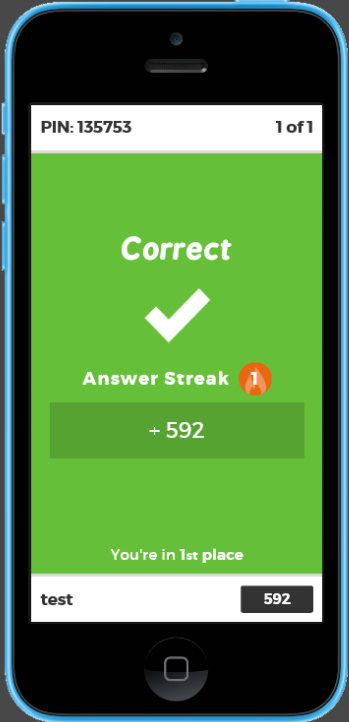
0% 100%

x ✓

Show media

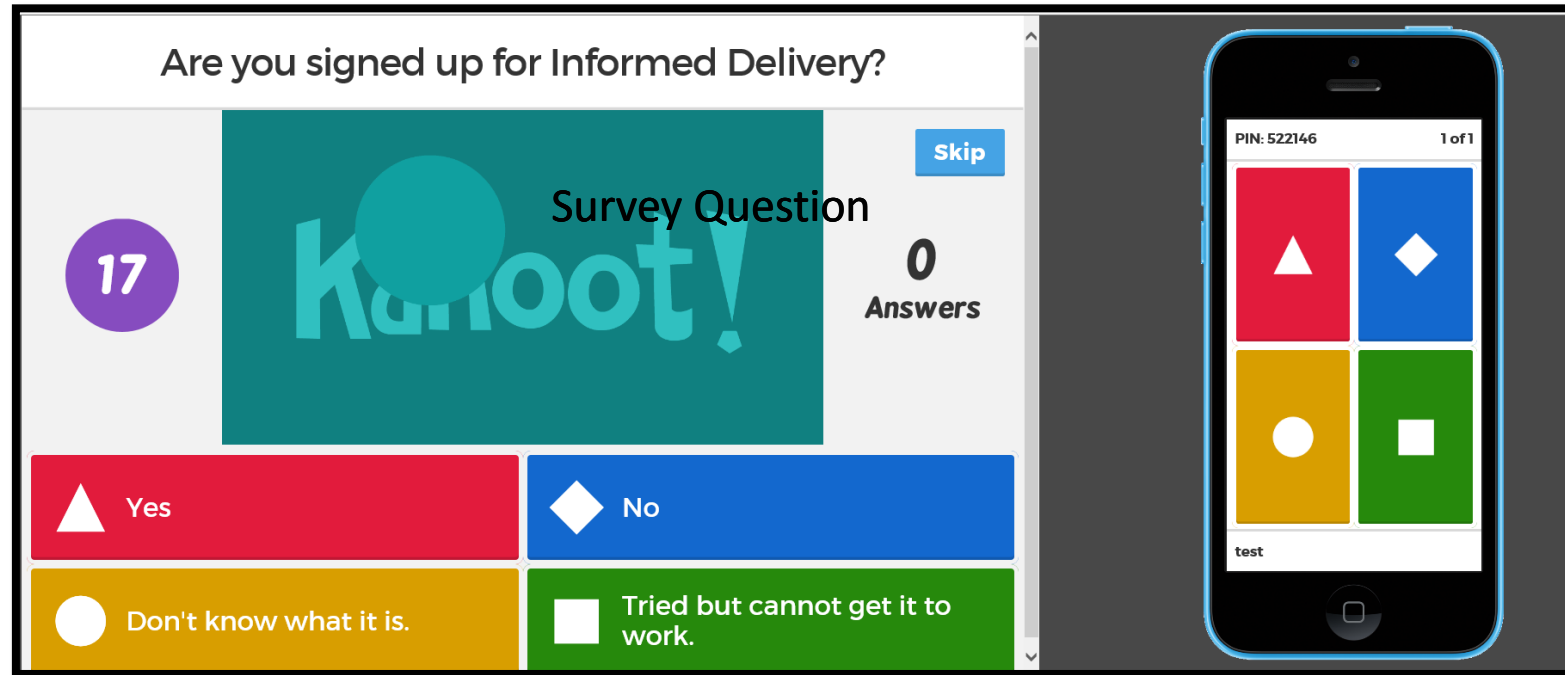
The correct order is:

Name Secondary Address City, State and ZIP Code



The image shows a Kahoot! quiz interface. On the left, a question asks 'What is the proper way to address a mailpiece?'. A progress bar shows 0% to 100% completion. Below the bar, a 'Show media' button is visible. At the bottom, four colored buttons represent the correct order: Name (red), Secondary (orange), Address (green), and City, State and ZIP Code (blue). On the right, a smartphone screen displays the results: 'Correct' with a checkmark, 'Answer Streak 1', '+ 592' points, 'You're in 1st place', and the user's name 'test' with a score of '592'.

Kahoot!



Kahoot!

Can download results — Download to excel to analyze

Download Results

New game

Thanks for taking part!

Download

Play again Ghost Mode Save results Favorite

Create your own kahoot at getkahoot.com

Are you signed up for Informed Delivery?

Q1 Are you signed up for Informed Delivery?

Question duration 20 seconds

Answer Summary

Answer options	▲ "Yes"	◆ "No"	● "Don't know what it is."	■ "I tried but cannot get it to work"
Number of answers received	0	0	1	0
Average time taken to answer (seconds)	0.00	0.00	4.18	0.00

Answer Details

Players	Answer	Answer time (seconds)				
test	Don't know what it is.	4.18				

Switch tabs/pages to view other result breakdown

Questions/Answers



Thank You for ALL that you do!

