

Logistics and Staffing Best Practices

As you plan your Data Champions program, below is some guidance to help you think through logistics and best practices for planning and running your program.

Logistics

Meeting Planning	Good for	Pros	Cons
<p>In Person</p> 	<ul style="list-style-type: none"> Companies where all champions are physically located in the same area Yearly gatherings if travel is feasible Training events 	<ul style="list-style-type: none"> Facilitates networking Easiest option for hands-on training 	<ul style="list-style-type: none"> Not always scalable for companies geographically dispersed More time commitment from attendees Room/facilities required
<p>Virtual</p>   	<ul style="list-style-type: none"> Frequent or reoccurring meetings Companies where Champions are geographically dispersed Adhoc meetings 	<ul style="list-style-type: none"> Often already available at your company (check with your IT or corporate communications team) No geographical limitations No rooms/space needed 	<ul style="list-style-type: none"> Might be an additional charge Attendees can easily multitask

Placeholders

We recommend that you schedule your trainings and events 6-12 months in advance. As soon as you have confirmed dates, send placeholders to all Champions and involved stakeholders. This is also when you should be securing physical rooms/space if your events are in person.

Staffing

Depending on the size of your Champion program, you might enlist the help of some “staff” to help run training events for your champions. Alternatively, the individuals who are running the champion program may be the trainers/staff themselves. Below are some key things to think about as you build out your program. The bigger the program, the more staff you should have to help run the program.