



2015-2016 CalSERVES Expanded Learning Training Timeline

The following Training Plan serves as a timeline of when trainings are offered, and by whom. This form is collected at the beginning of the service year, and will serve as the partner site's guide. If any changes are needed after submission, please contact one of our staff for approval.

Training	Description	Date	Facilitator	Hours
AmeriCorps Orientation	Introduction to National Service and AmeriCorps Inception and History (video), Vision, Goals, Benefits, Education Award, Forbearance Form, Guidelines. Term of Service, Logistics (Service Log, Time Management, Email and Phone (& Cell Phone) Etiquette, Professionalism, Volunteer Recruitment/ Development), Prohibited Activities, Resources: Web Sites, Performance Measures/Data Collection, Pledge ceremony – AmeriCorps Oath	August	CalSERVES Staff	10
AmeriCorps Application & Paperwork	Enrollment form, Review of contract and expectations, ID requirement, fingerprint & TB testing, W-4	August	CalSERVES Staff	2
Organization Orientation	Organization history, Core Values, Geographic/ Demographics of community, compelling need being addressed, targeted community, program mission/goals, partnership, performance measures and expectation of members; Facility map, flow chart, Review of Depts./Services, Leadership, Review of Program Binder with forms, paperwork. Confidentiality, Code of Conduct, Dress Code, roles and responsibilities, safety and emergency procedures	August	CalSERVES Staff, Partner Site Staff	6
Program Data Collection	Grant aims, performance Measurements, data collection systems, etc.	September	CalSERVES Staff	3
Initial Leadership Training	Understand the leadership and communication styles to effectively support Members.	September	CalSERVES Staff	15
Focus Area Training	Understanding the need for tutoring in each area, how to tutor small groups effectively, curriculum training, using assessments to inform instruction, how to effectively lesson plan	September	CalSERVES Staff	15
Focus Area Training	Training in School Climate practices BEST/PBIS/Active Recess	September	CalSERVES Staff	15
CPR/ First Aid	Certification Training on CPR and First Aid for Children and Adults	September	Site, Partner Site Staff	6
Student Supervision & Safety/ Mandated Reporting	Information about how to create safe learning environments for children & youth. Roles and Responsibilities of being a Mandated Reporter. Overview of CPS procedures.	September	Site, Partner Site Staff	4
Sexual Harassment	Definitions, rights, and reporting	September	Site	2
Regional Conference	<ul style="list-style-type: none"> ❖ Your Service Year ❖ Content Area workshops ❖ Grade Level Tutoring Discussions ❖ Service Learning 	October	CalSERVES Staff	7



Regular Member Meetings, Coaching	Individual and group discussions to review assignments, impact of tutoring, innovations, provide reflection opportunities	Weekly/ Monthly	Site Staff	45
On-site Training	<ul style="list-style-type: none"> ❖ Program sharing ❖ Leadership/ professionalism/ communications ❖ Networking ❖ Service project 	October	Site Staff	1.5
Leader Training	<ul style="list-style-type: none"> ❖ Effective Coaching and Feedback techniques 	October	CalSERVES Staff	2
On-site Training	<ul style="list-style-type: none"> ❖ Best practices ❖ Networking 	November	Site Staff	1.5
Focus Area Training	<ul style="list-style-type: none"> ❖ Training in Mentoring practices 	November	CalSERVES Staff	9
Leader Training	<ul style="list-style-type: none"> ❖ Motivation strategies and member appreciation 	November	CalSERVES Staff	3
On-site Training	<ul style="list-style-type: none"> ❖ Best practices ❖ Networking 	December	Site Staff	1.5
Leader Training	<ul style="list-style-type: none"> ❖ How to be an Effective Presenter, Understanding Adult Learners 	December	CalSERVES Staff	3
On-site Training	<ul style="list-style-type: none"> ❖ Best practices ❖ Networking 	January	Site Staff	1.5
Regional Conference	<ul style="list-style-type: none"> ❖ Training in each Mentoring, School Climate, Data Conversations, Leadership Development 	February	CalSERVES Staff	7
On-site Training	<ul style="list-style-type: none"> ❖ Best practices ❖ Networking 	March	Site Staff	1.5
Leader Training	<ul style="list-style-type: none"> ❖ Building Super Teams 	March	CalSERVES Staff	3
On-site Training	<ul style="list-style-type: none"> ❖ Best practices ❖ Networking 	April	Site Staff	1.5
Life After AmeriCorps	Lifelong service, resume building, job hunting, other service opportunities, and how to use the Education Award. Reflection on service and sharing of projects/ legacy.	May	Site	4
Total Required Hours				170

I agree to ensure that each of the AmeriCorps members serving at my site receives the training outlined above.

Supervisor _____

Date _____



Member Make-Up Training

Should any members miss the AmeriCorps Orientation, a webinar will be conducted that can be accessed by members across both regions. The webinar will cover the following topics,

- Introduction to National Service and AmeriCorps Inception and History (video)
- Program Vision and Goals
- Benefits
- Education Award and Forbearance Form
- AmeriCorps and Program Guidelines
- Term of Service (including Prohibited Activities)
- Logistics (Service Log, Time Management, Email and Phone (& Cell Phone)
- Etiquette (Professionalism, Volunteer Recruitment/ Development)
- Resources: Web Sites, Performance Measures/Data Collection
- Pledge ceremony – AmeriCorps Oath

A Training-of-Trainers workshop will be conducted in October to up skill designated Site staff on the curriculum and expectations for each Focus Area. This T-o-T will allow Site staff to train members who were not able to attend portions of the initial Tutoring Focus Area training.