

Example Only

2015-16 Supervisor Orientation Training
August 21, 2015 (10:30-5:00)

| Time | Slide | Activity | Materials | Facilitator |
|--------------------------|-------|---|---|-------------------|
| 10:15 – 10:30 15 min. | 1 | Sign-in /Name Tags/ Binders | Name tags, lanyards, binders | Yesenia/Casey |
| 10:30 – 10:40 10 min. | 2-3 | Welcome <ul style="list-style-type: none"> • Trainer intros • Review agenda/ Objectives • Question Chart | Post-its, chart Objective Chart paper | Briana |
| 10:40- 10:55 15 min. | 4 | Supervisor Introductions- Beach Ball Toss -Name -Answer Questions where thumbs land | | Casey |
| 10:55-11:10 15 min | 5 | Team Agreements <ul style="list-style-type: none"> • Role in Training and program support • Training Etiquette | HO: Training Etiquette Form | Briana Yesenia |
| 11:10-11:30 20 min | 6-10 | AmeriCorps 101 <ul style="list-style-type: none"> • Play Video • AmeriCorps Umbrella National Service days <ul style="list-style-type: none"> • Review Tentative Dates • Review member expectations | HO: Umbrella Video | Briana |
| 11:30-12:00 30 mins | 11-15 | Community Programs & CalSERVES After School <ul style="list-style-type: none"> • Venn Diagram of AMC/CalSERVES/CP Dept. • Community Programs Vision/ Mission • Org. Charts <ol style="list-style-type: none"> 1) Community Programs 2) Napa/ Sonoma 3) After School Team 4) Sites Chart • Overview of Program Goals | HO: Program Diagrams, Org Charts, Grant sections | Briana |
| 12:00-12:45 | | Lunch <ul style="list-style-type: none"> • Put outstanding Questions on the Question Chart (Parking Lot) | Parking Lot Chart Paper | |
| 12:45 – 12:55 10 min. | 16 | Adopt a Child Activity - In name tag groups of 4, pass out a paper with a picture of a child on it. Each groups creates: <ul style="list-style-type: none"> - Child's name - Child's age and grade | 9 papers with unique photos of a child | Melissa |

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| 12:55 – 1:10 15 min. | 17 | <ul style="list-style-type: none"> - Child's likes and dislikes <p>Adopt a Child Activity Scenarios</p> <ul style="list-style-type: none"> - Pass out a scenario to each group and have them think about their child and using the scenario, jot down how the child's needs have changed and what are their needs now (15 min.) - Each group share out (20 min.) | 9 Scenarios | Melissa |
| 1:10 – 1:25 20 min. | 18-19 | <p>Statistics About the Students we Serve</p> <ul style="list-style-type: none"> - Income - Food Desert - Crime - Academics <ul style="list-style-type: none"> - What else needs to be present to address your child's needs? - Popcorn out responses (5 min.) | | Melissa |
| 1:25 – 1:55 30 min. | 20 | <p>Create the Ultimate Member</p> <ul style="list-style-type: none"> • Given the needs you've identified, what qualities, tools and support structures do your members need to be successful? • How can you support them in achieving these? <p>Present to the Group (10 min)</p> | Butcher Paper, markers | Melissa |
| 1:55 – 2:05 10 min. | 21 | <p>Energizer</p> | | Casey |
| 2:05-2:50 45 min. | 22 | <p>Supervisor Handbook Overview</p> <ul style="list-style-type: none"> • Prohibited Activities • Member Contract • Member Performance Management (scenarios) (Connect to Ultimate Member activity) | Markers, example, paper | Yesenia |
| 2:50-3:35 45 min. | 23-26 | <p>Your Role this Year</p> <ul style="list-style-type: none"> • How to be a Successful Supervisor • Organization • Coaching & Guidance • Reporting & Evaluation | | Briana |
| 3:35 – 3:50 15 min. | 27 | <p>Social Media</p> <p>Look back at "your child" and individually write down:</p> <ul style="list-style-type: none"> - What thoughts do you have around how social media affects your child? - How can / does your social media affect this child? | Scratch Paper | Casey |

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| 3:50 - 4:00 10 min. | 28-30 | - A few people popcorn share Social Media Policy - review key points - have Supervisors sign and turn in the social media policy | Copies of Social Media Policy | Casey |
| 4:00 - 4:15 15 min. | 31-42 | Health and Wellness - Share statistics – allow people to popcorn guess the numbers before showing them - Show the U.S. obesity map (every 5 years) – Whole group question: What does this mean to you as a Site? - Review CalSERVES Health and Wellness Policy | CalSERVES Health & Wellness Policy | Yesenia |
| 4:15-4:35 20 min | 43 | Logistics • Timesheets • Evaluations • CalSERVES Dress Code • Service Hours Expectations • Training Hours Expectations Question Chart • Answer outstanding questions | | Briana ALL |
| 4:35 - 4:50 15 min. | 44 | Reflection - Pass out 5x7 notecards– individually write about your member’s imagined future - Who they could be and what they could do with their life now that you and your team will be part of it. - How will your team... - Turn in notecards with name | 5x7 Notecards | Yesenia |
| 4:50-5:00 – 6:00 15 min. | 45 | Revisit Objectives • Did we meet our goals for today? • Next Steps Evaluations | Objective Chart Paper | Yesenia |