



Welcome to

# Planning Your Professional Development

To join the audio portion by phone, please dial: **888.483.1644**  
Passcode: **5534113**

*The webinar will begin soon. While you wait, please share in the Chat panel:*

***What's one goal you hope to accomplish during your service?***

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

 **VISTA**  
Volunteers In Service To America

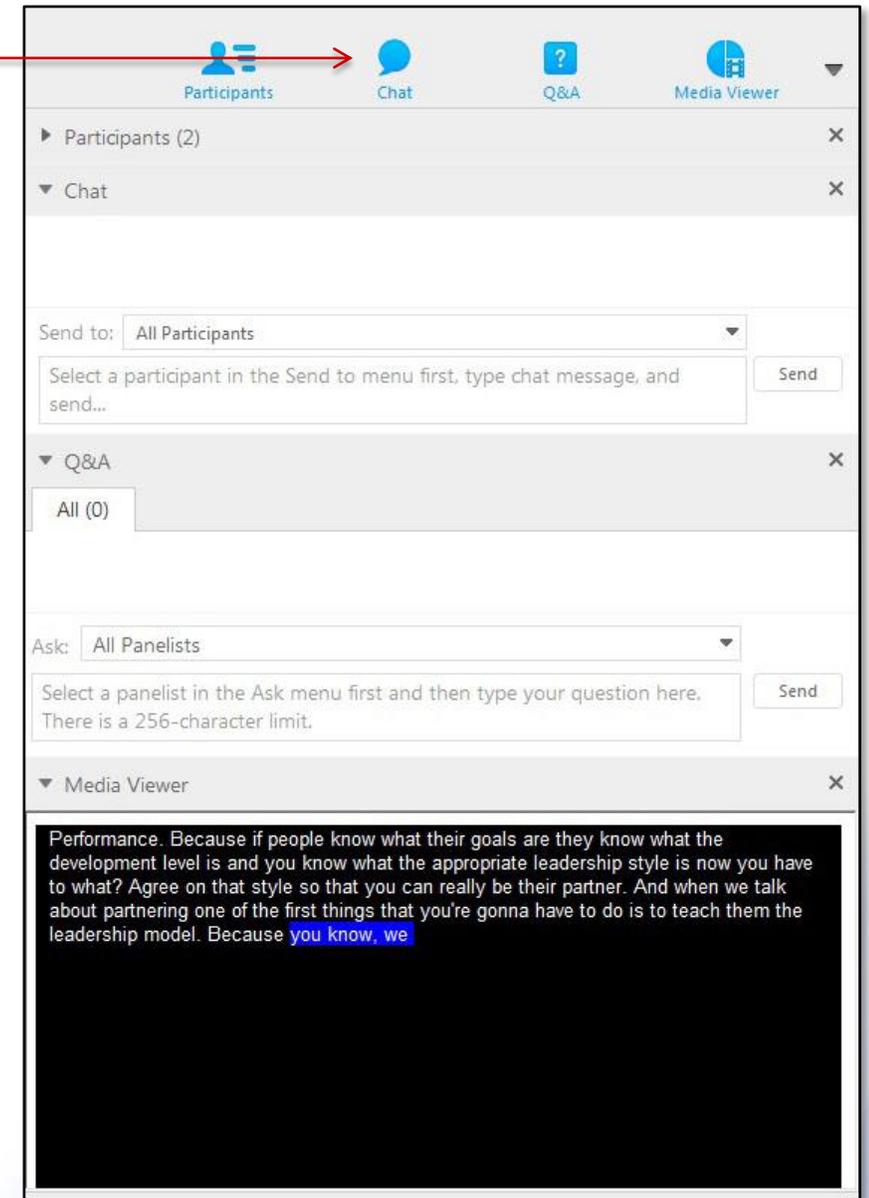
Dial: **888.483.1644**

Passcode: **5534113**

# Tips for Participating

- Audio by phone or streamed online
- Captioning available in the Media Viewer panel
- To share comments and ideas, use the Chat panel. Send to “All Participants”.
- To ask questions, use the Q&A panel. Send to “All Panelists”.
- Links and recording will be available after the session

*Click this button if you don't see the chat panel.*



The screenshot shows a meeting interface with a top navigation bar containing icons for Participants, Chat, Q&A, and Media Viewer. Below the navigation bar are four panels: Participants (2), Chat, Q&A, and Media Viewer. The Chat panel is currently active, showing a 'Send to' dropdown set to 'All Participants' and a text input field with a 'Send' button. The Q&A panel is also visible, showing an 'Ask' dropdown set to 'All Panelists' and a text input field with a 'Send' button. The Media Viewer panel is at the bottom, displaying a video feed with a black background and white text.



*Welcome to*

# Planning Your Professional Development



# Where are you serving?



# Today's Agenda

- Your Tools for Success
- Four Steps to Action
- Questions

# Your VAD

*Volunteer Mobilization*  
Curriculum development  
**Fundraising**  
*Community outreach*  
Project Development  
*Public speaking*

Partnership  
development

Research

# Individual Development Plan

	Knowledge and skills needed to accomplish VAD	Priority L M H	Learning Opportunities / Resources
1	<i>Fundraising</i>	<i>H</i>	<i>VISTA Campus – The Work – Fundraising</i>

# It All Begins With You

- Who – are you? do you need to know?
- What – is missing? is important to learn?
- Where – do you want your VISTA year to take you?
- When – do you need certain things to happen?
- Why – did you join VISTA? are you at this stage in your life?
- How – will you make your goals a reality?

# Share Your Thoughts

- How do you plan to make the most out of your year of service?

*Click this button if you don't see the chat panel.*



# Four Steps to Action

Step 1: Get Settled

Step 2: Own Your VAD

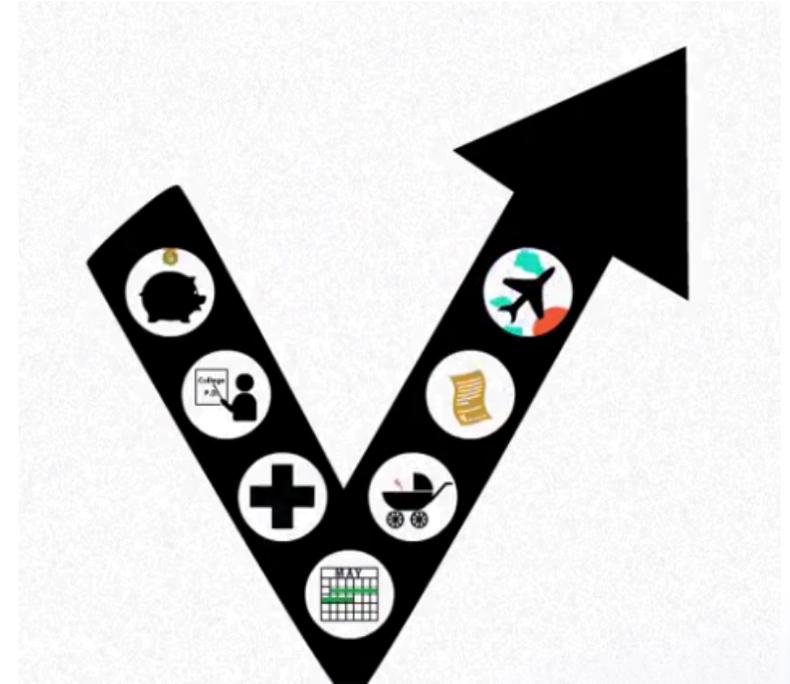
Step 3: Take Time to Learn and Grow

Step 4: Get Connected



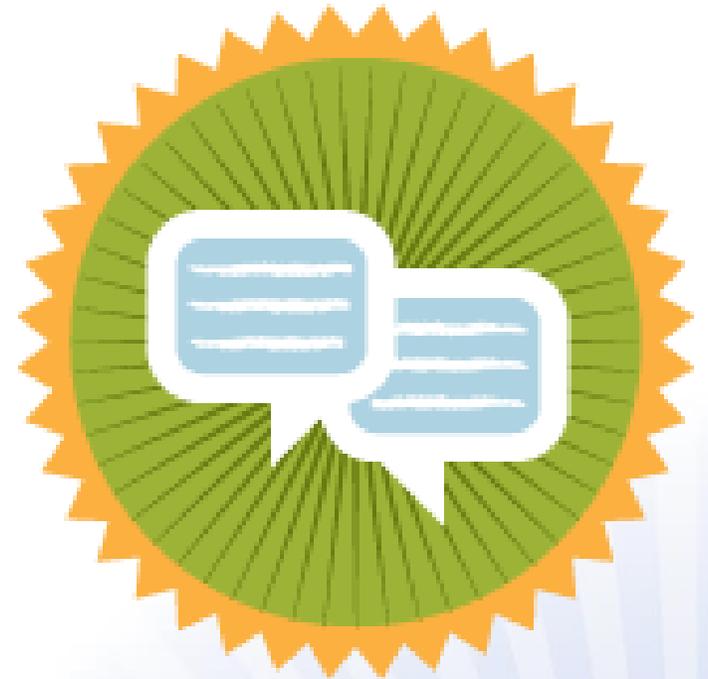
# Step 1: Get Settled

- Into Life as a VISTA
- Into Your Organization



# Get Settled into Life as a VISTA

- VISTA Campus forums
- Attend or watch a webinar
- Start a VISTA MeetUp
- Bookmark the VISTA Member Handbook
- Find support
  - Contact the VISTA Member Support Unit for benefit-related questions
  - Connect with your State Office for support



# Get Settled in Your Organization

- Get to know your VISTA supervisor
- Have regular meetings with your supervisor
- Review organizational documents
- Explore what's been done before
- Get to know your coworkers



# Poll Question

How frequently do you formally meet with your supervisor?

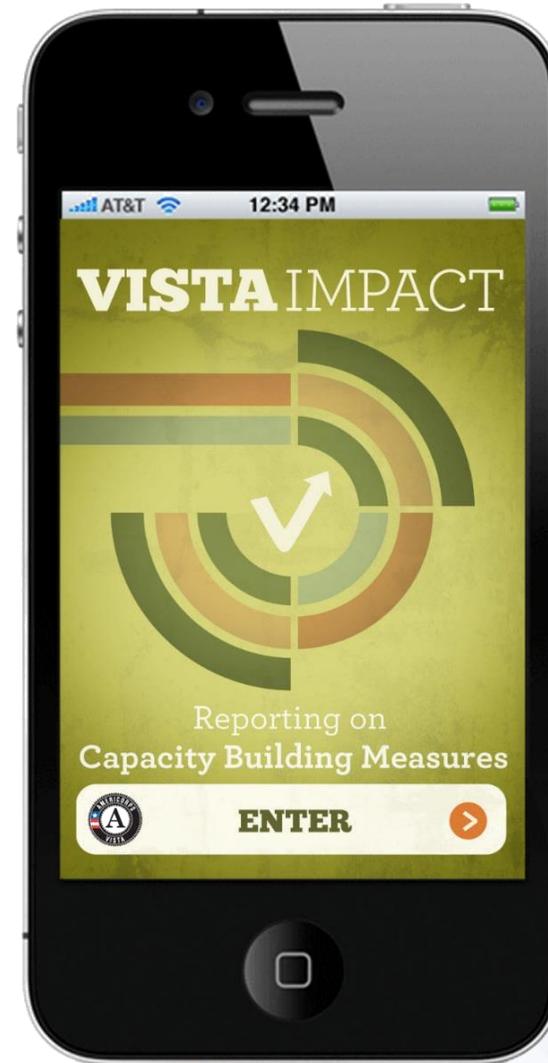
- a. Multiple times each week
- b. Once a week
- c. Once every two weeks
- d. About once a month
- e. I never have formal meetings with my supervisor

# Step 2: Own Your VAD

- Create a plan of action for the year
- Develop goals and objectives with your supervisor
- Keep your VAD in an accessible place
- Develop a system to ensure the continuity and sustainability of your work



# VISTA Impact Reporting Tool



# Step 3: Take Time to Learn and Grow

- Attend a VISTA webinar or watch on demand
- Search “The Work” section on the VISTA Campus for resources
- Take a VISTA Campus tutorial
- Register for a VISTA Blend course



# Webinar Topics – The Life

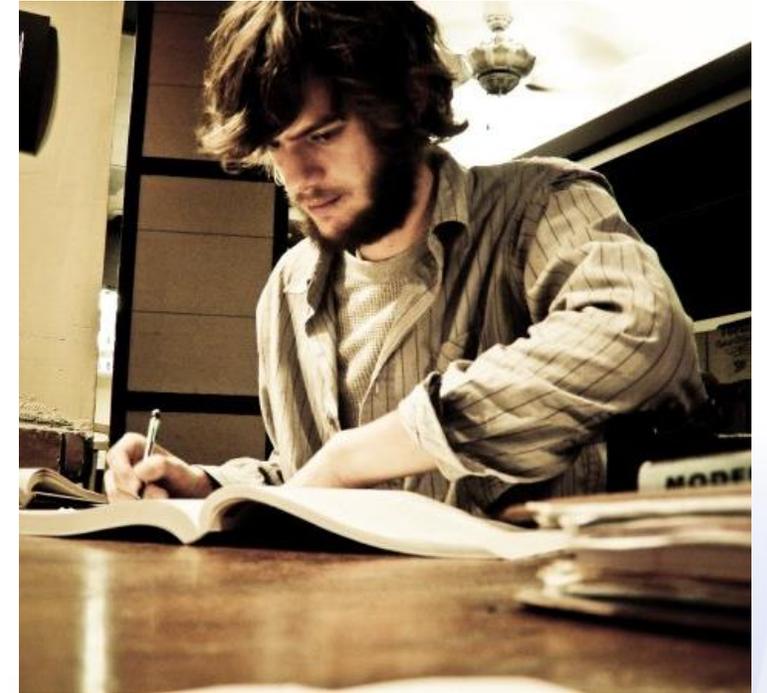
- Managing Student Loans – 09/08
- Using the Segal AmeriCorps Education Award
- Living on the Living Allowance
- Avoiding Burnout During Service
- Time Management
- Supervisors & VISTAs Planning Together for Life After VISTA
- Translating VISTA Service to Your Résumé and Career
- Applying for Federal Jobs Using NCE

# Webinar Topics – The Work

- Using Project Management Techniques in Your VISTA Assignment – 08/31
- Planning a Social Media Campaign for your Project – 09/21
- Innovative Volunteer Recruitment
- Building Sustainability into a Volunteer Program
- Creating an Online Fundraising Strategy
- Tracking VISTA Performances Measure Using the VISTA Impact App
- Building a Professional Network for Service and Career

# Learn Using Additional Resources

- Public libraries
- Free online educational opportunities
  - U.S. Census Bureau
  - Coursera
  - Khan Academy
  - Alison
  - Free Management Library
  - Alliance for Nonprofit Management



# Learn Using Additional Resources

- Check your organization's professional affiliations & memberships
  - Foundation Center
  - Volunteer Match
  - Association of Fundraising Professionals
- Join a regional network or affinity group
  - Young Professionals Network



# Grow Using Associations & Certifications

## Resource Development

- Association for Fund Raising Professionals  
[www.afpnet.org](http://www.afpnet.org)  
[www.afpnet.org/professional](http://www.afpnet.org/professional)

## Communications and Marketing

- Public Relations Society of America  
[www.prsa.org/Network/Communities/AssociationNonprofit](http://www.prsa.org/Network/Communities/AssociationNonprofit)

## Working with Volunteers

- Energize, Inc.  
[www.energizeinc.com/directory](http://www.energizeinc.com/directory)
- Council for Certification in Volunteer Administration  
[cvacert.org](http://cvacert.org)
- Points of Light  
[www.pointsoflight.org](http://www.pointsoflight.org)

# Grow Using Associations & Certifications

## Curriculum and Training Development

- Association for Talent Development  
[www.td.org](http://www.td.org)

## Developing and Empowering Community Leaders

- NeighborWorks America  
[www.neighborworks.org/Training-Services](http://www.neighborworks.org/Training-Services)

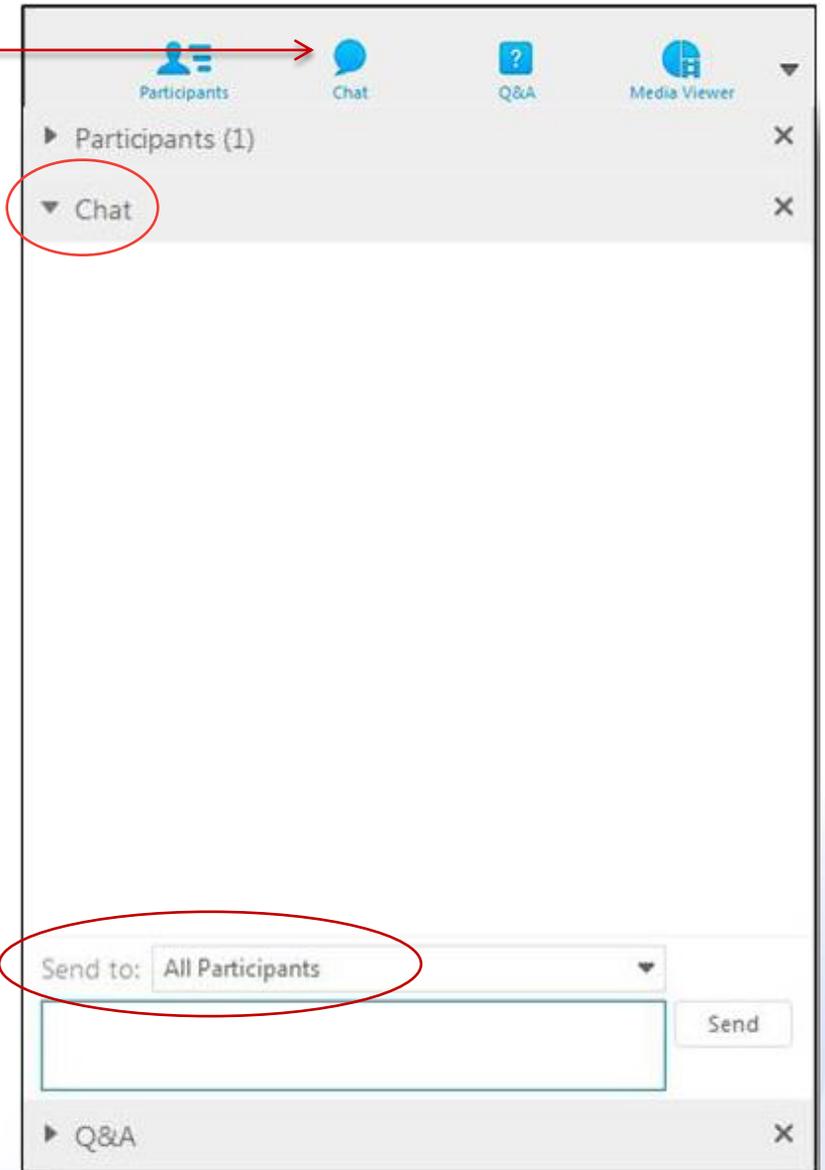
## Your Local...

- Volunteer center
- United Way
- Chamber of Commerce
- Toastmasters International
- National organization's local chapters

# Share Your Thoughts

- What are resources you have used for professional development?

*Click this button if you don't see the chat panel.*



# Step 4: Get Connected

- Complete your VISTA Campus user profile
- Search the VISTA Map
- Contribute to the Campus forums
- Join us on social media
- Attend or arrange a VISTA Get Together
- Get in touch with local alumni



# Get Connected: Show Your VISTA Pride

- VISTA logo on business cards and email signature
- Decorate your space with VISTA gear
- Develop your minute message
- Share your VISTA photos and stories on social media



# Get Connected to Your Community

- Participate in community events
- Meet with community leaders
- Get a community ambassador



# Four Steps to Action

Step 1: Get Settled

Step 2: Own Your VAD

Step 3: Take Time to Learn and Grow

Step 4: Get Connected



# Share Your Thoughts

- What next step can you take today to continue your professional development journey?

*Click this button if you don't see the chat panel.*



# Your Next Steps

- Create an Individual Development Plan
- Discuss your goals with your supervisor
- Add a resource to your Learning Plan
- Make a Learning Connection
- Investigate a professional organization

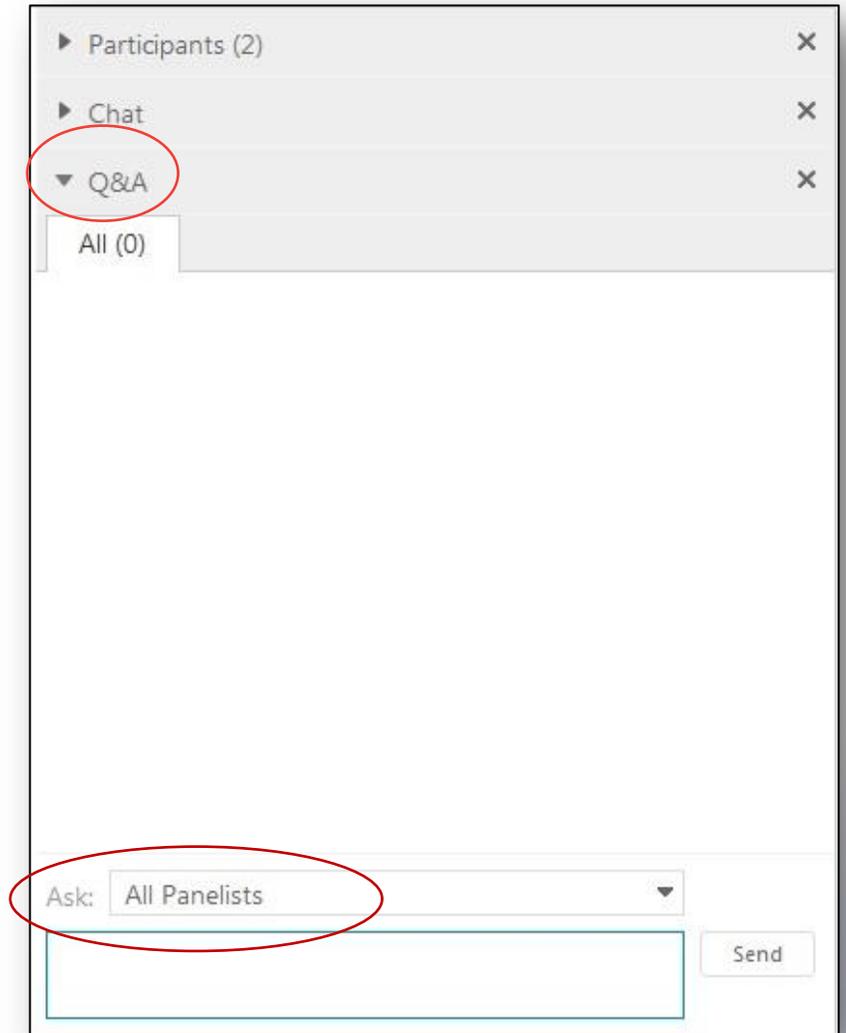


# Evaluation

- Please take a few moments to share your feedback through the quick poll on the right side of the screen.
- How can we improve these sessions? What topics should we include in future webinars?
- Thank you very much for your time and participation!

# Questions?

- To ask a question verbally, call in using the number on this slide and press \*1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen.
- Please ask “All Panelists”



# Thank You for Your Participation!

If you have further questions or for more information, contact us:  
[VISTAwebinars@cns.gov](mailto:VISTAwebinars@cns.gov)

**Our next webinar:**

**Using Project Management Techniques in Your VISTA Assignment**

August 31, 2016

2:00pm Eastern

*Visit the Webinars for VISTAs page on the VISTA Campus  
for a complete schedule of VISTA webinars*