

Webinars for AmeriCorps VISTAs

Unveiling New Resources: National Days of Service Project Ideas and On-Site Orientation & Training Guidebook

To join the audio portion, please dial: **800-857-9616**
Passcode: **5550800**. This session will begin shortly.

Tips For Participating

Webinars for AmeriCorps VISTAs

- Submit questions to the presenter at any time using the Q & A feature.
- Share tips, resources, and ideas with other attendees using the Chat feature.
- The phone line will be open later in the presentation for Questions and Answers.



Webinars for AmeriCorps VISTAs

Welcome to

Unveiling New Resources:

National Days of Service Project Ideas and On-Site Orientation & Training Guidebook

Today's Team



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Today's Agenda

- Welcome
- Challenge 1: National Days of Service Project Ideas
- Q&A
- Challenge: On-Site Orientation and Training Guidebook
- Q&A
- Closing

VISTA Leader Action Learning Challenge

- Teams of 6-8 VISTA leaders
- Work on a project that benefits the VISTA program
- Work remotely for 3-4 months
- Develop a product that addresses the challenge

Challenge 1

THE CHALLENGE: What are five to ten successful National Day of Service volunteer projects that can be replicated by VISTA projects across the country?

Background : VISTA Projects, members and leaders are often expected to participate in National Days of Service. This team identified select projects with a broad appeal to VISTA, attempting to include rural, urban, and other settings.

Team 1 Presenters



Lexie Kwiek

New Hampshire
Catholic Charities
Manchester, NH



Chelsea Leser

Michigan Nonprofit
Association,
Lansing, MI



Katie Sadler-Stephenson

Georgia 4-H
Eatonton, GA

How to Ask Questions

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- To ask a question electronically, use the Q&A feature located in the bottom right corner
- To ask a question verbally, call in using the number on this slide and press *1.



Challenge 2

THE CHALLENGE: How can VISTA sponsors provide effective Onsite Orientation and Training for their members?

Background : The quality of Onsite Orientation and Training VISTA members receive can depend on numerous variables. VISTA sponsors, supervisors and ultimately VISTAs could benefit from having a model for a comprehensive OSOT curriculum that includes essential VISTA orientation elements and an effective training design.

Team 2 Presenters



Allison Wilhite
Greater Homewood
Community Corporation
Baltimore, MD



Sabrina Kliman
University of
Wisconsin – Parkside
Kenosha, WI



Ingrid Velez
Boys & Girls Club
Washington State
Association
Seattle, WA



Patricia Lomax
Los Angeles Unified
School District
Los Angeles, CA

Webinars for AmeriCorps VISTAs

ALC Product:

On-Site Orientation and Training Guidebook



Sabrina



Pricila



Porsche



Alicja



Allison



Ingrid



Kara



Patricia

Project Goals

- To create sample On-Site Orientation and Training models including guides, learning objectives, or agendas to address the needs of a sponsoring organization whether it is a single site, multi-site, local, or national program.
- To provide effective practices to assist sponsoring organizations achieve the guidelines laid out by the Corporation for National and Community Service in the VISTA Member Handbook.

These resources will be compiled into a user friendly series of documents to be placed on the VISTA Campus.

On-Site Orientation and Training Guidebook

By: Alicja Kania, Allison Wilhite, Ingrid Velez, Kara O'Neil, Patricia Lomax, Porsche Holland, Pricila Novoa, & Sabrina Kliman

Coached By: Kapila Wewegama

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How to Navigate This Guide

- Presented in a **logical, progressive order** to get you started with planning your OSOT and to help you develop and implement a thorough agenda and appropriate follow up for your training.
- In addition, the team reviewed many VISTA Campus and online resources, and organized the links into an easy to search **OSOT Resource Spreadsheet** for your quick reference.

CNCS Outcomes for VISTA Members

These are the outcomes for OSOT as defined by CNCS. Start first by reviewing them, then address each when developing your OSOT agenda.

- Understanding of common expectations and agreements for working relationship between VISTA and supervisor
- Understanding of the culture and mission of the sponsoring organization
- Knowledge of the bigger picture related to the VISTA project and the community
- Understanding of the organization's VISTA Policy
- Defining the VAD with the supervisor
- Building skills and knowledge needed to implement the VISTA Assignment Description

Suggested Planning Timeline

- Overview of planning steps; referential to other pieces of the guidebook
- Doubles as a checklist to manage and accomplish the proposed planning steps

EXAMPLE:

- 6+ weeks before OSOT
 - Set date(s) of OSOT; share it with staff, project supervisors and incoming VISTAs
 - Reserve a meeting space
 - Brainstorm topics and begin developing learning objectives
 - Draft an initial agenda
- 4 weeks before
 - Contact potential presenters to inquire about their interest and availability
 - Set the agenda and learning objectives
 - Send agenda to CNCS State Office for review
- Within 1 week after
 - Create and send out evaluation to VISTAs
 - Review evaluations and debrief with staff and/or presenters

Creating an Agenda

- OSOT can take many forms, but a well-rounded OSOT should include the following:
 - Review CNCS requirements and policies in addition to the requirements and policies of the sponsoring organization
 - Orient the VISTA to the community and its culture
 - Skills training
 - Team building exercises
- In this section of the guidebook we provided links to planning guides and example agendas of various lengths that can easily be adapted.

Common Training Topics

Example: Partnerships & Networking

Partnership development may be a key component of your VISTA's project. Regardless, they will surely be meeting many new people and exchanging ideas. Providing them basis for how to network with others and form a partnership to enhance their project outcomes is best done early in the year before an opportunity passes them by!

- How to assess your organizational need for partnerships and identify what you can offer in exchange, including what approval is needed before proceeding.
- Overcoming the anxiety of networking through simple steps that make connections and build relationships, i.e. knowing your 30 second elevator speech, asking about what challenges or upcoming opportunities the other is experiencing, following up appropriately
- How to establish expectations for a successful partner arrangement, i.e. drafting an MOU
- Tips for facilitating connections for partnerships external to your own needs, such as through email introductions

Suggestion for retention: Host a “Meet the VISTAs” event at your organization. Have VISTAs network with staff members and practice delivering their elevator speeches. Invite attendees to evaluate and provide feedback for the VISTAs.

Other included examples:

- Preparing for Meetings; Managing Up & Office Professionalism; Community Organizing; Effective Presentations
- Each example includes links to additional online resources to help you with planning.

Take Your OSOT From Ho-Hum to Wow!

- Interactivity activities for OSOT were valued most by the VISTA Leaders.
 - Example activities for 3 categorical types: Introductory; Team Building; and Topic Exploration
 - Quick & simple activities for engaging your audience
 - Additional online resources

Introductory	Team Building	Topic Exploration
Are used to introduce participants to each other and to facilitate conversation amongst the participants.	Are used to bring together individuals who are in the early stages of team building. This can help the people start working together more cohesively toward shared goals or plans.	Are used to explore the topic at the outset, or perhaps to change pace and re-energize people during the event.

Take Your OSOT From Ho-Hum to Wow!



EXAMPLE: The Name Game (Introductory Activity)

Timing: varies by group size, about 1-2 minutes per participant

Materials: Flipchart to post questions

Goal: To facilitate introductions and start relationship building by sharing a personal story.

In a circle have each person introduce themselves along with any key information you wish to know (i.e. position title, department, service site, etc.). In addition, they should answer one question from the following about their name:

- Do they have a nickname? How did they get it?
- Were they named after someone? Who? Tell us about them.
- Would you like to change their name? To what and why?

OSOT Evaluation Tool

At the end of OSOT evaluate your OSOT so that it can be adapted and improved the next year. Furthermore, evaluation should help to identify In-Service Training topics to cover or revisit.

The Guidebook includes tips on how to:

1. Evaluate the VISTA member's experience
2. Evaluate the VISTA supervisor/Leader's experience.

OSOT Evaluation Tool

Please rate the sessions presenters on their level of effectiveness (engaging, knowledgeable, articulate, and well-prepared)

	Not Effective	Somewhat Effective	Effective	Very Effective	N/A
Session 1	<input type="radio"/>				
Session 2	<input type="radio"/>				
Session 3	<input type="radio"/>				
Session 4	<input type="radio"/>				

How applicable was this topic to your VISTA experience

	Not Applicable	Somewhat Applicable	Applicable	Very Applicable	N/A
Topic #1	<input type="radio"/>				
Topic #2	<input type="radio"/>				
Topic #3	<input type="radio"/>				
Topic #4	<input type="radio"/>				
Topic #5	<input type="radio"/>				

EXAMPLE: Survey of individual training sessions

Consider breaking the survey down by topic to have VISTA members evaluate the effectiveness of a specific training or session. These topic surveys should be limited to no more than 5 questions. This design is best utilized for an OSOT with fewer, but more intensive, training sessions.

Example questions:

1. How effective (engaging, knowledgeable, articulate, and well-prepared) was the facilitator during this session?
2. Would you recommend this training to future VISTA members?
3. Do you have suggestions of topics that should be included in future OSOT?

VISTA Campus OSOT Resources

File Edit View Insert Format Data Tools Add-ons Help Last edit was 3 hours ago



fx | Planning Documents

	A	B	C	D	E	F	G	H	I
1	Onsite Orientation and Training Guidebook a VISTA Leader Action Learning Challenge Product by Alicja Kania, Allison Wilhite, Ingrid Velez, Kara O'Neil, Patricia Lomax, Porsche Holland, Pricila Novoa, and Sabrina Kliman Coached by Kapila Wewegama Spring 2014								
2									
3	CNCS has many valuable resources for VISTA Supervisors, members, and sponsors available on the VISTA Campus. Below is a selection of these that you may find particularly relevant. When you click the links to the resources you may be asked to log in to the VISTA Campus – or you can enter as a guest. Feel free to select your role with VISTA and the type of resource you're looking for and relevant information will be highlighted for you. There is lots of great information out there to include in your OSOT as you plan, but don't forget to make it fun too – happy planning!								
4									
5	What is your role?	What kind of resource are you looking for?							
6	Sponsor and direct supervisor	Planning Documents							
7		Planning Documents							
8		Activity							
9	Title	Agenda	Category	Beneficial for whom?					
10	Field Insights: Activities for your OSOT	Checklist	Tips and Tricks	VISTA Member					
11	Exercises to Enhance Participation	General Information Resource	Activity	Sponsor and direct supervisor					
12	Icebreakers for Orientation	Icebreakers	Icebreakers	Sponsor and direct supervisor					
13	OSOT Checklist	Tips and Tricks	Checklist	VISTA Member					
14	OSOT Guidelines	erective meeting.	Planning Documents	Sponsor and direct supervisor					
15	OSOT Outcomes	Teampedia is a collaborative encyclopedia of free team building activities, free icebreakers, teamwork resources, and tools for teams. Also, find resources by group size!	Planning Documents	Sponsor and direct supervisor					

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Evaluation

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Please take a few moments to share your feedback. How can we improve these sessions? What topics should we include in future webinars?

Thank you very much for your time and participation!

Thank You for Your Participation!

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If you have further questions or for more information,
contact us: VISTAwebinars@cns.gov

Navigate the Federal Hiring Process

June 12, 2014

2-3:30PM ET

Visit the Ongoing Learning page on the VISTA Campus for a
complete schedule of VISTA webinars

Dial: **800-857-9616** Passcode: **5550800**