

On-site Orientation and Training Planning Worksheet

Using the first three weeks to start out strong!

Your plans to have your VISTA feeling –

OBJECTIVE	ACTIVITY
• Welcome	What activity will you design to reach the objective listed in the adjacent column?
• Comfortable in new surroundings	
• Emotionally grounded	
• Recognized and understood	
• Ready to start on initiative	
• Connected to your mission and your vision	

Your plans to have your VISTA seeing –

OBJECTIVE	ACTIVITY
• Layout of community	What activity will you design to reach the objective listed in the adjacent column?
• Local network	
• Work space	
• Community life	
• Major initiatives	
• How things get done	
• Key documents and print resources	
• Organizational chart	

Your plans to have your VISTA knowing–

OBJECTIVE	ACTIVITY What activity will you design to reach the objective listed in the adjacent column?
<ul style="list-style-type: none"> • Where to go to get basic needs met 	
<ul style="list-style-type: none"> • Organizational chain of command 	
<ul style="list-style-type: none"> • What refinements have been made to project plan 	
<ul style="list-style-type: none"> • Who to ask for help 	
<ul style="list-style-type: none"> • What training opportunities are available to strengthen skills and knowledge 	

Your plans to have your VISTA hearing –

OBJECTIVE	ACTIVITY What activity will you design to reach the objective listed in the adjacent column?
<ul style="list-style-type: none"> • History of community 	
<ul style="list-style-type: none"> • Info about the different cultures and organizations in the community 	
<ul style="list-style-type: none"> • History of the organization 	
<ul style="list-style-type: none"> • Expectations in terms of the member-supervisor relationship 	
<ul style="list-style-type: none"> • Supervisor expectations 	

Your plans to have your VISTA doing –

OBJECTIVE	ACTIVITY What activity will you design to reach the objective listed in the adjacent column?
<ul style="list-style-type: none"> • Participating in some meetings 	
<ul style="list-style-type: none"> • Meeting some key collaborators and partners 	
<ul style="list-style-type: none"> • Being introduced to the community 	
<ul style="list-style-type: none"> • Being hosted for several walking tours of the community 	
<ul style="list-style-type: none"> • Completing at least one task that is related to one's project plan 	
<ul style="list-style-type: none"> • Sharing his or her short and long range goals 	