

## Giving More Thought to Your OSOT (On-Site Orientation and Training): Helpful Links

<a href="#">VISTA Campus</a>	Online learning resources to help your VISTA members serve successfully and to help you effectively supervise and manage your VISTA project as well as connect with other supervisors and sponsor staff
<a href="#">VISTA OSOT Checklist #1</a>	Template #1 – Checklist listing tasks to prepare for and implement OSOT
<a href="#">VISTA OSOT Checklist #2</a>	Template #2 – Checklist listing tasks to prepare for and implement OSOT
<a href="#">OSOT Idea Book</a>	Created by VISTA leaders and includes ideas for making your OSOT an effective and inspiring learning experience, a planning timeline, sample agendas, tips for making orientation interactive and fun, and suggestions for evaluating it in a meaningful way
<a href="#">VISTA OSOT Calendar Template</a>	Calendar template enabling you to plan specific OSOT elements on different days to put together an overall plan and schedule
<a href="#">Planning for OSOT</a>	Section of the VISTA Sponsor Handbook that provides more detail and context about what to include in the OSOT along with suggested orientation and training methods
<a href="#">Orienting Your VISTA</a>	Templates, worksheets, and other resources to help you get your VISTA member acquainted with your organization and community
<a href="#">Orienting Your VISTA: Implementing Your OSOT Plan</a>	Recorded webinar explaining how to turn your OSOT ideas into action and implement your training
<a href="#">Making the Most of Your On-Site Orientation and Training</a>	Recorded webinar offering insight into how you can maximize and optimize the first few weeks of service for your members through orientation and training.
<a href="#">OSOT Makeover</a>	Recorded webinar discussing ways to redo and revamp your OSOT to make it stronger, more engaging, and more effective
<a href="#">About Your VAD: Understanding the Big Picture to Get You Started!</a>	Recorded webinar providing an overview of the VAD, information to get new projects started with creating and adapting VADs, and get you thinking about how the VAD informs many elements of the VISTA lifecycle including OSOT
<a href="#">About Your VAD: Creating a Tool for VISTA Success!</a>	Recorded webinar highlighting the VAD's purpose, uses (including its integral use in OSOT), structure, and details needed for you to create, adapt, and utilize this tool to help your members and project succeed. Recording will soon be posted to the VISTA Campus "Supervisor Webinars" page.
<a href="#">VAD Resources</a>	Materials to help you write and update effective VADs for your members
<a href="#">Creating Effective VADs</a>	Tips and ideas on how to make your VADs effective and useful
<a href="#">Using VADs Throughout Your Project</a>	Worksheet guiding you on how the VAD will aid you in the OSOT and supervising your member according to the VAD as well as assisting you throughout the project lifecycle
<a href="#">Early Service Coursework</a>	Early-Service Coursework section is located near the bottom of this web page. VISTA members are strongly encouraged to complete early-service coursework in their first two weeks of service to help them better integrate to the site, the organization, and the community. Supervisors may want to review and build off some of this early-service coursework during the OSOT.

<a href="#">Helping Your Members Thrive</a>	Webinar providing insight into how to motivate your members and help them be successful from the beginning, through the OSOT, and throughout their year of service
<a href="#">VISTA Member Handbook</a>	Comprehensive source for VISTA policies, procedures, definitions, and legal information for your records and to answer questions from applicants
<a href="#">VISTA Resources and Contacts</a>	1-pager with links to information applicants may want to know prior to accepting the offer to serve, such as VISTA benefits and policy
<a href="#">VISTA Member Orientation Checklist</a>	Checklist useful during the application and interview phases to let individuals know about their requirements to start service

## Additional Resources for Conducting a Remote OSOT

The following resources may assist you in creating and implementing a remote VISTA member orientation and training, if and as necessary. Although some resources pertain specifically to employees, you can adapt ideas and customize them to your VISTA project and VISTA members. These resources are not officially endorsed by the Corporation for National and Community Service (CNCS) nor the AmeriCorps VISTA program

<a href="#">Getting Your Remote Team Up and Running Fast</a>	Eight tips for managers new to working from home that will help you think about how to best prepare your VISTA members if they need to start service remotely. Use these ideas to creatively think about how a remote VISTA may feel and what they may want and need to feel valued, welcomed, and integrated into your VISTA project and organization.
<a href="#">The Ultimate Tip Sheet for Working Remotely</a>	Chart of suggested ideas for various types of remote workers that includes suggestions for managing remote work on a day-to-day basis, conducting team meetings, using technology, and making the most of in-person time. Many of these suggestions are applicable to VISTA member service for those who may need to begin service remotely.
<a href="#">A Guide to Managing Your (Newly) Remote Workers</a>	Guide that mentions the challenges of, and opportunities with, working remotely. This guide also contains links to other information related to the difficulties of now working remotely as well as things to consider as you plan for success. Some of these tips (e.g. regular meetings, helping VISTAs feel engaged and not isolated, providing opportunities for interaction, offering support, etc.) are applicable to all VISTAs, not just those working from.
<a href="#">New to Working Remotely? These Resources Can Help</a>	Courses and productivity tools available to help you strategize how to be effective and productive in working remotely as an individual and on a team. Even though focused on working remotely, these courses can be useful for all VISTAs as they manage their own tasks, communicate with their supervisor and a potential team, and more.