



Orienting Your VISTA

Implementing Your On-Site Orientation & Training Plan



VISTA
Volunteers In Service To America

Dial: 888-455-4948
Passcode: 6169720

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Session Goals

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- Learn how to best prepare your VISTA before arrival
- Understand essential conversations to have with your VISTA
- Use the VAD to guide training and professional development
- Troubleshoot your OSOT implementation

Today's Speakers

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Ryan Fewins-Bliss
Education Northwest
VISTA Trainer



Amanda Whittemore
Initiative Foundation
VISTA Supervisor



Erica Bjelland
Rural Renewable
Energy Alliance
VISTA Supervisor

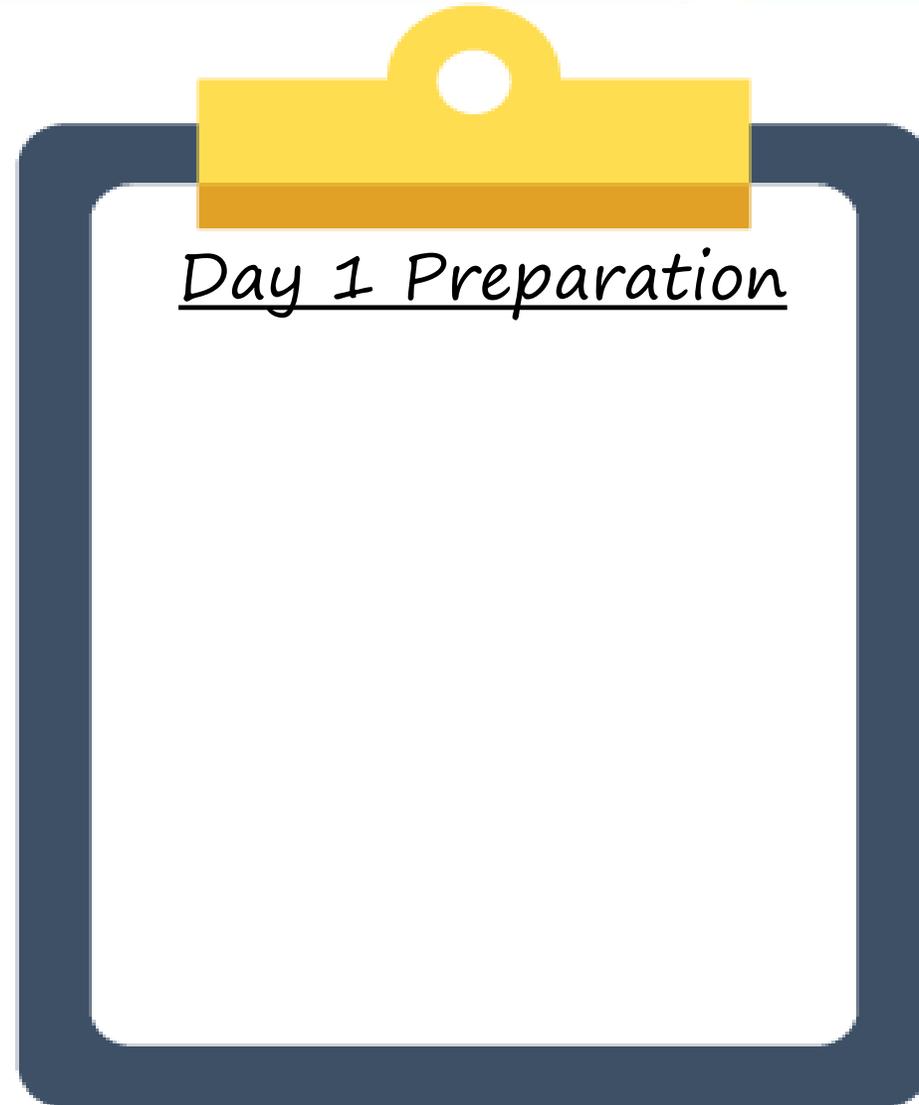
Planning vs. Implementation

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Preparing for your VISTA's Arrival

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First Day Preparation

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Day 1 Preparation:

✓ Touch base

First Day Preparation

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Day 1 Preparation:

- ✓ Touch base
- ✓ Give key info

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Day 1 Preparation:

- ✓ Touch base
- ✓ Give key info
- ✓ Paperwork

First Day Preparation

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Day 1 Preparation:

- ✓ Touch base
- ✓ Give key info
- ✓ Paperwork
- ✓ Make time



Day 1 Preparation:

- ✓ Touch base
- ✓ Give key info
- ✓ Paperwork
- ✓ Make time
- ✓ Get work space ready



- Dedicated Space

Workspace

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- Dedicated Space
- Computer

Workspace

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- Dedicated Space
- Computer
- Phone

Workspace

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- Dedicated Space
- Computer
- Phone
- Internet Access

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- Dedicated Space
- Computer
- Phone
- Internet Access
- Email

Workspace

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- Dedicated Space
- Computer
- Phone
- Internet Access
- Email
- Clean

Workspace

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- Dedicated Space
- Computer
- Phone
- Internet Access
- Email
- Clean
- Stocked with necessary supplies

Prepare Your Colleagues

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Prepare Your Colleagues

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- Remind staff about arrival

Prepare Your Colleagues

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- Remind staff about arrival
- Share the VAD liberally

Prepare Your Colleagues

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- Remind staff about arrival
- Share the VAD liberally
- Schedule time with them during OSOT

Prepare Your Colleagues

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- Remind staff about arrival
- Share the VAD liberally
- Schedule time with colleagues
- Tell them about VISTA terms and conditions

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What things do you do to prepare for your VISTAs arrival?



ON AIR



Amanda Whittemore
Initiative Foundation
VISTA Supervisor



Erica Bjelland
Rural Renewable
Energy Alliance
VISTA Supervisor



What things do you do to prepare for your VISTAs arrival?



ON AIR



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Chat Question

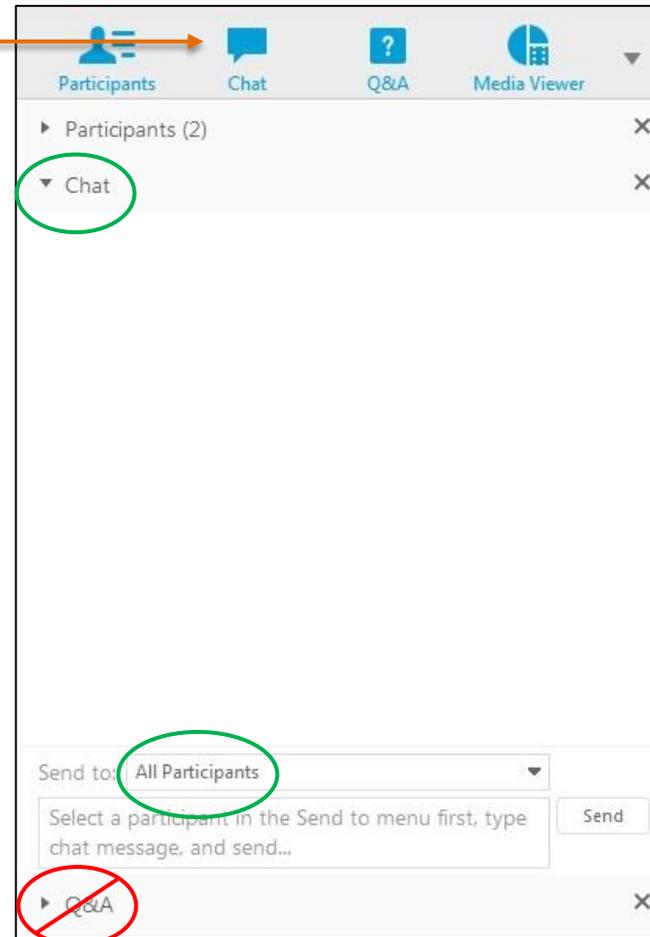
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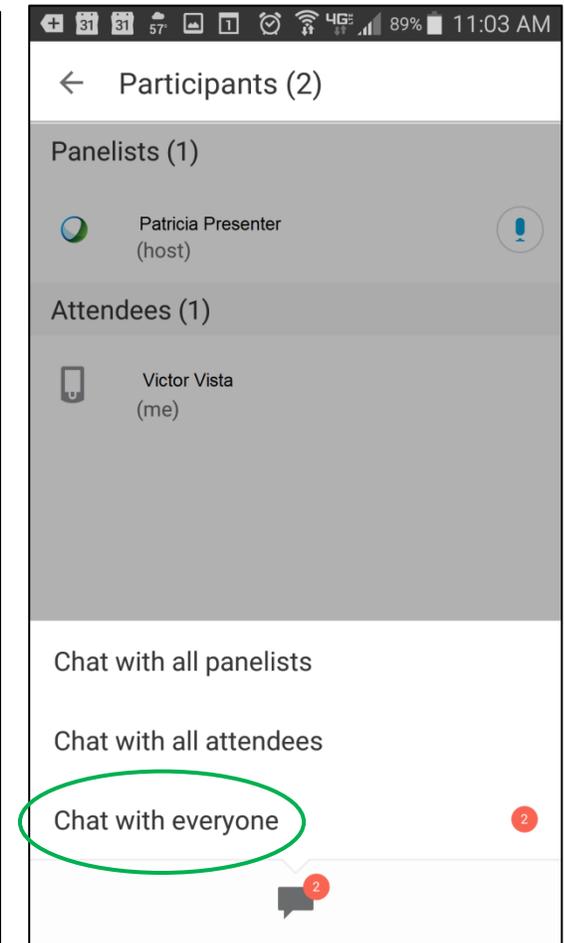
What practical strategies have you found useful in preparing for your VISTA's arrival?

COMPUTER

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Troubleshooting

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- Supervisor on leave during first day

Troubleshooting

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- Supervisor on leave during first day
- VISTA can't arrive on scheduled start date

Troubleshooting

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- Supervisor on leave during first day
- VISTA can't arrive on scheduled start date
- Workspace won't be ready for first day

Getting your VISTA settled

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- Meet the staff/tour office



Getting your VISTA settled

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- Meet the staff/tour office
- Keep to the agenda



Getting your VISTA settled

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- Meet the staff/tour office
- Keep to the agenda
 - Gauge comprehension



Getting your VISTA settled

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- Meet the staff/tour office
- Keep to the agenda
 - Gauge comprehension
 - Allow time for questions



Getting your VISTA settled

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- Meet the staff/tour office
- Keep to the agenda
 - Gauge comprehension
 - Allow time for questions
 - Add or expand topics as necessary



Getting your VISTA settled

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- Meet the staff/tour office
- Keep to the agenda
 - Gauge comprehension
 - Allow time for questions
 - Add or expand topics as necessary
 - Add in breaks!
- Seek feedback

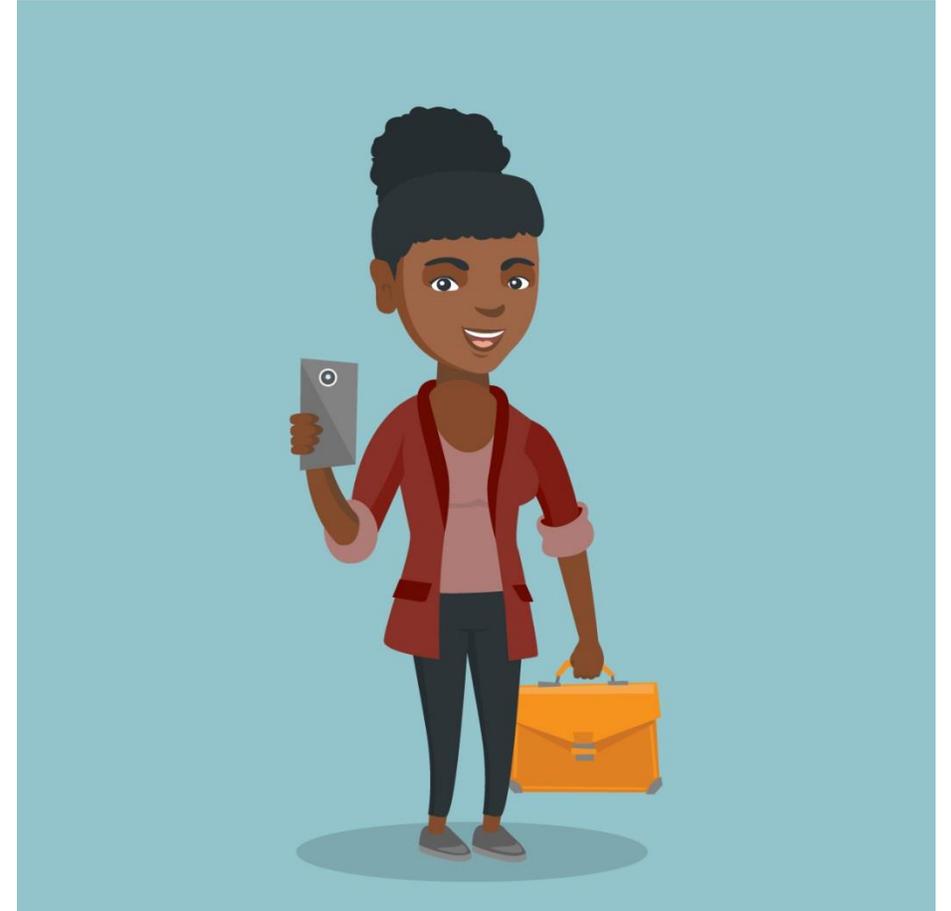


Key questions to ask your VISTA

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- What are some things from the VAD which you are really excited about starting?
- What are some of the things that make you anxious?
- What can we do to make you feel ready to tackle your year of service?



Talk about the VAD

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TITLE	Mentor Recruitment and Management Systems Designer
SPONSORING ORGANIZATION	<u>Waketa Community Services (WCS)</u>
PROJECT NAME	<u>MentorCorps</u>

VISTA Assignment Objectives & Member Activities	
PROJECT GOAL	To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to help them break the cycle of poverty, the <u>MentorCorps</u> VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.
OBJECTIVE	Assess the current state of WCS' efforts in reaching, selecting, and supporting volunteer mentors, and create or revise policies, procedures, and documents to improve the effectiveness and sustainability of the mentor recruitment and matching system.
MEMBER ACTIVITIES	1. Research the history of volunteer programs at WCS. a. Identify strengths and challenges of the current program. Based on this report, <u>make a plan</u> for improvement
	2. Develop systems for screening and matching mentors.

Guest Speakers

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What fun and interesting ways do you engage your VISTA in OSOT upon their arrival?



ON AIR



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Initiative Foundation
VISTA Supervisor



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Energy Alliance
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Troubleshooting

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- Off schedule



Troubleshooting

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- Off schedule
- VISTA is surprised by parts of their role



Troubleshooting

Dial: 888-455-4948
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- Off schedule
- VISTA is surprised by parts of their role
- VISTA seems overwhelmed by information



Chat Question

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How have you adjusted your OSOT in real time to improve implementation of your plan?

COMPUTER

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The screenshot shows a web-based interface for a meeting. At the top, there are four tabs: 'Participants', 'Chat', 'Q&A', and 'Media Viewer'. The 'Chat' tab is selected and highlighted with a green circle. Below the tabs, there is a list of participants: 'Participants (2)' and 'Chat'. The 'Chat' item is also highlighted with a green circle. At the bottom, there is a 'Send to:' dropdown menu with 'All Participants' selected, also highlighted with a green circle. Below the dropdown is a text input field with a 'Send' button. At the very bottom, there is a 'Q&A' tab which is crossed out with a red circle and a diagonal line.

MOBILE

The screenshot shows a mobile app interface for a meeting. At the top, there is a status bar with various icons and the time '11:03 AM'. Below that is a header 'Participants (2)'. The main content area is divided into two sections: 'Panelists (1)' and 'Attendees (1)'. Under 'Panelists (1)', there is a card for 'Patricia Presenter (host)'. Under 'Attendees (1)', there is a card for 'Victor Vista (me)'. Below these sections, there are three chat options: 'Chat with all panelists', 'Chat with all attendees', and 'Chat with everyone'. The 'Chat with everyone' option is highlighted with a green circle. At the bottom, there is a chat input field with a 'Send' button and a red notification bubble with the number '2'.

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Assessing Needs and Setting up an Individual Development Plan (IDP)

Needs Assessment

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- Build off what was discussed during interview
- Have your VISTA self-assess



Poll Question

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Have you developed an individual development plan (IDP) for either yourself or with/for your VISTA member?

- A. Yes
- B. No

Developing an IDP

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VISTA Individual Development Plan

	Knowledge and skills needed to accomplish VAD	Priority L M H	Learning Opportunities / Resources
1	Grant Writing	M	Resource Development: Fundraising and Grant Writing course on the VISTA Campus
2			

Troubleshooting

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- VISTA lacks skills you originally thought they had
- Additional trainings needed I didn't plan





How do you ensure that a VISTA is prepared to start accomplishing their VAD?



ON AIR



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Chat Question

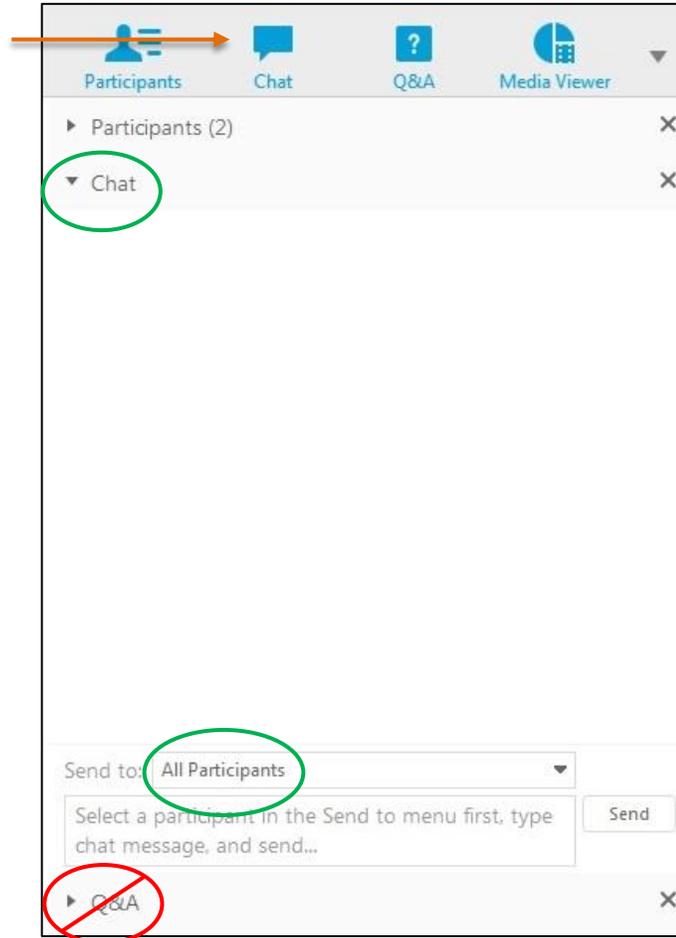
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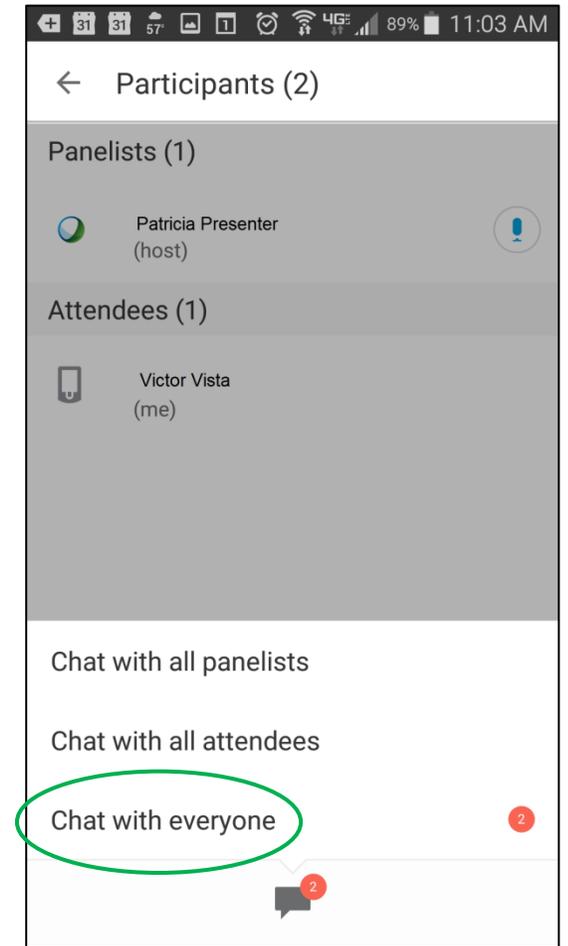
How do you ensure your VISTA is prepared to start accomplishing their VAD?

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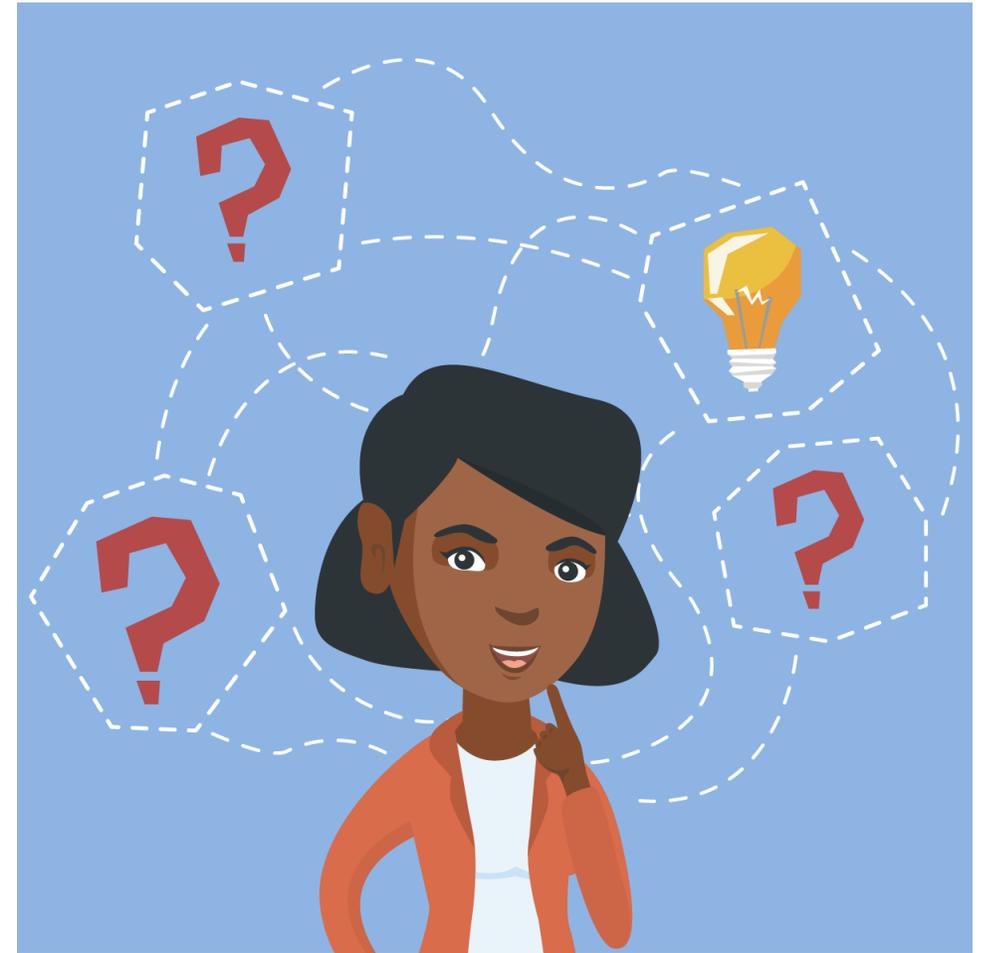


Additional Considerations

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- Presentation quality
- Technology
- Partners availability during OSOT
- Intermediary/Sub-site dynamic



5 More Awesome Tips

- Scavenger hunt
- Interview with...
- Go multimedia
- Job shadow
- Welcome lunch



- 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?

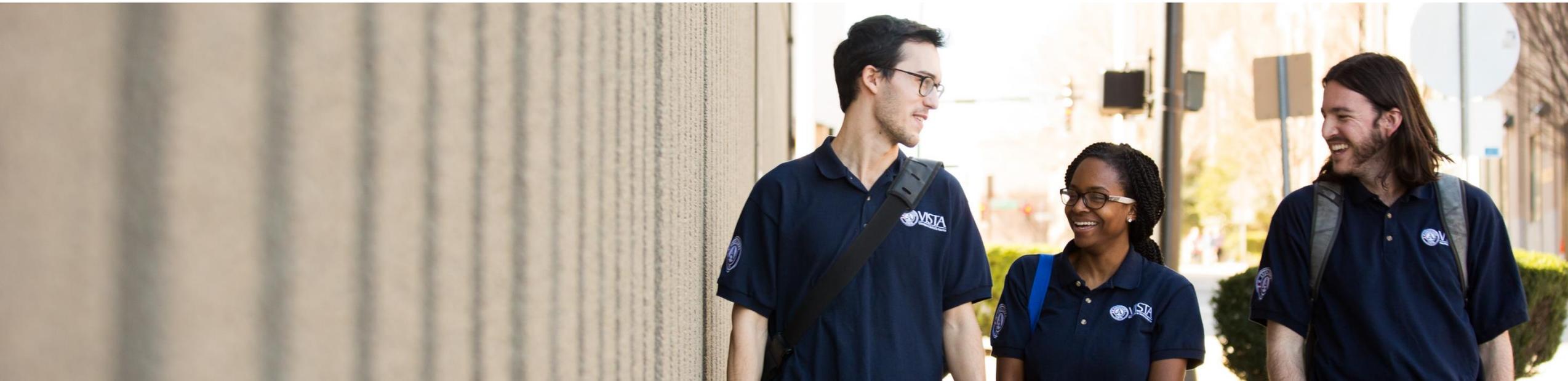
- To ask a question verbally, call in using the number on this slide and press *1
- To ask a question electronically, use the Q&A feature located in the bottom right corner of the screen. Please ask "All Panelists"



Thank You for Your Participation!

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Further questions? Contact us:
VISTATraining@cns.gov





Thank you for your service.



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