

Dial: 866-267-3008



Training Throughout the VISTA Lifecycle

Tuesday, September 17, 2019
2:00-3:00 p.m. Eastern

Audio Access

- Listen via computer:
 - Select Join Audio
 - Unmute your speakers
- Listen via phone:
 - Select Don't Join Audio
 - Dial phone number at the top right of the slide
- You will hear music until we begin.
- Your microphone will be muted.

Welcome!
While you wait, please answer this question in the Chat panel:
What kind of training do you currently offer your members?

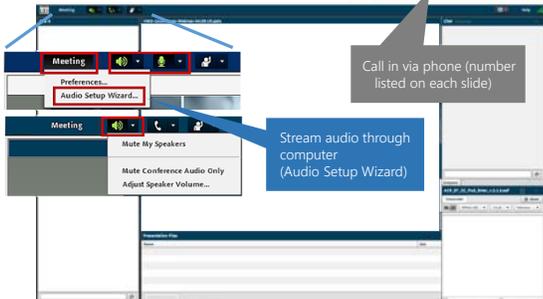


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Connecting to Audio

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Technology and Resources Dial: 866-267-3008 

Live captioning is available. If captions do not appear here, use the link posted in the Chat.

1. Click to highlight file name(s)
2. Click the Download File(s) button
3. Follow instructions to download, which may be at the bottom of your screen

Use the Chat to:

- Ask a question
- Participate in activities
- Share with participants



Training Throughout the VISTA Lifecycle



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Welcome Dial: 866-267-3008 



Eric Powell
 AmeriCorps VISTA Training Specialist
 Washington, D.C.
 VISTA Alum '06-'07
 VISTA Leader Alum '08-'09

Guest Speakers

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Khadija Carr

AmeriCorps VISTA Training Specialist
VISTA Alum '15-'16



Chris Hawkes

AmeriCorps VISTA Training Specialist
Peace Corps Alum '10-'12

Session Goals

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By the end of the webinar, you will:

- know why training is essential for VISTA member success
- be familiar with the trainings offered by the VISTA program
- recognize when training is needed in the VISTA lifecycle
- be able to help VISTA members identify training needs using the VISTA Assignment Description

Today's Agenda

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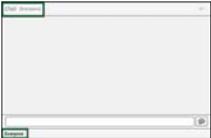
- The Importance of Training
- Trainings from VISTA Headquarters
- Sponsor Training Responsibilities
- Training Examples
- VISTA Campus Resources
- Q&A





Chat Question Dial: 866-267-3008

What kind of training do you currently offer your members?



Training Ideas Dial: 866-267-3008

- Help you imagine possibilities
- Encourage creativity and innovation
- Make training fun
- Offer new insight into training

TRAINING



COACHING TEACHING KNOWLEDGE DEVELOPMENT LEARN EXPERIENCE SKILLS

Training Facets

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- Dedicated to skills development
- Inclusive of the audience's needs
- One-time or ongoing
- 360-degree cycle of learning



Cycle of Service

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Learning

Doing

Teaching

Settling in

Learning the ropes

Cautiously contributing

Performing at the highest level

Transferring capacity:

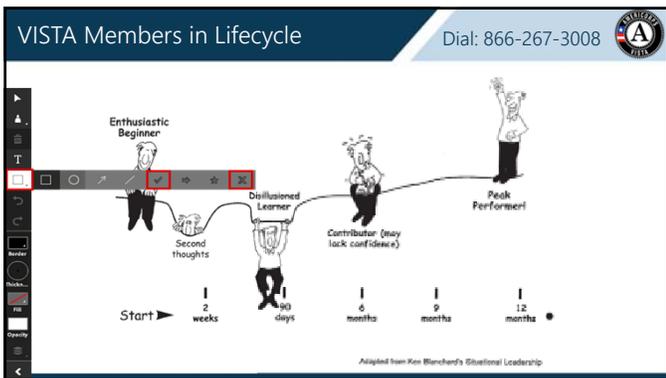
- ✓ Transfer knowledge
- ✓ Transfer products
- ✓ Transfer relationships

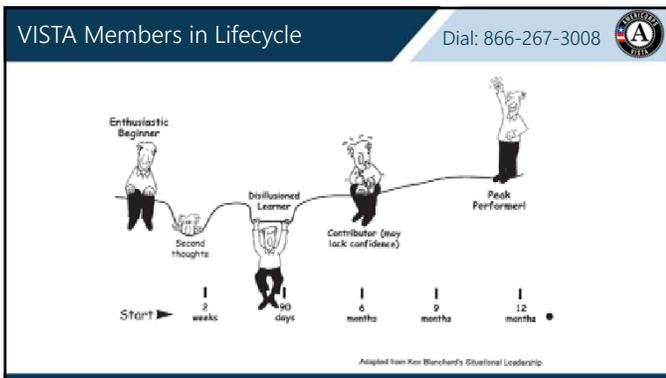
Importance of Training

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- Provides enhanced knowledge and skills
- Recognizes and utilizes strengths
- Incorporates multiple ideas
- Creates opportunities for networking
- Helps identify future needs





Trainings Offered by VISTA Headquarters

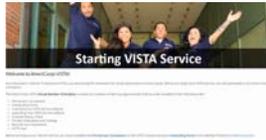
AMERICORPS VISTA
NATIONAL & COMMUNITY SERVICE

VISTA Member Orientation

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- Pre-service coursework
- Onboarding forms
- Countdown to VISTA Service webinar
- Launching Your VISTA Service webinar
- Criminal history check process
- On-Site Orientation and Training (provided by site)
- Early-service coursework
- VISTA gear



<https://vistacampus.gov/starting-vista-service>

VISTA Member Orientation

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- 14 days prior to start date
 - Candidate receives Guide to Entering VISTA Service with dates and deadlines of required pre-work and webinars
- 6 days prior to start date, on a Tuesday (occasionally 7 days prior)
 - Countdown to VISTA Service webinar, 3:00-4:30 p.m. Eastern
- 5 days prior to start date
 - Required pre-work is due
- On start date (first day of service)
 - Launching Your VISTA Service webinar, 3:00-4:30 p.m. Eastern
 - Candidate takes the Oath of Service during webinar and submits electronic oath immediately after webinar ends

VISTA Member Orientation

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- 1-2 weeks into service
 - On-Site Orientation and Training conducted by VISTA supervisor or sponsor
 - Early-service coursework on VISTA Campus is strongly recommended to be completed
 - A few weeks into service, new members receive email with specific instructions to order free VISTA gear for branding and national service identity
- 30 days into service
 - Hard copy fingerprints are due to VISTA headquarters

VISTA Webinars: Members

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- Offered each month <https://vistacampus.gov/vista-webinars>
- Topics on living as a VISTA and serving as a VISTA

Webinars on Life as a VISTA	Webinars on the Work
Living on the Living Allowance	The Power of Telling Your Story
Using the Segal AmeriCorps Education Award	Digital Marketing for Volunteer Recruitment
Managing Up: Navigating the VISTA-Supervisor Relationship	Writing with Purpose, Precision, and Pizazz
Starting Off Right: Professional Workplace Success	5 Steps to Assessing Community Needs

VISTA In-Service Training

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In-Service Training

- Geographically-based invitations
- Designed for first 2-5 months of VISTA service
- Core Modules:
 - Capacity Building
 - Empowering the Community
 - Navigating the Member-Supervisor Relationship
 - Using Storytelling in Marketing and Outreach

You can't spell
VISTA without...

IST



VISTA Campus

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Learning Resources

Increase the effectiveness of your training and coaching activities by understanding and leveraging the learning styles described in these resources

- Capacity Building**
Experience of the first 60 days of the VISTA program
- Communication**
Get your message across
- Fundraising**
Build capacity to generate revenue
- Poverty in America**
Expand your understanding of poverty
- Volunteers**
Build your project's human capacity through volunteers
- Working with Partners**
Join forces with others to achieve your goals
- Outreach to Community**
Connect with the community to increase your effectiveness
- VISTA in Action**
Examples from VISTA projects

What questions do you have?

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Today's Agenda

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- ✓ The Importance of Training
- ✓ Trainings from VISTA Headquarters
- Sponsor Training Responsibilities
- Training Examples Using the VAD
- VISTA Campus Resources
- Q&A



Sponsor Training Responsibilities

Logo for the National & Community Service Administration

Sponsor Responsibilities

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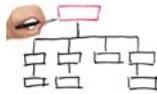
- Ensure VISTAs complete VISTA Member Orientation
- Develop On-Site Orientation and Training plan
 - Submit to CNCS State/Regional Office 30 days prior to VISTA start date
 - Adjust plan as necessary
- Assess members' needs and adjust ongoing training
- Prepare and support VISTA members with the VISTA Assignment Description
- Train your project sites (if a multi-site VISTA project)

What to Cover

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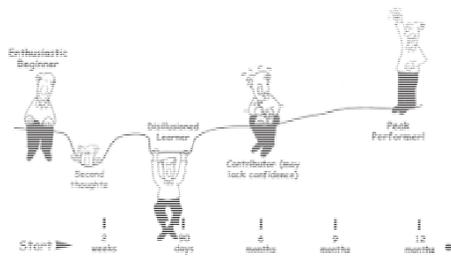
- Understand history, structure of agency, and VISTA project
- Get to know staff and community
- Know how to implement the VISTA Assignment Description



- Complete a work plan for the year
- Identify skills training needed

VISTA Lifecycle

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VAD for Training

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- Utilize the VISTA Assignment Description (VAD) for training:
 - After selecting your VISTA
 - During the VISTA Member Orientation
 - In On-Site Orientation and Training process
 - At various times during the year
- VAD serves as a:
 - Checklist for successful year
 - Tool for external trainings

VAD Chat Activity

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VISTA Assignment Objectives and Member Activities

Goal of the Project: 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 MentorCops VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.

Objective of the Assignment (03/15/20XX - 06/31/2000)

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:

- Research the history of volunteer programs at WCS.
 - Review and become familiar with internal policies, procedures, and documents related to the mentor recruitment and matching system. Identify the current program's strengths and challenges.
 - In collaboration with WCS leadership, develop a written plan for improvement.
- Refine or develop systems for screening and matching mentors.
 - Develop or revise documents related to internal policies and procedures regarding mentor recruitment and matching.

VAD and 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
2			

- VAD = VISTA Assignment Description
- IDP = Individual Development Plan

VAD, Project Plan, Experience

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• Other resources that help you customize trainings:

- Project design/plan
- Feedback from previous VISTA member(s)
- Member's experience during the service year



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VISTA Campus Resources

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VISTA Campus Resources

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Leadership Training Module

Facilitative training modules for skill building

VISTAs are called to take a prominent role in the community: facilitating meetings, collaborating on vision and action plans, resolving conflicts, and more. Taken together, these skills amount to one thing: leadership. These modules can be used as stand-alone training sessions or as a multi-day leadership training for VISTAs. You can also pass along the modules to your VISTA leaders so they can facilitate their trainings.

Getting Started:

- Expectations and Agreements (PDF) Learn how to encourage a group to lay the foundation for its learning environment.
- LPA Maps (PDF) Help VISTAs get to know one another in an activity that charts the path that led them to service.
- Beliefs and Values (PDF) Guide VISTAs in learning about themselves as communityists, team members, and leaders.
- Leadership Canvas (PDF) Use this activity for VISTAs to see how their personality preferences are linked to different leadership styles.

Skill Building:

- Facilitation (PDF) Build VISTAs' skills in facilitating their project planning meetings.
- Visioning (PDF) Help VISTAs create vision statements for individual or team projects and learn the value of visioning.
- Project Planning (PDF) Engage VISTAs in a process for inclusive team planning of service projects.

Interpersonal Leadership Skills:

- Coaching (PDF) Give VISTAs approaches to coaching others in a learning environment.
- Situational Leadership (PDF) Help VISTAs learn how their enthusiasm and competence are impacted by different situations.
- Conflict Management (PDF) Find strategies for easing conflict in team settings.

VISTA Campus Resources

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Tips for Volunteer Training

Volunteer Management

If you spend time carefully planning your volunteer training, it is much more likely to be effective and meet the needs of your volunteers. Be sure the following tips for when it comes time to facilitate a training session:

1. **Be age appropriate and sensitive to diversity.**
Make sure to apply age-appropriate training principles and culturally relevant information to your message.
2. **Apply information to context, real-world needs.**
Adults learn best by applying information to context and real needs. Select training and development methods that allow volunteers to apply new information and skills on the ground in a real-life position. On-site training can be very powerful when complemented with new information and case file reflection.
3. **Provide information on change and reflection.**
Adults learn best by exchanging feedback about experiences. They also benefit a great deal from ongoing feedback around their experiences when applying new information. Ideally, you can do the through reflection, which allows volunteers the opportunity to describe to the results of their training new information and skills, (a) what they thought would happen at the project, (b) what actually happened and why, and (c) what they gained from the experience.
4. **Recognize the range of experience relevant to being.**
Facilitate that people bring a wide range of experience to a training session and that sharing experiences helps them learn. When or possible, provide a case audience. However, do remember that not all your volunteers receive are prepared for the "topics." Share your own ideas and don't expect the participants to do all the work.
It's okay if you don't have all the answers.
Don't be afraid to admit you don't know something. Open it up for the participants for discussion or offer to find out and get back to the group.

- Volunteer Training Coaching & Training Volunteers - Knowledge Check -



Next Steps Dial: 866-267-3008 

- ✓ Conduct a training needs assessment using the VISTA Assignment Description
- ✓ Identify specific training opportunities throughout the VISTA lifecycle
- ✓ Review your VISTA project plan and training plan with VISTAs
- ✓ Customize training to VISTA members and your organization
- ✓ Encourage members to create an Individual Development Plan

Webinar Evaluation Dial: 866-267-3008 

- How can we improve this session?
- Please complete a brief webinar evaluation form.
- Thank you for your feedback!

What questions do you have?

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Thank you!

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

Join us for the next supervisor webinar:

Aligning Your Project with VISTA's Four Key Principles

Tuesday, October 22, 2019

1:00 p.m. Eastern

Visit the *Supervisor Webinars* page on the *VISTA Campus* for upcoming webinars and recordings of past webinars.



Thank you!