



Planning Your Member's Training and Professional Development: Resources from webinar chat

VISTA Campus Resources for Supervisors

Supervisor Webinars

This webpage provides links to previously recorded video of supervisor webinars. There are multiple topics related to professional development and supporting your member. In addition, you will have access to a PDF version of the webinar and other supporting material.

<https://www.vistacampus.gov/supervisor-webinars>

Suggested Supervisor Webinars

[Planning Your Member's Training and Professional Development](#)

Hear from current supervisors about their specific successes and challenges in designing, implementing, and identifying trainings and other professional development opportunities. Speakers will represent different VISTA project types from around the country. In addition, we will share concrete resources (e.g., websites, sample tools) and open the floor to hear from you about ways you have provided on-going training and professional growth opportunities to your VISTA members.

[Coach Your VISTA Members to Success](#)

Join us for this 90 minute session to learn tips for strengthening your coaching skills, improve your supervisor-VISTA member communication, and positively impact project work.

[Overcoming Common Roadblocks to a Successful On-Site Orientation and Training \(OSOT\)](#)

In this session, you will explore how to overcome common hurdles around successfully onboarding your new VISTA member. We will discuss how to ensure your onsite orientation includes responsive training aligned to the unique strengths of each VISTA and is customized to the varied responsibilities of members participating in either PSO Blend or PSO Classic.

[OSOT Makeover](#)

Does your on-site orientation and training (OSOT) need a makeover? Looking for ways to customize your training or add interactive elements? Curious about what others are doing? Whether you are an established project or just starting out, everyone can benefit from new techniques and tools to freshen-up their OSOT.

VISTA Supervisor Tools

[On-Site Orientation and Training Guidebook](#)

Use this guidebook to plan and deliver an effective and inspiring OSOT for your new VISTA members. It offers a planning timeline, sample agendas, tips for making your orientation interactive and fun, and suggestions for evaluating your OSOT in a meaningful way.

[OSOT Checklist](#)

Use this checklist to plan your member onboarding and orientation activities.

[Sample Meeting Agenda](#)

Use this sample meeting agenda to plan and facilitate regular one-on-one meetings with your VISTA member.

VISTA Member Professional Development Resources

Online Courses

AmeriCorps VISTA offers online courses designed specifically for VISTAs in service. VISTAs who successfully complete the courses can gain access to academic credit recommendations. Offerings include **Volunteer Mobilization** and **Resource Development: Fundraising and Grant Writing** and are open to currently serving VISTAs. In these courses, your VISTA will complete weekly readings and practical assignments that will inform the work they do and can be applied at your site.

<https://www.vistacampus.gov/onlinecourses>

VISTA Member Webinars

This webpage provides links to previously recorded video of VISTA webinars. Every month, the AmeriCorps VISTA program offers webinars on a range of topics related to Life as a VISTA and the Work of VISTA. We record these sessions and offer them as Webinars on Demand, so if your VISTA member misses a session they can go back and watch it at any time.

<https://www.vistacampus.gov/vista-webinars>

Other Websites/Organizations

[Leadership Memphis](#)¹ develops community change agents, connects them with others who have a passion to serve, and empowers them with information and opportunities to make a difference.

¹ These resources were recommended by VISTA Supervisors; they are not necessarily endorsed by CNCS.

[True Colors Workshops](#)¹ provides professional development on multiple topics (e.g., communication and team building).

[Institute for Non-Profit Practice](#)¹ offers continuing education workshops which are free to current students and alumni.

[Center for Nonprofit Excellence](#)¹ has offices throughout the country. Contact an office near your site for a list of professional development opportunities.

[Fred Pryor Seminars](#)¹ provides online training in many technical professional skills such as Excel and project management.

[Initiative Foundation](#)¹ this organization provides complimentary online learning for nonprofits.

[Foundation Center](#)¹ has a website with multiple resources to support the philanthropic sector (e.g., key facts on U.S. foundations, online foundation directory funding map etc.).

[Vital Smarts](#)¹ provides training on the skills for communicating when the stakes are high, opinions vary, and emotions run strong.

[Art of Hosting](#)¹ provides an approach to training and group facilitation that builds on group knowledge and dialogue to complex challenges.

[GCF LearnFree.org](#)¹ provides free training around multiple technical skills such as, computer basics, PowerPoint tips, Photoshop. This site even has extensive lessons on reading and math skills.

Books

[Project Management for the Unofficial Project Manager by Kory Kogon](#).¹

Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process (e.g., Initiate, Plan...Execute).

[Jobs that Matter: Find a Stable, Fulfilling Career in Public Service by Heather Krasna](#)¹

Jobs That Matter provides job seekers with the tips they need to land a great job in government (including local, state, and federal), nonprofit, or corporate organizations serving the public good. This book helps you pinpoint the right public service career for your interests and talents, and then helps you land it with key research, networking, resume, cover letter, and interviewing techniques.

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[Fierce Conversations: Achieving Success at Work and in Life One Conversation at a Time by Susan Scott¹](#)

The master teacher of positive change through powerful communication, Susan Scott wants you to succeed. To do that, she explains, you must transform everyday conversations at work and at home with effective ways to get your message across—and get what you want.

Other Tips

- Partner with non-profits providing training in your area (e.g., United Way, local food banks)
- Contact your local university about affordable professional development opportunities
- Check with your local library about free professional development opportunities
- Reach out to VISTA Alums to share their experience with new members at your site

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