

January Training and Opening Schedule

Our Students ❄ Our Campus ❄ Our History ❄ Our Future

Service, Caring, Respect, Dedication, Integrity, Inclusion

Sunday, January 10, 2010

Time	Session	Location	Presenter
8am – 10pm	GHDs Return	In Hall	n/a

Monday, January 11, 2010

Time	Session	Location	Presenter
10am – 12noon	Returning GHD meeting	Yellow Room, ELW	Professional Staff
12noon – 1pm	LUNCH	Scranton Commons	n/a
1pm – 5pm	New GHD Training Introduction to RLO staff, On Call Scheduling, Contracting, Mediation, Communication, Supervision, How To's	Yellow Room, ELW	Professional Staff
2pm – 5pm	New CA Return	All Halls/Apartments	n/a
5pm – 6pm	DINNER	Scranton Commons	n/a
6pm – 7pm	Introduction of staff – New CA Icebreaker	Elwell Hall Lobby	Steph & Amy
7pm – 8:30pm	New CA Training Expectations, Core Values, CA Role, Contracting	Elwell Hall Lobby	Professional Staff
9pm – 10pm	Building Orientation Rounds, desk shifts, scheduling, on-call, weekend responsibilities, staff meeting, card access	In Hall	GHDs /ACs

Tuesday, January 12, 2010

Time	Session	Location	Presenter
9am – 11:30am	Communication/Mediation/Helping Skills	Living Learning Center, COL	Ben, Amanda, and Tony
11:30pm – 12:30pm	LUNCH	Scranton Commons	n/a
12:30pm – 2:30pm	Programming/Building Community/Teambuiding	Living Learning Center, COL	George, Dion, and Toni
2:45pm – 4:30pm	Introduction to Student Standards Judicial Officer, protocol for dealing with student behavior, alcohol, drugs, mental health, incident report writing	Student Standards, ELW	Jen Raup
5pm – 6pm	DINNER	Scranton Commons	n/a
7pm - ?	Staff Meeting Lockouts, maintenance work orders, fire alarms, basic office etiquette, incident report writing/Judicial Officer	In Hall	GHDs/ACs

Wednesday, January 13, 2010

Time	Session	Location	Presenter
9am – 10:45am	Leadership Styles/Personality Styles	MCHS 2229 , Computer Lab	Kim, Ken, Whitney
11am – 12noon	College Students 101 Issues, what to expect in spring semester, growth and development	Yellow Room, ELW	Mark Bauman
12noon – 12:45pm	LUNCH	Scranton Commons	n/a
1pm – 2:15pm	What's In Your Bag?	Yellow Room, ELW	Maddy Rodriguez, Sarah, and Jesse
2pm – 5pm	AHD Return	In Hall	n/a
2:30pm – 3:30pm	Helpful Hints Time management and resources	Yellow Room, ELW	Emily and Keith
3:45pm – 5:45pm	Confrontation 101 What to do if...	Elwell Lobby	Amy, George, Marji and all staff
6pm – 7pm	Special Dinner with AHDs	Scranton Commons	n/a
7:30pm – 9pm	Staff Meeting to complete any missed items	In Hall	n/a

Thursday, January 14, 2010

Time	Session	Location	Presenter
8am – 5pm	Returning CAs come back	In hall	n/a
9am – 5pm	Decorate wings, bulletin boards, door tags, opening prep	In hall	n/a
11:30pm – 1:30pm	LUNCH FOR ALL STAFF	Monty's	n/a
5pm – 6:30pm	Staff Welcome Back Dinner	Scranton Commons	n/a
7pm - ?	Staff Meeting Schedule for opening, Team A/B, Temp one week schedule	In Hall	n/a

Friday, January 15, 2010

Time	Session	Location	Presenter
9am – 4pm	Decorate wings, bulletin boards, door tags, opening prep	In hall	n/a
12noon – 1pm	LUNCH	Monty's	n/a
4pm – 9pm	New student move-in	In hall	n/a
5pm – 6:00	DINNER	Monty's	n/a
9pm - ?	Staff Meeting - If Needed	In Hall	n/a

Saturday, January 16, 2010

Time	Session	Location	Presenter
8am – 1pm	New Student Move-in	In hall	n/a
10am – 2pm	BRUNCH (Your Meal Plan)	Scranton Commons	n/a
1pm – 12midnight	Returning Student Move-in	In hall	n/a
4:30pm – 8:30pm	Dinner (Your Meal Plan)	Scranton Commons	n/a
9pm - ?	Staff Meeting - If Needed	In hall	n/a

Sunday, January 17, 2010

Time	Session	Location	Presenter
8am – 12midnight	Student Move-in	In hall	n/a
9pm	WING MEETINGS	In hall	CAs

Monday, January 18, 2010 – Martin Luther King Jr. Day – NO CLASSES!

Time	Session	Location	Presenter
8am – 12midnight	Desk Coverage all day – No Classes – Move-in	In hall	n/a