

Example Schedule for New Employee

2019 Training Schedule

Prior to the creation of the Center for Student Leadership and Engagement, Josh Barnes led the Student Involvement and Leadership area of Campus Life. His area developed intentional, robust schedules for new Graduate Assistants that set a tone to prepare them to lead and become lifelong learning from the beginning of their onboarding journey. Below is the 2019 training schedule with workshops, internal trainings, and social gatherings each with allocated time.

Day 1

9:00am-12:00pm - First Day and Onboarding by Supervisors (IDs, Parking, Email login, Desk setup etc.) and Human Resources

12:00pm-1:30pm - Team Lunch at Potbelly Deli

1:30pm-4:00pm - Meeting with supervisors, getting to know you, office culture

4:30pm - 2nd year GAs goes to class

Day 2

9:00am-10:30am - Golf cart tour in groups of four / Supervisors structure time

10:30am-12:00pm - Golf cart tour in groups of four / Supervisors structure time

12:15pm-2:00pm - Catered lunch in Barnes Center and get to know you

2:00pm-4:00pm - Supervisors structure time

- Supervisors' supervision philosophy
- Joint expectations between supervisors and GAs
- Begin to go through transition documents

Day 3

9:00am-11:00am - Supervisors time - goal setting & in-depth discussion of expectations, communication

11:00am-12:00pm - 2nd year GA's each present on what they're currently working on

12:00pm-1:30pm - 1st and 2nd year GA's go to lunch as a group

2:00pm-4:00pm - Campus Life Staff Meeting (Student Senate Chambers)

Day 4

9:00am-9:30am - Supervisors structure time

9:30am-11:00am - SIL Team Meeting

11:00am-12:00pm - Supervisors structure time

12:00pm-1:00pm - Lunch Club

1:00pm-2:00pm - Marketing and Branding (Crescent Room)

Staff Leads: Mahin Sandoval-Chavez and Cara Snider

2:00pm-3:00pm - Event Planning (Crescent Room)

Staff Leads: Mahin Sandoval-Chavez and Kelly Tessitore

Day 5

8:00am – Meet at the Union/Depart to service site (Carpool) Staff Leads: Cara Snider and Avery Jamison

11:30am-12:30pm – Lunch at service site

2:00pm – Return to campus

Day 6 (weekend date) – Staff Member’s House

4:00pm-7:00pm – SIL Team Get-together social at staff member’s house

Day 7

8:00am – Arrive at Madren Center

8:30am-9:00am – Welcome, Energizer, & Icebreaker

Objective: To welcome and energize staff for the day

Staff Leads: Agassy Rodriguez and Kelsey Durham

9:00am-10:00am – The GA Role and Departmental Expectations

Objective: To gain a better understanding of the role of the graduate assistant position, what it entails, and outline departmental expectations of the position that are applicable across all GA positions.

Topics covered:

- Formal SIL Expectations
- Paid Leave
- Professional etiquette and attire
- Organizational structure
- GA Network
- Reiterate that each supervisor also has their own expectations
- Include overview of each area and org chart

Staff Leads: Josh Barnes and Kate Radford

10:00am-11:00am – Professional Development

Objective: To learn about campus partnerships, professional development funding, Ignite, how professional development can work outside of conferences, SIL PD Path

Staff Leads: Cara Snider and Mahin Sandoval-Chavez

11:00am-12:00pm – TigerQuest

Objective: All SIL staff to be trained on functionality and departmental expectations of TigerQuest.

Staff Leads: Myles Surrett and Agassy Rodriguez

12:00pm-1:00pm – Eat & Meet (Solé on the Green)

Objective: To eat lunch and meet Mandy Hays, Betty Hayes, Dr. Chris Miller, and Johnson Link Staff Lead: Amy Ridgeway

1:00pm-2:00pm – The Game of Life: Student Affairs Version

Objective: To begin thinking about what they would like to achieve in 2018-2019, to gain a better understanding of professional associations, and for GA’s to take a more direct role in their personal and professional development and student affairs journey.

Topics covered:

- Goal Setting & Professional Development Plans
- Professional Associations
- Campus involvement
- Managing Transitions
- Self-Care
- Finding a Mentor

Staff Leads: Savannah Lockman and Kelsey Durham

2:00pm-3:00pm – Managing Yourself

Objective: To provide strategies for GA's to manage their personal and professional lives while in Graduate School.

Topics:

- Finances
- Self-care
- Time management
- Managing priorities

Staff Lead: Amy Ridgeway and Erica Lee

3:00pm-3:45pm - SIL Friendtor Program and Wrap-Up

Objective: GA's to be introduced to mentoring program and understand program expectations. Friendtor Reveal

Staff Lead: Myles Surrett

3:45pm-4:30pm – Friendtor Ice Cream/Coffee Dates

Day 8 – Team Topgolf Trip (Greenville, SC)

7:50am – Meet at the Hendrix Student Center (Carpool) (Can pack lunch – SIL bring coolers)

8:00am – Depart for Topgolf, Greenville, SC

9:00am – Golfing Begins!

12:00pm – Golfing Ends

12:30pm-1:30pm – Get lunch near Falls Park

1:30pm-3:00pm – Recreation time in Downtown Greenville – Mice on Main scavenger hunt

3:00pm-4:00pm Drive back to Clemson

Day 9

9:00am-10:00am – Supervisors structure time

10:00am-11:00am – Policies and Procedures (SOC Room) Staff Lead: Amy Ridgeway

11:00am-12:00pm – Finances, RFFs, BuyWays (SOC Room) Staff Lead: Amy Ridgeway

12:00pm-1:00pm – Lunch Club

1:00pm-2:30pm - General ebbs and flows of the semester (SOC Room)

- Provide calendar
 - Talk about all-hands-on-deck events
 - Have 2nd years talk about academic experience
- Staff Lead: Amy Ridgeway (with 2nd year GAs)

2:30pm-4:30pm – Supervisors structure time

