AmeriCorps Program Officer Orientation Schedule
January 23 – February 2, 2018

		Tuesday, January 23	Wednesday, January 24	Thursday, January 25	Friday, January 26
AM		9:00: Arrive 9:30: Welcome Breakfast 10:00: MSA Orientation	10:00: Staff meeting	10:00: Meet with CEO	TBD: ASC PO Training Series – Module 3: Program Officer Role TBD: ASC PO Training Series – Module 7: Training and Technical Assistance
PM		1:00: Office Overview/ HR Paperwork / meet with Administrative Coordinator Rest of the day: set up desk, email, etc.	1:30: Meet with Director of External Relations TBD: ASC PO Training Series – Module 1: Introduction to CNCS	1:30: Meet with Commonwealth Corps Team TBD: ASC PO Training Series – Module 2: Introduction to ASC	1:30: Meet with Director of Training and Technical Assistance 3:00: Program Fiscal Oversight
	Monday, January 29	**Tuesday, January 30**	**Wednesday, January 31**	**Thursday, February 1**	**Friday, February 2**
AM	TBD: ASC PO Training Series – Module 4: Grant Making	9:30: MSA Staff Service Day at the Pine Street Inn	10:00: Staff meeting	10:30: Planning for February PD Meeting	11:00: eGrants overview
PM	1:00: Grant Application Cycle TBD: ASC PO Training Series – Module 5: Program Development	1:00: Portfolio Review TBD: ASC PO Training Series – Module 6: Monitoring and Compliance	1:00: Program Management and Support	1:00: Salesforce and Form Assembly Overview TBD: ASC PO Training Series – Module 8: Reporting and Data Quality	To Be Scheduled: • Evaluation Overview