

# Onsite Orientation and Training Planning Worksheet

*Using the first three weeks to start out strong!*

**Your plans to have your VISTA feeling –**

OBJECTIVE	ACTIVITY
• Welcome	What activity will you design to reach the objective listed in the adjacent column?
• Comfortable in new surroundings	
• Emotionally grounded	
• Recognized and understood	
• Ready to start on initiative	
• Connected to your mission and your vision	

**Your plans to have your VISTA seeing –**

OBJECTIVE	ACTIVITY
• Layout of community	What activity will you design to reach the objective listed in the adjacent column?
• Local network	
• Work space	
• Community life	
• Major initiatives	
• How things get done	
• Key documents and print resources	
• Organizational chart	

**Your plans to have your VISTA knowing–**

<b>OBJECTIVE</b>	<b>ACTIVITY</b> What activity will you design to reach the objective listed in the adjacent column?
<ul style="list-style-type: none"> <li>• Where to go to get basic needs met</li> </ul>	
<ul style="list-style-type: none"> <li>• Organizational chain of command</li> </ul>	
<ul style="list-style-type: none"> <li>• What refinements have been made to project plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Who to ask for help</li> </ul>	
<ul style="list-style-type: none"> <li>• What training opportunities are available to strengthen skills and knowledge</li> </ul>	

**Your plans to have your VISTA hearing –**

<b>OBJECTIVE</b>	<b>ACTIVITY</b> What activity will you design to reach the objective listed in the adjacent column?
<ul style="list-style-type: none"> <li>• History of community</li> </ul>	
<ul style="list-style-type: none"> <li>• Info about the different cultures and organizations in the community</li> </ul>	
<ul style="list-style-type: none"> <li>• History of the organization</li> </ul>	
<ul style="list-style-type: none"> <li>• Expectations in terms of the member-supervisor relationship</li> </ul>	
<ul style="list-style-type: none"> <li>• Supervisor expectations</li> </ul>	

**Your plans to have your VISTA doing –**

<p style="text-align: center;"><b>OBJECTIVE</b></p>	<p style="text-align: center;"><b>ACTIVITY</b> What activity will you design to reach the objective listed in the adjacent column?</p>
<ul style="list-style-type: none"> <li>• Participating in some meetings</li> </ul>	
<ul style="list-style-type: none"> <li>• Meeting some key collaborators and partners</li> </ul>	
<ul style="list-style-type: none"> <li>• Being introduced to the community</li> </ul>	
<ul style="list-style-type: none"> <li>• Being hosted for several walking tours of the community</li> </ul>	
<ul style="list-style-type: none"> <li>• Completing at least one task that is related to one's project plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Sharing his or her short and long range goals</li> </ul>	