



Sample Pre-Service Orientation Agenda

Monday, September 5		
<i>Location: Meeting Room B</i>		
9:30 am	Welcome! and Introductions/Icebreakers	<i>Program Coordinator</i>
10:30 am	PSO Powerpoint– Introduction to AmeriCorps/Community HealthCorps	
11:00 am	<i>Break</i>	
11:15 am	OnCorps Introduction and Overview	<i>Program Coordinator</i>
11:45 am	Introduction to Data Collection Tools and Performance Measures	<i>Program Coordinator</i>
12:30 pm	Lunch (provided)	
1:15 pm	History of the Community Health Center Movement	<i>Health Center CEO</i>
1:45 pm	Policies and Procedures – An overview of Community HealthCorps/AmeriCorps policies and Member and Team Training and Development schedule	<i>Program Coordinator</i>
2:45 pm	<i>Break</i>	
3:00 pm	Filling out Forms- Administrative Procedures AND Requirements and Benefits. Overview of member contract, member handbook and policies, program calendar, benefits, AmeriCorps Enrollment Forms, 9-in-1 Verification forms, W4, Direct Deposit, Health Insurance *Member Contracts must be signed on this first day.	<i>Program Coordinator</i>
5:00 pm	Adjourn	

Tuesday, September 6		
<i>Location: Meeting Room B</i>		
9:30 am	Welcome and Team Building Activity	<i>Program Coordinator</i>
10:00 am	Cultural Sensitivity – Prescription 4 <i>Lesson A, Understanding your own culture.</i>	<i>Program Coordinator</i>

August 2011

11:00 am	<i>Break</i>	
11:15 am	Cultural Sensitivity – Prescription 4 <i>Lesson A Continued</i>	<i>Program Coordinator</i>
12:30 pm	Lunch (provided)	
1:30 pm	Cultural Sensitivity – Prescription 4 <i>Lesson B, Whom do we Serve?</i>	<i>Program Coordinator</i>
2:30 pm	<i>Break</i>	
2:45 pm	Cultural Sensitivity – Prescription 4 <i>Lesson B, Continued</i>	<i>Program Coordinator</i>
3:30 pm	Cultural Sensitivity – Prescription 4 <i>Lesson C, Culturally Sensitive Continuum?</i>	<i>Program Coordinator</i>
4:45 pm	<i>Adjourn</i>	

Wednesday, September 7		
<i>Location: Health Center</i>		
9:00 am	Professionalism/Work Etiquette	
10:00 am	Community Awareness/Asset Mapping	
2:00 pm	<i>Orientation to the Placement Site/ Service Partners</i> - An overview of the Placement Site(s)/Service Partners, including the populations served, Prohibited Activities, the Site’s Policies, emergency procedures, role of the site supervisor, service hours, HIPPA compliance and a tour of the health center facilities.	

Thursday, September 8		
<i>Location: Meeting Room B</i>		
9:30 am	Welcome and Team Building Activity	<i>Program Coordinator</i>
11:00 am	<i>Break</i>	

August 2011

11:15 am	Living on the AmeriCorps Stipend	<i>Program Coordinator</i>
12:30 pm	Lunch (provided)	
1:30 pm	Primary Care Environment-Prescription 10	<i>Health Center Staff</i>
2:30 pm	<i>Break</i>	
2:45 pm	Primary Care Environment-Prescription 10	<i>Health Center Staff</i>
5:00 pm	Adjourn	

Friday, September 9		
<i>Location: Meeting Room B</i>		
8:00 am	Welcome and Team Building Activity	<i>Program Coordinator</i>
8:30 am	CPR/First Aid	<i>TBD</i>
11:00 am	<i>Break</i>	
11:15 am	CPR/First Aid	
12:30 pm	Lunch (provided) with Site Supervisors	
1:30 pm	Introduction to Sites/Meet with Site Supervisors	<i>Program Coordinator</i>
2:45 pm	<i>Break</i>	
3:00 pm	Forms Follow Up-Ensuring all forms and documentation has been submitted	
4:00 pm	Swearing In/AmeriCorps Pledge and Closing Remarks	<i>Program Coordinator</i>
5:00 pm	Adjourn	