**TRAINING AGENDA FOR STUDENT STAFF**

**Meeting Details**

|  |  |  |
| --- | --- | --- |
| Date: | Time: | Location |
| [Date] | [Time] | [Location] |

**Purpose of meetin****g**

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4

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| --- | --- | --- | --- |
| Meeting called by: |  | **Note taker:** |  |
| Type of meeting: |  | **Timekeeper:** |  |
| Facilitator: |  |

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| Time | Session | PRESENTED BY |
| **9 Am** | Welcome & Introduction; Ice breaker/Activity | Departmental Staff/Manager |
| **9:30 Am** | Professionalism-include appropriate clothing, mobilephone use, appropriate language; representation of the department/school, etc. | Departmental Staff/Manager |
| **10 Am** | Get to Know Humber (& Our Department/School)- Activity (include key policies & any info about equipment) | Departmental Staff/Manager |
| **10:45 Am** | **Break** |
| **11 Am** | Communication & Conflict Resolution | Departmental Staff/Manager, or Office of Student Conduct  |
| **12:15 Pm** | **Lunch** |
| **1 Pm** | Equity & Diversity | Departmental Staff/Manager, or Human Rights, Equity & Diversity staff |
| **2:15 Pm** | **Break** |
| **2:30 Pm** | Leadership | Departmental Staff/Manager, or Transition & Leadership Staff (Student Life Programs/SSE) |
| **3:30 Pm** | Problem Solving & Taking Initiative (scenarios) | Departmental Staff/Manager |
| **4:15 Pm** | Wrap-Up, Thank You, & Evaluation | Departmental Staff/Manager |