

Sample Training Agenda for student staff

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

adapted from Humber Student Life Program Summer Student Staff Training, May 2014