

2006 Senior Staff Training Objectives and Role Responsibilities

By the end of Senior Staff training program, the AMIGOS Senior Staff should be able to:

- 1) Demonstrate understanding and acceptance of their roles as AMIGOS Senior Staff.**
 - a. Articulate and share personal motivation for their participation on Senior Staff with senior staff partner and IO Staff. *January: Pair Share*
 - b. Clearly communicate anticipated objectives, components, and vision of their respective projects. *Jan: LAPD Project Presentation, Project Specifics, Mock Contact Meetings*
 - c. Recognize their primary role as facilitator and know how to support staff and Volunteers carry out identified primary projects and Community Based Initiatives (CBIs). *Jan: Project Specifics, Overview of Summer.... Spring – mechanics, CBI proposal form*
 - d. Recognize the variety of roles they are asked to play and be able to apply them at appropriate times (i.e. leader, manager, supervisor, learner, listener, team player, financial officer, liaison) *Jan: Words from Emily, Overview of Summer...; Group Leadership and Role as Supervisor; Full Value Contract; Leadership with Margaret G.; Contact Meetings; Role as Workshop Facilitator*
 - e. Understand and fulfill expectations of professionalism. *Jan: Overview of Summer; Mock Contact Meetings. Spring: more from LAPD Guidelines discussions, etc.*
 - f. Demonstrate understanding of the reasons behind the Standards of Conduct and commit to promoting and upholding them project-wide. *Jan: ??RD Meetings? ...Spring: more.*
 - g. Hold realistic expectations of partner agencies and their involvement in AMIGOS outreach.

- 2) Actively develop leadership abilities and demonstrate skills as a manager**
 - a. Prioritize responsibilities effectively and know when to delegate certain tasks *Jan: Group Leadership and Role as Supervisor; field practice.*
 - b. Promote, cultivate and maintain staff cohesion and trust *Jan: Pair Share, Group Leadership; Group Formation Process and Team Leadership. Spring: Feedback and Communication.*
 - c. Actively encourage leadership development among staff members *Jan: Role as Supervisor. Spring: more.*
 - d. Promotes Latin American youth involvement and leadership *Jan: Project Specifics; Mock Contact Meetings (?). Spring: More.*
 - e. Demonstrates facilitation skills in holding staff meetings, carrying out workshops and meeting with individual parties *Jan: Roles as Workshop Facilitator; Mock Contact Meetings, Sup Training, Working with Partners. April: more*
 - f. Identify and use appropriate decision-making processes, according to specific situations *Jan: Role as Supervisor, Working with Partners; Spring: more.*
 - g. Demonstrates high level of flexibility and ability to problem solve *Jan: Overview of Summer, Working with Partners...Spring: More.*
 - h. Recognize their own leadership attributes and identify areas for further development *Jan: Overview of Summer...Margaret and Tim. Ongoing. RD feedback. Spring: more.*
 - i. Respond in a timely fashion to correspondence, deadlines and documentation requests *Jan: Overview of Summer...and Timeline activity. Spring: LAPD guidelines, more, ongoing.*
 - j. Provide ongoing training, supervision, support and evaluation to Project Supervisors and when appropriate, Volunteers. *Jan: Role as Supervisor. Spring: much more!*
 - k. Demonstrate understanding of budget management *Jan: Overview of Summer...timeline activity; RD Meetings. Spring: More.*
 - l. Understands what it means to be fiscally responsible and makes ethical choices for spending AMIGOS project budget money. *Jan: Role as Supervisor; Spring: more.*

- 3) Implement and develop AMIGOS projects**
 - a. Establish and maintain good working relationship with partnering agency representatives and other contacts *Jan: Role with Partnering Agencies; Overview of Summer...Spring: more; ongoing; RD meetings; survey.*
 - b. Seek out and identify additional contacts and resources for project, including in-kind donations *Review handover; Survey; RD meetings; Ongoing.*

- c. Assumes responsibility for briefing, midterm and debriefing content, design, and implementation *Jan: Project Supervisor training; Spring: More, meetings with Heidi (LAPD Director or TD?)*
 - d. Develops and completes handover report, evaluación final and other project related documentation *Jan: Overview of summer...timeline activity; RD meetings; Ongoing.*
 - e. Reviews host community selection and community surveys. *Jan: Overview of summer...Spring: more. Ongoing.*
 - f. Conducts participatory evaluation with partnering agencies and other contacts/community members. *Jan: Participatory Evaluation; Spring: more.*
 - g. Coordinates and supervises CBI process *Jan: LAPD Projects and Project Specifics; Spring: more.*
 - h. Utilize effective participatory evaluation with the process beginning during in country survey.
 - i. Employ models of positive development in project development and implementation. *Jan: Positive, Sustainable Development panel; Spring...more*
 - j. Organizes material purchases. *Jan: Mock contacts*
 - k. Coordinates project outreach and promotes AMIGOS in the field. *Jan: Mock contacts, Foundation presentation*
- 4) Model effective communication**
- a. Practice feedback behaviors, both one-on-one and in groups, and are able to respond to and give constructive feedback. *Jan: FVC; Spring: more.*
 - b. Demonstrate importance of group process and collaboration *Jan: FVC, Group Process Formation; Spring: more/*
 - c. Promote open and direct communication with on-call staff.
 - d. Establishes and promotes communication and teamwork among AMIGOS stakeholders *Jan: Mock Contacts; Spring: LAPD Guidelines and On-Call practice, more.*
 - e. Commits to proactively communicating with the Director of Latin American Programs, Regional Directors, Training Director, and other International Office Staff, as appropriate *Jan: Overview of Summer...RD Meetings; Spring: meetings with IO, more.*
- 5) Effectively follows and implements AMIGOS health and safety protocols and procedures**
- a. Establishes required emergency procedures and develops contingency plans for communication, transportation and medical crises *RD meeting; surveys; Spring.*
 - b. Understands and follows appropriate procedures and LAPD guidelines for communicating and documenting health and safety concerns, mental health crises, SOC violations, and other emergency situations *Read LAPD guidelines; Jan: Timeline activity, RD/DLAP Meetings; Spring: more.*
 - c. Establishes alternative emergency procedures, such as reverse CALM plans *RD Meetings, LAPD Guidelines*
 - d. Is able to effectively respond to crises, including soliciting feedback and suggestions and debriefing with relevant parties *Jan: Role as supervisor; Spring: LAPD Guidelines*
 - e. Maintain a phone call log in staff house.
 - f. Complete online health and safety assessment
 - g. Demonstrates ability to address own self-care needs and knows when to ask for assistance from IO and On-Call. *Jan: PD/APD meetings; RD meetings, ongoing.*