

PEER COACHES TRAINING
SUMMER 2015

FACILITATOR: PEER COACHES COORDINATORS

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Course Description and Objectives: Course will cover College of Micronesia students basic regiments; OARR: registration, add/drop & withdrawal process, Business Office: student account, bookstore, dining hall, FAO: FAFSA, required forms & work study, Personal Skills & Other Counseling and Health Services, Safety & Security. The course will also cover COM Student Clubs: HCOP, social science, marine science, PTK, YES.

Objective: The Orientation Leaders will be able to exhibits leadership, communication, advising, self-managements, commitment and team building skills with 90% score above the median.

Some things you will need: 1) A three-ring binder to organize your program handouts. 2) A pencil with a good eraser. 3) Drinking bottle, towel, 3 days worth of clothing.

Outline

Date	Activities	Resources	Link to Objective
07/27/15	Introduction		
07/27/15	-Institutional mission statement, vision, core values, strategic directions and goals, and learning outcomes	Food, transportation, sleeping sets, security officers, supplies (markers, foam cups, papers, pencils)	SS2. Student progression (ILOs, quality of student life, persistence, retention, completion, graduation)
07/27/15	-The Student Services Department		
07/28/15	Overview of the training		
	-		
	The roles of the Peer Coaches		
	Characteristics of an effective peer coaches		
	-Leadership skills, communication skills, time management and others		

Process Evaluation: Your commitments to the program will be evaluated daily during the debriefing/Evaluation sessions.

Summative Evaluation: The whole training will be evaluated by a pre/post test. Pretest will be issue out on the first day of training and Posttest will be your exit test. The result will be the Program Learning Outcome (PLO)

Training Policies:

- 1) If you miss a session without a reasonable excuse (sick, urgent matters) you will not be invited for the next session
- 2) Come to session on time.
- 3) Your cellphones will be remove from you and will be return after the sessions.
- 4) All snacks, goodies will be shared with everyone.

Other Policy.

In violation of any COM policies leads to termination from the program

PROPOSED PEER COACHES TRAINING SCHEDULE
A+ CENTER
JULY 27– 29, 2015

July 27	8:30 – 9:00 a.m.	General assembly: Opening Prayer and Reading of College Missions; Welcoming Remarks	A+ CENTER SBA officers President or VP
	9:00 – 9:30 a.m.	What is mentoring? What it means to be a mentor	Acting VP
	9:30 – 9:45 a.m.	Ice-breaker games	
	9:45 – 10:00 a.m.	Expectation and Responsibility	Acting VP
	10:00 – 10:15 a.m.	SNACK	
	10:15 – 10:45 a.m.	Business Office: student account, bookstore, dining hall	Comptroller or his designee
	10:45 – 11:15 a.m.	FAO: FAFSA, required forms & work study	Tetaake Yeeting
	11:15 – 11:45 a.m.	OARR: registration, add/drop & withdrawal process	OARR staff
	12:00 – 01:00 p.m.	LUNCH	Dining Hall
	01:00 – 02:00 p.m.	LRC & MITC	
	02:00 – 03:00 p.m.	Counseling Services	Counselors
	03:00 – 03:15 p.m.	SNACK	
	03:15 – 04:45 p.m.	Safety & Security	Chief Warren
	04:45 – 05:00 p.m.	Debriefing/Evaluation	
Date	Time	Topic	Presenter or Venue
July 28, 2015	6:30 – 7:45 a.m.	BREAKFAST	Dining Hall
	8:30 – 9:30 a.m.	Discuss the orientation program	
	9:30 – 10:00 a.m.	Time Management	PC Coordinators
	10:00 – 10:15 a.m.	SNACK	
	10:15 – 11:45 a.m.	Value exercise	PC Coordinators
	12:00 – 1:00 p.m.	LUNCH	
	1:00- 1:30	Bi-Law Review	PA and Coordinators
	1:30 – 2:00 p.m.	Communication Skills	PC Coordinators

	2:30 – 3:30 p.m.	Leadership Skills	
	3:45 p.m.	Election of new officers,	
	4:00-5:00 p.m.	Poster Designing	