

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 (Transition & Academic Support)
3:30pm	Problem Solving & Taking Initiative (scenarios)	Departmental Staff/Manager
4:15pm	Wrap-Up, Thank You, & Evaluation	Departmental Staff/Manager

Humber College Career Services

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

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