

Mansfield Training Of Professionals

HR: The Starter Kit

Readiness Resources

August 11th - Secondary; August 12th - Elementary
Mansfield High School

8:00-8:15 Registration

8:15-8:30 Welcome
 Dr. Linda Chance, Associate Superintendent for Human Resources

MISD Public Relations Video

<u>Breakouts</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
8:45-9:30	HR: "News to Know"	AESOP	ID Badges/KEEPS	Communications
9:35-10:20	AESOP	ID Badges/KEEPS	Communications	HR: "News to Know"
<u>10:20-10:30</u>	Break			
10:30-11:15	ID Badges/KEEPS	Communications	HR: "News to Know"	AESOP
11:20-12:05	Communications	HR: "News to Know"	AESOP	ID Badges/KEEPS

12:15-1:00 (Rev) **KEEPS PROGRAM PARTICIPANTS (1st and 2nd Year Teachers)**
Mentor-Mentee Lunch (MHS Library)
MISD Badge Opportunity

12:15-1:00 (Rev) **NON-KEEPS PARTICIPANTS**
 Lunch on your Own

1:15-3:45 **The Campus Connection @ Local Campus**
 Campus KEEPS Welcome
 KEEPS Program-Advisor Overview
1-to1 Mentor/Mentee Collaboration
 Campus Tour/Who's Who
 Mentee Needs Assessment
 Survival Gear Checklist
 Classroom Environment/Set Up
 Classroom Management/Organization
 Campus Tips and Tricks

1:15-3:45 **The Campus Connection @ Local Campus**
 Campus KEEPS Welcome
 Campus Tour
Classroom/Teacher Preparation

3:45-4:00 **Check out with campus KEEPS Advisor**

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