# Schedule a Training

Contact Mike Giacalone at mgiacalone@ric.edu or at (401) 456-4706 to schedule a training.

Trainings will be based on staff availability.

Please allow at least two weeks for scheduling.

Trainings during Free Period may take longer to schedule.

# **Contact Info**

Michael Giacalone Program Coordinator Office of Student Activities Student Union 408 (401) 456-2706 mgiacalone@ric.edu





# Training to Go!

Training to Go! is our individualized student organization training program. As opposed to broad training topics that relate to a variety of organizations, Training to Go! works with your organization on its individual needs taking into account your purpose, history, membership, strengths, and areas of improvement. Training to Go! programs vary in length and purpose. They can be as short as 30 minutes or as long as a full-day retreat. Topics can range from generalteam-building to specific skills needed to enhance your organization.

# Length

During meeting	Varies
Workshop	30 minutes
Workshop	1 hour
Workshop	2 hours
Retreat	1/2 day
Retreat	Full day
Other	Varies

### **Focus**

#### **Team Building**

Taking the time to get to know one another helps you work more productively and makes being a part of the group more fun. We'll do activities that range from getting to know each other to working on fun challenges together. This is perfect for a new group or to kick off a semester.

#### **Goal Setting**

Work on identifying and setting goals in a way that makes them achievable. Putting in this work when you start a semester or when an executive board first comes together will lead to success throughout the year.

#### **Recruiting New Members**

Organizations need members to continue to exist and live out their missions. However, students don't just show up. It takes some work and we'll teach you how to find potential new members communicate the purpose of your group, and how to keep them engaged once they join.

#### **Roles & Responsibilities**

Sure you have a constitution, but what does everyone do and what do you expect out of one another? This training will help you work through those questions to help you be more effective.

#### **Conflict Resolution**

Conflict is a natural part of groups, but it doesn't have to derail your work. Learn how to appropriately manage and work through conflict in a way that makes your organization stronger.

#### Running a Meeting

You're all in a room together...now what? This training will teach you about how to run a more effective meeting whether this is your first time or if you already have experience.

#### **Event Planning**

Planning events is a major part of many organizations. We can cover a variety of needs for event planning from brainstorming through campus resources, important policies, and managing risks.

#### Using EMS

Learn about the ins and outs of EMS including navigating the program, booking spaces, and who to contact.

#### Custom

Let us know what you need and we're happy to work with you to reach your goals!

### **Activities**

- Name Games
- Ice Breakers
- Getting to Know You
- Challenges
- Content Training
- Skill Building

## How it works

After identifying some potential needs initially, a Student Activities staff member will work with you to design an outline for training. Your advisor, other officers, and/or general members may also be contacted to identify what they think the organization needs relating to a particular topic. Through these conversations, finalized topics and activities will be put in place for the training. You and your organization members will have the opportunity to evaluate the training so that we can improve our services.