

Example Day Plan (1)

An example of how a day could look for a Leader in Training.

10 a.m. Leader in Training is dropped off by caregiver at designated place, and is met by Leader and Team.

10 a.m. Leader gives Leader in Training a tour and explains what a typical day looks like in their job.

11 a.m. Leader allows Leader in Training to try an aspect of their job and guides them through that process.

Some examples:

- Creating a meeting agenda
- Preparing a PowerPoint presentation
- Managing and tracking inventory
- Read a budget and create visuals to help other interpret it

If you need help coming up with a relevant hands-on activity for your Leader in Training, please reach out!

Noon Leader (and their team) takes Leader in Training out to lunch - this will give you a chance to get to know each other in a less formal way.

1 p.m. Leader allows Leader in Training to spend time shadowing other team members, learning about their positions and doing any hands-on experiences they can provide.

2:30 p.m. Debrief and reflections.

3 p.m. Leader and Team make sure Leader in Training is safely picked up by their caregiver.



Example Day Plan (2)

An example of how a day could look for a Leader in Training if you have invited them to attend a special work-related event.

1 p.m.

Leader in Training is dropped off by caregiver at designated place, and is met by Leader and Team.

1 p.m.

Leader (and their team) takes Leader in Training out to lunch - this will give you a chance to get to know each other in a less formal way. Leader can use this time to explain what a typical day looks like in their job.

2 p.m.

Leader gives Leader in Training a tour.

2:30 p.m.

Leader, team, and Leader in Training prep for special event the Leader in Training will attend and discuss how/if the Leader in Training might participate (e.g. board meeting, council meeting, committee meeting, court proceedings, etc.)

Some examples:

- Creating a meeting agenda
- Preparing a PowerPoint presentation
- Helping Leader practice a speech

If you need help coming up with a relevant hands-on activity for your Leader in Training, please reach out!

5 p.m.

Leader in Training attends (and ideally participates in) Leader's event.

6 p.m.

Leader and Team make sure Leader in Training is safely picked up by their caregiver.

