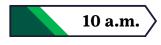
## Example Day Plan (1)

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



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



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



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!



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



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.



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



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.



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!



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.

