2023-2024 Marshfield Clinic Health System AmeriCorps
Training dates, Locations and Times

Note: Per the host site agreement, host sites are expected to provide members with a computer, email address and access to phone and internet. This is whether the member will be serving on-site or serving in a hybrid model. Please ensure your member(s) has adequate online access, computer and phone service BEFORE training begins.

AmeriCorps Member Virtual Orientation

Monday, September 11 – Friday, September 15; Communication between member/host site supervisor required on where training will take place

- 100% Virtual training – members will engage in AmeriCorps training, team building and program-focused training. This computer-based training may occur at the host site location or from a remote work location/home. A computer with video capability is required.
- Members who will be participating in orientation from home or will begin their service term remotely should report to their host site for pick-up of a laptop and any other equipment needed to support remote service. Sites should provide any necessary hands-on training.
- Please be on time and ready to participate for each session at the scheduled time. We suggest joining 10 minutes early on Monday to ensure you get into the meeting platform okay. See instructions provided if you have issues with MS Teams.

What do I need for the first orientation session on Monday?

- This plan containing the schedule and all required links – there is a new link each day
- Internet connection on a device other than a cell phone (phone users are unable to participate in breakouts)
- Computer with a camera (needed for greatest benefit)
- Virtual Training Box – An orientation kit mailed to member's residence
- Bring excitement, curiosity, & questions. We're kicking off a great year together!

Host Site Supervisor Training – Community Corps Supervisors

Host Site Supervisors participate in a live, virtual training.
Thursday, September 14, 2023

- 8:00am - 12:00pm
- ALL Host Site Supervisors should plan to attend

Monday	Tuesday	Wednesday	Thursday	Friday
12 8:30am-4:30pm	**13** 8:00am-10:00am	**14** 8:30am-10:00am	**15** 9:00am-10:30am	**16** 9:00am-10:30am

AmeriCorps Virtual training (Lunch 12-1)	AmeriCorps Virtual training 10:30am-2:30pm CHW Virtual Training * 12:00pm–1pm Lunch 1:00pm-2:30pm CHW Virtual Training* 3:00pm-4:00pm AmeriCorps Virtual Training	CHW Virtual Training* 10:30am-12pm CHW Virtual Training* 12:00pm - 1pm Lunch 1:00pm-4:00pm AmeriCorps Training	CHW Virtual Training * 8:00am-12:00pm Host Site Supervisor Training 10:45-12:00pm Members joining Host Site Supervisor Virtual Training 12:00pm – 1pm Lunch 1:00pm-2:30pm CHW Virtual Training * 3:00pm – 4:30pm: AmeriCorps Virtual Training	CHW Virtual Training * 10:45am-12:00pm AmeriCorps Training 1:00pm – 4:30pm On3Learn Courses (required for new members only) Or Time off

*CHW – Training focused on key professional competencies from the Community Health Worker model. Training facilitated by Milwaukee AHEC (Area Health Education Center) using a variety of community health experts as speakers/presenters

Key: AmeriCorps Member Training
Site Supervisor Training

Day 1, Monday, September 11

8:30am-4:30pm

Agenda:

AmeriCorps Welcome, History & Overview, Team Building, Compliance, Citizenship, Branding, MAP

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDA0NTNmY2QtM2JhMy00MTFiLThiYmEtNDQ3NmM4ZDEwMWMw%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 222 245 228 243
Passcode: g4uuYs

Day 2, Tuesday, September 12

8:00am-4:30pm

Agenda

8:00am – 10:00am: Timesheets, Teleservice
10:30am – 12:00pm: Community Health Work: The Big Picture
12:00pm – 1:00pm: Lunch
1:00pm – 2:30pm: Promoting Health Equity and Cultural Humility
3:00pm – 4:00pm: Member Service Agreement, Breakout Activity

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODcxMzMxN2QtZDkwOC00ZDllLTgyYjctMGM1NzBiODI5OGRh%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 226 198 544 926
Passcode: af3iwY

Day 3, Wednesday, September 13

8:30am – 4:30pm

Agenda

8:30am – 10:00am: Working with Groups and Communities
10:30pm –12:00pm: Conflict Resolution
12:00pm – 1:00pm: Lunch
1:00pm – 4:30pm: Reporting, Calendar, Breakout Activity, Website

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmY4ZmViOGMtYmE5Ny00NmNkLWI3ZWItYjkxZjlhNDQyY2Vk%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 270 511 908 350
Passcode: W3RGFd

Day 4, Thursday, September 14

8:30am-12:15pm for supervisors, 10:30-12:15 for members
Host Site Supervisor Training

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDY4NWEwOWYtYzYxNS00MmVjLTkyODAtYmEwYzE1ZjRkMDBl%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 266 223 750 562
Passcode: 4vbo5x

Day 4, Thursday, September 14

9:00am – 4:30pm

Agenda

9:00am – 10:30am: Mental Health – Session 1
10:45am – 12:00pm: Combined training with Supervisors (join above link at this time)
12:00pm – 1:00pm: Lunch
1:00pm – 2:30pm: Self-Care
3:00pm – 4:30pm: Benefits, Scenarios

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDVlYzVhNDItZmEzNi00NmQ3LThkMzEtOTVmMGE4Y2E3YTY3%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 291 342 776 334
Passcode: p9qhQY

Day 5, Friday, September 15

9:00am – 12:00pm

Agenda

9:00am – 10:30am: Mental Health II
10:45am – 11:30am: Citizenship Training
11:30am – 12:00pm: Orientation wrap-up and questions

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NmExMWUwY2UtMzg3Ni00Zjk3LWFmZWQtMjU4M2M2YTIwNGUx%40thread.v2/0?context=%7b%22Tid%22%3a%22b1e317a4-5e8c-4351-9d46-6757d21703b4%22%2c%22Oid%22%3a%222130dc65-54e6-4820-a947-dcb96a07f900%22%7d

Or

Join on the web: https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting?rtc=1
Meeting ID: 267 849 237 873
Passcode: SJjhKq

1:00pm – 4:00pm

New members may work on On3Learn courses*
Option for member to take the afternoon off

*On3Learn Course Instructions:

- Prohibited, Unallowable, Allowable Activities (1 hr) - Required for new members and new host site supervisors - Send completion certificate to MCHSamericorps@marshfieldclinic.org
- AmeriCorps 101 (1 hr) – Optional

Link to take courses: https://on3learn.digitalchalk.com/ (use latest version of Google Chrome or Firefox)
Step 1: Set up an account
Step 2: View Course Catalog
Step 3: Select Site Supervisor or Member Courses, depending on which one you are
Step 4: Find appropriate course
Step 5: Add to Cart, and then hit Checkout
Step 6: You MUST use the following code when checking out courses so it will not cost you anything – WISUB22 - if your code does not work for any reason, please DO NOT PUT IN A CREDIT CARD – simply contact info@on3learn.com to solve the issue

Looking ahead . . .

Please place a hold on your calendars now for these upcoming events and trainings. Supervisors, member will not be able to engage in service at your site during these training dates whether training is held in person or held virtually. Please plan accordingly.

Fall Meet-up
Friday, October 13th
- Members only
- Travel expenses covered: mileage, meals, and hotel (if >1 hour drive)
- In-person, location Stevens Point, WI

Midterm Training
Wednesday, February 28 – Friday, March 1, 2024
- Members only
- Half-day Wednesday, Full-day Thursday, and half-day Friday
- In-person, location TBD
- Travel expenses covered: mileage, hotel, meals