Training Your Sub-Site Supervisors About VADs

As an intermediary sponsor, it’s your responsibility to ensure your sub-site supervisors understand the importance and uses of the VAD throughout a VISTA’s term of service. Use the worksheet below to plan how you’ll orient your sub-site supervisors on the VAD. Think about key points you’ll make in each of the categories, as well as how to best communicate these points and what VISTA Campus resources can assist you in presenting the material.

| **Topic/Agenda Item** | **Method/Specific Activities****(How to present to sub-site supervisors)** | **Resources to Use****(from VISTA Campus)** |
| --- | --- | --- |
| **Explain VAD Content*** Goal of the project (and relationship to overall project application)
* Objectives
* Member activities
 | *Specify whether one-on-one meeting, group webinar, or other method.* | * [Creating Effective VADs (Course, Flash)](http://vistacampus.org/mod/resource/view.php?id=12391)
 |
| **Ensure Understanding of VAD/Uncover Concerns** Key points: | *How will you know if a sub-site supervisor understands and accepts a VAD’s objectives and capacity-building activities?* |  |
| **Use VAD During Recruitment**Key points: | *Will the sub-site supervisors be involved in recruiting and selecting the VISTAs? How?* | * [Attributes of Successful VISTAs](http://www.vistacampus.org/file.php/50/Recruiting/SuccessfulTraits/attributes_of_successful_vistas.pdf)
* [Recruiting and Engaging Older Members](http://www.vistacampus.org/mod/resource/view.php?id=2265)
* [Recruitment Team Training & Process Enhancement](http://www.vistacampus.gov/recruitment-training-process)
 |
| **Guide/Support Members with VAD**Key points: | *This is a critical aspect of sub-site supervisors’ responsibilities: day-to-day direction and coaching.* | * [Coaching & Supervision “Checklist” of Must-do Functions](http://www.vistacampus.gov/coaching-checklist)
* [Core Competencies of a Supervisor](http://www.vistacampus.org/mod/resource/view.php?id=2266)
* [Introduction to Coaching](http://www.vistacampus.org/mod/resource/view.php?id=2085)
 |
| **Discuss Possible VAD Modifications** - Note that the *goal can’t be changed* - Discuss what *can* be changed (when, why, how) | *Does a sub-site supervisor want to modify a VAD in some way?* | * [Creating Effective VADs (tutorial)](http://www.vistacampus.org/mod/resource/view.php?id=12391)
* [Adapting VADs](http://www.vistacampus.org/mod/resource/view.php?id=2083)
 |
| **Use VAD as an Assessment Tool**Key points: | *Explain how the VAD can be used as an assessment tool.* |  |
| **Next Steps** |  |  |