

# Orientation/Training 2006

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Topic</b>	<b>Facilitator</b>	<b>Notes</b>
<b>Tuesday August 14</b>	Harbor Park	12:15	Take Me Out to the Ball Game	Tidewater Tides	Meet at CMC to car pool
<b>Wednesday August 16</b>	VB Higher Education Center	8:00-5:00	Introduction of all CMC staff & Welcome from Director	Cynthia Bischoff	Each person will do self introductions "The 15 Second Spiel"
<b>Thursday August 17</b>	CCC	9:30-10:00	Welcome & Overview	Tom Wunderlich	
	CCC	10:00-10:30	<b>BINGO</b>	All Staff	
	CCC	10:30-11:30	<b>Expectations &amp; CMC Culture</b>	Andrea, Heidi, Koren, Tiffanie	<b>Jeopardy</b>
		11:30-1:00	Lunch & Errands		On your own
	Supervisor's Office	1:00-2:00	<b>Supervisor Time</b>	Supervisors	Tour colleges, discuss roles and expectations
	CCC	2:00-2:30	<b>Hot Topics</b>	Current Coordinators	
	CCC	2:30-3:00	Wrap Up & What's Next	Coordinators and Senior Staff	
<b>Friday August 18</b>	CCC	9:30-10:30	<b>Multicultural Student</b>	Andrea Harrell	
	Campus/Intranet	10:30-11:15	<b>Scavenger Hunt</b>	All Coordinators	
	CCC	11:15-11:30	Link to Your Future! (Log in with your network account)		Pick Up Network accounts from OCCS
	CCC	11:30-1:00	Pizza Party		
	Supervisor's Office	1:00-2:00	Supervisor Time	Supervisors	
	CCC	2:00-2:30	Front Desk Operations	Laverne Carr	
	CCC	2:30-3:00	<b>FOCUS</b>	Alice Jones	
<b>Monday August 21</b>	CCC	9:00-12:00	Communication Lotus Notes/Intranet	Laura/Heidi	calendars
		12:00-1:00	Lunch on Own		
	Supervisor's Office	1:00-2:00	Supervisor Time	Supervisors	
	CCC	2:00-3:00	Wrap-up/What's Next...		

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<b>Tuesday August 22</b>	CCC	9:00-12:00	Career Exploration	Tiffanie	What Can I Do with a Major In...?
		12:00-1:00	Lunch on Own		
	Supervisor's Office	1:00-2:00	Supervisor Time	Supervisors	
	CCC	2:00-3:00	Wrap-up/What's Next...		
<b>Wednesday August 23</b>	CCC	9:00-12:00	eRecruiting	Laura	eR accounts
		12:00-1:00	Lunch on Own		
	Supervisor's Office	1:00-2:00	Supervisor Time	Supervisors	
	CCC	2:00-3:00	Wrap-up/What's Next...		
<b>Thursday August 24</b>	CCC	9:00-12:00	Cyber Career Center	Heidi	Sametime/ICM - practice
		12:00-1:00	Lunch on Own		
	Supervisor's Office	1:00-2:00	Supervisor Time	Supervisors	
	CCC	2:00-3:00	Wrap-up/What's Next...		
<b>Friday August 25</b>	Williamsburg Room	9:30-12	Presentations w/ partners – Introducing self to CMC	All	
	Off campus	12 – 2:00pm	Staff Lunch	All	