



**THE FIRST YEAR WITH PUBLIC ALLIES:
ORIENTATION PLANS FOR STAFF AND AFFILIATE STAFF**



This manual outlines expectations, roles and responsibilities, trainings and other support available to new staff during their first year associated with Public Allies. Included are overviews of annual training opportunities offered by Public Allies as well as specific orientation topics and outcomes are included for site Program Staff, Site Directors, Operating Partner Liaisons, and PA National Staff.

The chart below outlines the expectations/offerings for a year-long orientation:

OVERVIEW of ORIENTATIONS				
Timeframe	Group			
	Operating Partner Liaison	Site Director	Program Staff	PA National Office
First two weeks	On-site visit from Public Allies National Office representative(s)			
	Intense on-site orientation with supervisor and site staff			
<i>Ideally, staff are hired in June or July so that the All-Staff Retreat track for new staff becomes a part of the initial orientation</i>				
First 2 months		Create Workplan with Regional Director and Supervisor	Create Workplan with supervisor	Create Workplan with supervisor
	PANO Follow up on topics introduced during first 2 weeks			
Months 3-6	Follow up Check in with PANO staff	Monthly Check ins with Regional Director	Regular Check ins with supervisor	
	Attend at least one PAU session	Attend at least 90% of Site Director Calls	Attend at least 90% of PAUs	
		Attend at least 90% of relevant PAUs		
<i>Formal staff review with supervisor(s) at six months</i>				
Months 7-12	Follow up Check in call with PANO staff	Attend at least 90% of Site Director Calls	Attend at least 90% of PAUs	
	Attend at least one PAU session	Attend at least 90% of relevant PAUs		
	Prepare for Annual Operating Partner Review	Prepare Presentation of Learning for ASR	Prepare Presentation of Learning for ASR	Prepare Presentation of Learning for ASR
<i>Annual staff review with supervisor(s) at twelve months</i>				



Annual Staff Training Opportunities

All-Staff Retreat

Each summer towards the end of July, Public Allies holds a retreat for all staff, affiliate staff, and operating partner liaisons. The retreat focuses on networking and skill-building, as well as celebrating the closing fiscal year and moving forward into the next. The retreat includes a specific 'track' for new staff, and all staff hired within the previous 3 months are expected to attend trainings on this track. The trainings are meant to complement on-site orientations.

Mid-Year Retreat

In late January,

PA (Virtual) University

The PA National Office coordinates regular (usually monthly) conference/web calls on a variety of topics relevant to the Apprenticeship program and the work we all do at PA. There will be some PAU's specifically tailored for new staff, and new staff are expected to attend 90% of these calls throughout their first year. These call's supplement initial orientation, provide information and skill-building, maintain networking between sites, and are a venue to share best practices.

Affinity Group Calls

All Public Allies staff are encouraged to participate in one of the regularly scheduled affinity group calls. These calls offer opportunities for those staff from across the network to come together, share and benefit from the best practices of others, and offer support to each other. Some affinity group calls take place regularly throughout the program year, such as Site Director and Program Manager calls. Others take place seasonally, based on the topic, such as the recruitment affinity group which typically meets annually December through March to prepare for recruitment season.

Presentations of Learning

All new staff are asked to give a Presentation of Learning (POL) at the All Staff Retreat that takes place at the end of their first year.



SAMPLE PROGRAM STAFF ON-SITE ORIENTATION DETAIL			
	Orientation Topic	Related Documents	Objective
TO BE PROVIDED BY SITE STAFF			
	Public Allies Mission, Vision, Strategic Plans (1 hour)	Site Operations Chapter 2 Program Basics Chapter 1	Develop Understanding
	Program Components and Calendar (2 hours)	Comprehensive Site Program Calendar	Understanding the program design and how the 3 core components work together, basic knowledge of program calendar.
	Individual Work Plan and Staff Development (2 hours)	Staff work plans, 360 forms, job description	Spend time going over the job description, probationary expectations and PA's individual performance management document or your organization's equivalent. Discuss office hours, procedures for PTO, standards for proper attire, office culture/"norms", emergency procedures and numbers. Understand various staff development processes and expectations. Clarify job duties and frame as a start to think about workplan.
	Your Role w/ Staff & Allies (1 hour)		Learn about the challenges of balancing the management, coaching and support of Allies
	Community Partnerships and Recruitment (1.5 hours)	Public Allies Basics HANDbOOK Chapter on Placements Ally Position Descriptions	Develop understanding of PA's community alliances and recruitment process for Allies and POs
	Policies & Procedures, Human Resources, Technology Briefing (3 hours)	Operating Partner Documentation Site Operations Handbook Chapter 8	Clarify and answer questions Review documentation and answer questions Establish tech capability; email; hardware needs



	Orientation Topic	Related Documents	Objective
TO BE PROVIDED BY PUBLIC ALLIES NATIONAL OFFICE REPRESENTATIVE			
	Public Allies Site Performance Management (1.5 hours)	Site Operations handbook Chapter ## Dashboard tool	Develop understanding
	AmeriCorps and National Service (1 hour)	Public Allies Basics HANDbOOK Chapter ## AmeriCorps Directors Manual	Develop understanding of history, current positioning, guidelines and expectations.
	WBRS Reporting Requirements (1 hour)	Ally enrollment sheets	First run through of WBRS requirements – how to enter an Ally, time logs Enroll a few new Allies
	Coaching Allies (2 hours)	Public Allies Basics HANDbOOK Chapter ## PA Coaching Manual	Have a basic understanding of what coaching is at PA, and some skills and techniques of being a coach.
	History of the Comprehensive Continuous Learning Process (2 hours)	Public Allies Basics HANDbOOK Chapter ##	Basic understanding of the continuous learning philosophy, the tools and the outcomes.
	Public Allies Curriculum (1.5 hours)	Public Allies Basics HANDbOOK Chapter ##	Understanding the core concepts and the goals of the curriculum.
	PISD Reporting (1.5 hours)	Public Allies Basics HANDbOOK Chapter ## Ally information/enrollment sheets Ally Position Descriptions	First run through of PISD – overview, entering members, objectives/outcomes, PO supe role, Ally timesheets Enter several new Allies



SAMPLE SITE DIRECTOR ON-SITE ORIENTATION DETAIL

Orientation Topic	Related Documents	Objective
With Operating Partner		
Technology Orientation		
HR: Benefits, Timesheets, Payroll, Forms, Policies	Staff Manual	
<i>Fundraising at Public Allies (if in job description)</i>	<i>Past proposals, donor history, fundraising trackers (past & present), Development Guide</i>	<i>Understand successes and challenges, visit tools used and donor files, provide context on donor relationships and begin crafting development plan for next 6 – 9 months</i>
With Operating Partner and Public Allies National Office Representative (in person at national office?)		
Public Allies Financial Administration	Site Operations Handbook Chapter 7	Understand site financial administration & reporting
Local Staff Structure & Roles	Site Operations Handbook Chapter 3 Staff position descriptions	Understand PA staffing structure, staff responsibilities, and team management
Public Allies Staff Development Methods and Individual Development Planning	Site Operations Handbook Chapter 3 Staff perf eval form, 360 forms, job description	Spend time going over the job description and expectations. Understand various staff development processes and expectations. Clarify job duties and frame as a start to think about workplan.
Program Components and Calendar	Comprehensive Site Program Calendar	Understanding the program design and how the 3 core components work together, basic knowledge of program calendar.
Site Performance Management	Operations Handbook ch. 7	Understand how dashboard works and the requirements for site.
AmeriCorps and National Service	Program Basics Chapter XX AmeriCorps Directors Manual	Develop understanding of history, current positioning, guidelines and expectations.
Liaison Responsibilities	Memorandum of Understanding Cooperative Agreement	Understand your role as the main connector between Public Allies and your Operating Partner
Marketing and Communications 101	Brand Guide	Know how to access marketing materials; understand the support PANO can give; understand branding parameters
Community Partnerships	HANDbOOK Chapters on Recruitment, Placements Ally Position Descriptions	Develop understanding of PA's community alliances and recruitment process for Allies and POs
Working with your Advisory Board	Site Operations Handbook Chapter XX	Understand historic role of advisory board; be prepared to move board into future roles
With Public Allies National Office Representative		
Public Allies Overview: Our History and Future	Site Operations Chapter 2	Develop understanding
Overview of the Comprehensive Continuous Learning Process	Program Basics HANDbOOK Chapter XX	Talk about continuous learning philosophy. Review organizational, staff and program tools and standards.
PISD and WBRS		Understanding of requirements, how to use PISD data for marketing and reporting
Alumni Initiatives		Understanding of local and national alumni work