



ORIENTATION SCHEDULE

Creating an atmosphere of excitement around a mentoring program can be accomplished with a kick-off meeting or orientation session. Establishing goals, setting expectations, and keeping the meeting on topic can be achieved using an agenda.

The agenda below is for a kick-off session geared towards new educators structured to promote engagement and participation. *Provide Lead information below in highlighted boxes.*

| Time | Activity | Lead |
|-------------------------------------|---|------|
| 9:00 a.m. - 9:15 a.m. (15 min) | Welcome | |
| 9:15 a.m. - 9:35 a.m. (20 min) | Getting to know you | |
| 9:35 a.m. - 10:35 a.m. (1 hour) | District data, goals, policies, and expectations | |
| 10:35 a.m. - 10:45 a.m. (10 min) | Break | |
| 10:45 a.m. - 11:15 a.m. (30 min) | What does it mean to be an educator? Voices from the field | |
| 11:15 a.m. - 12:15 p.m. (1 hour) | Overview of policies and procedures by area (elementary, secondary content, special education) | |
| 12:15 p.m. - 1:00 p.m. (45 min) | Lunch | |
| 1:00 p.m. - 1:15 p.m. (15 min) | Overview of induction supports | |
| 1:15 p.m. - 2:00 p.m. (45 min) | Meet your mentor | |
| 2:00 p.m. - 2:30 p.m. (30 min) | First day tips and prep | |
| 2:30 p.m. - 2:40 p.m. (10 min) | Check out | |





ORIENTATION SCHEDULE

The agenda below is for a kick-off session geared towards new special education educators structured to promote engagement and participation. *Provide Lead information below in highlighted boxes.*

| Time | Activity | Lead |
|-------------------------------------|--|------|
| 9:00 a.m. - 9:15 a.m. (15 min) | Welcome | |
| 9:15 a.m. - 9:35 a.m. (20 min) | Getting to know you | |
| 9:35 a.m. - 10:35 a.m. (1 hour) | District data, goals, policies, and expectations | |
| 10:35 a.m. - 10:45 a.m. (10 min) | Break | |
| 10:45 a.m. - 11:15 a.m. (30 min) | What does it mean to be a special educator? Voices from the field | |
| 11:15 a.m. - 12:15 p.m. (1 hour) | Overview of special education policies and procedures | |
| 12:15 p.m. - 1:00 p.m. (45 min) | Lunch | |
| 1:00 p.m. - 1:15 p.m. (15 min) | Overview of induction supports | |
| 1:15 p.m. - 2:00 p.m. (45 min) | Meet your mentor | |
| 2:00 p.m. - 2:30 p.m. (30 min) | First day tips and prep | |
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