



Summer Institute 2016 FAQs

How do I register my staff?

It is your responsibility to sign up your summer staff for the Summer Institute!

- Sign up your workers here: www.tinyurl.com/register-si2016
- **Registration opens May 16.** Slots for workshops fill up, so be sure to sign your staff up early to have the most workshop choices!
- **Registration closes June 10.**

How do I know which workshops to choose for my staff?

Use the workshops descriptions to consider what training you would like your staff to start the summer with, but take their preferences into account too! Use the preference sheet below to have your staff identify which workshops they are most interested in.

Can I sign all of my staff up for the same workshops?

If you'd like your staff to be in a small group, you can sign multiple people up for the same workshop. We recommend signing up **no more than 5 of your staff** for the same time slot. This will ensure that participants get to hear diverse, valuable perspectives from participants with varying levels of experience in youth work.

What information do I need to give my staff to prepare them for the day?

Here are a few talking points to help prepare your staff members for the day:

- **Be sure to sign in to every workshop** you attend, and **attend the workshops you are assigned**. This is how we will keep track of your hours and make sure that you attended.
- **Be professional** and dress appropriately. Remember, you're on the job!
- **Arrive on time**. Plan your bus route or travel plans ahead of time so you can get there by 8:45 to register.
- Come with a **positive attitude** and **be ready to participate** actively!

Do Right Track workers get paid for Summer Youth Institute?

Yes! They can get paid for up to 6 hours if they attend all of Summer Youth Institute. They also can get paid for **up to three hours of site-specific training** during the week of June 13. Consider holding a site-wide staff training in addition to SYI so that all of your staff are on the same page as you kick off summer!

Summer Institute 2016 Preference Sheet

Full Name: _____

Date of Birth: _____

Job Site: _____

Supervisor Name: _____

Email: _____

Your preferences help your supervisor register you for workshops that interest you! Depending on availability and site requirements, supervisors will do their best to get you at least your top two choices.

Which four workshops would you prefer to go to during the Summer Institute? Mark your preferences from 1 to 4 (with 1 being your first choice, 4 being your last choice). Please choose only 4 options.

Rank	Workshop Name	Description
	What Would You Do?	Youth leaders are faced with difficult situations throughout the summer including inappropriate conversations, boundary issues, and multiple bullying behaviors. Participants will discuss how to navigate these difficult situations to create positive, inclusive, and welcoming environment.
	Building Community: Icebreakers, Teabuilders, & Energizers	Building an emotionally safe community of peers and adults is essential for youth to learn and develop as individuals. This interactive workshop will introduce participants to a variety of activities designed to support the community-building process.
	The Power of Play	This hands-on workshop will give you the skills to become the stand out performer in your program. Participants will learn how play can be used to manage groups of any size effectively. Use the power of play to build rapport, establish rules and consequences, address learning styles, transition successfully, and engage youth effectively. Bring your sneakers and get ready to have fun.
	Focus on Five: Five Ways To Be A Top Performer	Instead of trying to remember a long list of workplaces dos and don'ts, attend this interactive session and learn the top five ways that you can be a valuable employee this summer. We'll use fun activities, conversation with your fellow summer staff, and some real work scenarios to help you make the best of your summer job!
	Activity Makeover: From "Make-It-Take-It" to "Engaged & Learning"	Summer programs include a variety of activities: sports, crafts, music, and more. But how do you take your scheduled activity and make it into an engaging activity that not only keeps young people busy - but deepens the learning and experience? In this session, participants will understand key components found in the YPQA and use those strategies to create a lesson plan that will be sure to strengthen your summer program quality.
	Reflective Leadership	Identify skills, strengths, and opportunities to grow as a leader. Open to all levels of staff, this workshop will provide you with individual and group strategies to develop your leadership skills.
	Ask-Listen-Encourage (recommended for 2 nd or 3 rd year youth workers)	Do you communicate with youth in a way that makes them feel supported and heard? This interactive workshop introduces various communication techniques that help you build more supportive, youth-centered relationships. Participants will learn to ask more effective questions, to listen actively to youth, and to offer youth encouragement rather than praise.