

ML Training Schedule (V.3)

Monday, September 6th - 9:00am to 5:00pm

Goals of ML Training:

- To ensure that Mug Leaders are fully prepared to carry out their roles and impact new-to-UBC students on Imagine Day
- To ensure that all leaders are knowledgeable about and confident in their roles specific to each portion of Imagine Day
- To ensure that all leaders are properly trained in safety procedures at Thunderbird Arena for the Pep Rally
- To ensure proper faculty-specific messaging is communicated to leaders to convey to new-to-UBC students on Imagine Day

Session	Location	Start	End		Description
SL/SM Arrive	SUB Ballroom	9:00 AM	9:30AM	30min	<p>Get ready for arrival of MLs</p> <p>SLs check in MLs in SUB Ballroom, O-Team to contact any leaders not present</p> <p>To mirror Imagine Day Morning Meetings as best as possible. ML's will check-in, SLs will facilitate introductions, icebreakers (for MLs to use on Imagine Day) and team bonding, ML manuals, overview of training day, any questions. Ten minutes will be spent going over the AMS Messaging from SL Training and the ML Manuals.</p> <p>SLs, SMs and faculty representatives to go through schedule of Imagine Day by faculty. Will cover faculty-specific logistics, goals and tips for each portion of the day including leader check-in, Meet the Dean, lunches (and breakfasts if applicable), and the Main Event. Leaders will be taught cheers (but will practice them at lunch) and faculty specific messaging for new students communicated from Faculty representative(s).</p> <p>Mini pep rally complete with cheering to say thanks to the leaders and get them excited for Imagine Day! Speech and "Thank You" from Brian Sullivan, then Shannon to address leaders and overview safety procedures, usher cooperation, timing, etc.</p> <p>To mirror Imagine Day lunch time. Have lunch (mirroring most faculties' Imagine lunch), discuss the importance of waste management, group bonding. Also, practicing faculty cheers! Ams Exec will mingle with leaders during lunch.</p> <p>Squads break-out to plan their Imagine day specifics i.e. Campus Tour route, SSW plans/last minute practice, make signs, details on leader check-in, pep rally loading and how lunch will work for their faculty. This is key team bonding time in which leaders will create MUG and Squad signs and SLs distribute T-shirts.</p> <p>A mock campus tour to give leaders a chance to practice for Imagine. SLs to give examples on the way and encourage MLs to do the same. Tour will end at T-Bird.</p> <p>Mirroring the Imagine Day loading and unloading plans for all faculties to enter the arena, as well as general idea of the seating plan. Final directions and 'Thank You's' from O-Team.</p> <p>Overview of safety, loading and unloading for the faculties whose Dean sessions are taking place in Tbird Arena.</p> <p>SLs to return to SUB with O-Team and help with final preparations, ie. stapling signs, etc. Any MUG Leaders who have not completed their signs, or who have any further questions, can come back to the SUB as well. All other leaders can leave straight from Thunderbird Arena.</p>
ML Check-in	SUB Ballroom	9:45 AM	10:00AM	15min	
ML Morning Meeting & Overview of Training	SUB	10:00AM	10:45 AM	45min	
Travel Time/Bathroom Break	Within SUB	10:45 AM	10:50AM		
Faculty Sessions	SUB	10:50AM	11:55 AM	55min	
Travel Time/Bathroom Break	To Ballroom	11:55 AM	12:00 PM		
Speeches & Pep Rally Safety Overview	SUB Ballroom	12:00 PM	12:50 PM	50min	
Travel Time	To MacInnes	12:50 PM	1:00 PM		
Lunch	MacInnes Field (SUB Ballroom if rains)	1:00 PM	1:30 PM	30min	
Travel Time	To Sub	1:30 PM	1:40 PM		
Squad Break-Outs	SUB breakout rooms	1:40 PM	2:30 PM	50min	
Campus Tour	Around Campus	2:30 PM	3:10 PM	40min	
Thunderbird Loading Overview	Tbird Arena	3:10 PM	3:45 PM	35min	
Travel Time (Except Eng, Sauder, Sci)	To Sub	3:45 PM	3:55 PM		
Engineering, Sauder & Science - MTD Overview	Tbird Arena	3:45 PM	4:05PM	20min	
Final Preparations	SUB Ballroom	4:00 PM	Until Done		