

IMAGINE 2011 Training Schedule

Date	Start	Finish	Time	What	Notes	Leaders	Location
IMAGINE SQUAD LEADER/MANAGER TRAINING							
Attended by: Squad Leaders/Managers							
3-Sep-11	12:00	12:30	0:30	Check-in, socialize and mingle		SL & SM	SUB Ballroom
3-Sep-11	12:30	12:45	0:15	Icebreaker	Facilitated by the O-team	SL & SM	SUB Ballroom
3-Sep-11	12:45	13:45	1:00	Presentation: Roles and IMAGINE (Training Schedule, Day-of)	To explain what their role will be within the MUG development training and logistics day, as well as the schedule for the SL?SM Training day	SL & SM	SUB Ballroom
3-Sep-11	13:45	14:00	0:15	AMS Time! Jeremy to talk about upcoming events and resources for SL's to share with ML	Intro to AMS, First Week, Upass, New Sub	SL & SM	SUB Ballroom
3-Sep-11	14:00	14:05	0:05	Travel to Breakout Rooms		SL & SM	Travel
3-Sep-11	14:05	15:35	1:30	Snack + Presentation: Schedule of MUG Leader Development Day, Preparing for ML Training - Faculty specific training goals, logistics and schedule	To explain what their role will be more specifically within the MUG development day	SL & SM	Breakout Rooms
4-Sep-11	15:35	15:40	0:05	Travel to SUB Ballroom		SL & SM	Travel
3-Sep-11	15:40	16:25	0:45	Involvement Coaching information for the CSI	Explain logistics of Involvement Coaching in Sept, schedule, go through involvement coaching sheet	SL	SUB Ballroom
3-Sep-11	16:25	16:35	0:10	O-team distributes Hoodies		SL	SUB Ballroom

IMAGINE MUG LEADER DEVELOPMENT DAY							
Attended by: MUG Leaders							
4-Sep-11	9:00	9:30	0:30	Faculties: Set up training areas			Faculty Training areas
4-Sep-11	9:30	10:00	0:30	Check-in, socialize and mingle		ML	Faculty Training areas
4-Sep-11	10:00	10:10	0:10	Icebreaker		ML	Faculty Training areas
4-Sep-11	10:10	10:20	0:10	Schedule Overview		ML	Faculty Training areas
4-Sep-11	10:20	10:30	0:10	Transition Time to Breakout Rooms		ML	Faculty Training areas
4-Sep-11	10:30	12:00	1:30	Facilitation Workshop		ML	Faculty Training areas
4-Sep-11	12:00	12:45	0:45	Lunch: Faculty-specific thank-you messaging (from SD staff and administration)		ML	Faculty Training areas
4-Sep-11	12:45	14:15	1:30	Coaching Workshop		ML	Faculty Training areas
4-Sep-11	14:15	14:30	0:15	Snack: Granola Bars and some socializing + Energizer!		ML	Faculty Training areas
4-Sep-11	14:30	16:00	1:30	Group Management and Inclusivity		ML	Faculty Training areas
4-Sep-11	16:00	16:15	0:15	Conclusion and Reminders (be here tomorrow by 9:30!)		ML	Faculty Training areas

IMAGINE LOGISTICS DAY				Attended by: SL/ML/SM/WT/ET			
5-Sep-11	8:30	9:00	0:30	O-Team: Setup training room			<i>SUB Ballroom</i>
5-Sep-11	9:00	9:30	0:30	Check-in: SL/SM		SL/SM	<i>SUB Ballroom</i>
5-Sep-11	9:30	10:00	0:30	Check-in: ML/WT/ET	SL/SM to help O-team check in ML/WT/ET, all leaders receive MUG Manuals	OL	<i>SUB Ballroom</i>
5-Sep-11	10:00	10:20	0:20	Morning Meeting: Icebreakers, Overview of Training Day	Squad leaders to facilitate introductions, icebreakers (5 minutes). O-team to introduce leaders to the MUG manual and overview the training day	ALL	<i>SUB</i>
5-Sep-11	10:20	11:20	1:00	Faculty-specific Session: Squad Breakout- IMAGINE Day logistics as per faculty	Each faculty to run through their own individual schedule per squad (or half squad), make signs, discuss campus tour route, SSW overview, Leader Check-In details, learning cheers	SL/SM/ML	<i>SUB</i>
5-Sep-11	11:20	11:30	0:10	Travel: To MacInnes/ballroom for Lunch	Rain Plan: SUB Ballroom	SL/SM/ML	<i>SUB to MacInnes</i>
5-Sep-11	11:30	12:15	0:45	Lunch: in faculty groupings, discussing waste management, practicing cheers and bonding the group, AMS Execs to mingle	All IMAGINE Leaders to eat lunch together	SL/SM/ML	<i>MacInnes Field</i>
5-Sep-11	12:15	12:25	0:10	Travel: To SUB Ballroom		SL/SM/ML	<i>MacInnes to SUB</i>
5-Sep-11	12:25	12:35	0:10	Speeches: 'Thank-you'	Thank-You from VP Students Louise Nasmith	SL/SM/ML	<i>SUB Ballroom</i>
5-Sep-11	12:35	13:15	0:40	Pep Rally Safety Overview	Go through safety procedures for Pep Rally - who will be there, evacuation plan	SL/SM/ML	<i>SUB Ballroom</i>
5-Sep-11	13:15	13:35	0:20	Thunderbird Loading Overview	Go over how to load into Thunderbird for Pep Rally - times for faculties, which doors, seating plan, accessibility plans	SL/SM/ML	<i>SUB Ballroom</i>
5-Sep-11	13:35	13:45	0:10	Breaktime		ML	<i>SUB Ballroom</i>
5-Sep-11	13:45	14:25	0:40	Campus Tour: SL's to lead campus tour, highlight important places to visit, encourage ML participation	Squad leaders to run a mock-campus tour, split into groups with MUG leaders presenting areas of campus (top 5 spots for each faculty --> faculty contacts to send O-team top 5 spots). Each ML to describe one location, get 2 pieces of feedback from the rest of the group. To mirror IMAGINE tour --> End at T-bird	SL/SM/ML	<i>Campus</i>
5-Sep-11	14:25	14:45	0:20	T-Bird Loading	Have each squad enter the building as they would on IMAGINE day	SL/SM/ML	<i>Thunderbird Arena</i>
5-Sep-11	14:45	15:15	0:30	Final instructions, thank-you's from O-team	Any remaining items to be communicated	SL/SM/ML	<i>Thunderbird Arena</i>
5-Sep-11	15:15	15:45	0:30	Take all leaders back on to the SUB to receive t-shirts. SL to facilitate "T-shirt writing discussion" and monitor writing. O-team to answer any questions, ML who need to complete signs to do so	Check-out Squad Leaders, travel from T-bird to SUB for cleanup, ML to finish signs in Ballroom only if they aren't done, get shirts and write on them	SL/SM/ML	<i>T-Bird to SUB</i>
5-Sep-11	15:45	16:15	0:30	O-team: Cleanup training areas			<i>SUB and SUB Ballroom</i>