

# Program Management Toolkit Trainings by OregonASK



## Motivating Youth

In this training, we will explore how to motivate youth in expanded learning programs through intrinsic and extrinsic motivation. We will also examine the Self-Determination Theory and how supporting youth's fundamental psychological needs helps youth develop high-quality forms of motivation.

Set 2 | HGD | 1-3 hours

## Scaffolding Learning

In this training, we will explore how to identify appropriate learning activities and how to effectively support learning. First, we will examine the concept of the Zone of Proximal Development (ZPD) and practice identifying ZPD activities. Then, we will explore scaffolding and fading and apply them to expanded learning settings.

Set 2 | HGD | 1-3 hours

## Designing Age Appropriate Activities for Elementary School Aged Children

In this training, we will explore the physical, intellectual, and social-emotional development of youth and determine how programming can be adapted accordingly, then practice designing developmentally-appropriate activities.

Set 2 | HGD | 1-3 hours

## Designing Age Appropriate Activities for Middle School Children

In this training, we will explore the physical, intellectual, and social-emotional development of middle school youth and determine how programming can be adapted accordingly, then practice designing developmentally-appropriate activities.

Set 2 | HGD | 3-6 hours



## Setting a Strong Foundation With Hiring and Orienting New Afterschool Staff

In this training, we will explore the hiring process, especially job descriptions and interviews. We will also examine staff orientations for afterschool and summer programs and practice designing one.

Set 2 | PM | 3-6 hours

## Marketing Your Afterschool and Summer Program

In this training, we will practice and plan marketing and recruitment activities for afterschool and summer programs. We will also explore how to communicate about these programs.

Set 2 | PM | 1-3 hours

## Starting a New Program: Determining Your Program Model

This training is designed to help you determine the best program model for your new afterschool or summer program. In this training, you will examine the needs and assets of your community and how they apply to your program design. You will also develop a logic model for your program.

Set 2 | PM | 1-3 hours



## Developing Program Infrastructure for a New or Evolving Afterschool Program

In this training, participants will examine afterschool program schedules and staffing structures. Participants will develop a program schedule and a staffing plan for their program. Participants will also practice developing program policies. This training is designed for people who are creating new programs or are overhauling existing programs.

Set 2 | PM | 1-3 hours

## Risk Management: Reducing Risks to Youth Safety and Responding to Incidents In Extended Learning Programs

In this training, we will explore how to manage risks in order to keep youth safe. We will examine strategies to reduce risks to youth safety in expanded learning programs, and we will practice risk assessment, prevention, and response.

Set 2 | HSN | 1-3 hours



## Conflict Resolution: Navigating Conflict Among Colleagues

In this training, we will explore the conflict management styles and their application. Then we will examine how to have a difficult conversation and practice preparing for such conversations.

Set 2 | PPLD | 1-3 hours

Contact us at [oaskpdtrainings@oregonask.org](mailto:oaskpdtrainings@oregonask.org) to schedule

