Onboarding

APT Launch Meeting

October 24, 2025

Facilitated by Michele Stiehl

Counseling and Transitions Action Planning Team Agenda

The Givens	Victory	Current Reality
Commitment	Timeline	Coordination

1. The Givens

Project Name?

Onboarding

What is the goal of the project?

- Onboarding APT– Focus on the development of an adult education onboarding website to provide new teachers with comprehensive, on-demand, self-paced training. Layout training for each program area.

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What is the timeframe?

November 2025 - June 2026

2. Victory

Reflect back on the completed project or the day after the event… What do we see in place that indicates our success?

See? Hear? Touch? Smell? Taste?

Visually engaging

User friendly

Teacher universal needs are met

Opportunity for deeper questions, research, resources

Clear, distinct, department-specific links, websites, resources

Easy to navigate website, identify what the website is

Minimize bureaucracy for resource accessibility

Community-building structure/networking

Easy access to mentoring

3. Our Current Reality - TEAM:

Strengths: What are our strengths as a team?

- Diversity of experience, ESL, ACE, CTE,IET
- Web creation experience
- Diversity of perspectives, experience level
- Able to meet in person
- Clear understanding of purpose

Weaknesses: What are our weaknesses as a team?

- Incomplete representation
- Disagreement based on diverse perspectives
- Connection between LARAEC and sites
- Available time

3. Our Current Reality - SUCCESS

Benefits: What benefits will our success bring?

- Create community and reliability
- Positive feedback
- Greater teacher/student retention
- Quality of instruction
- Consolidation of resources

Dangers: What obstacles or dangers do we anticipate confronting when we are highly successful?

- Potential lack of endpoint
- Needing to maintain dynamic, not static
- Need for more resources/staff
- Potential for complacency

4. Our Commitment

What are we REALLY committed to accomplishing as a team? *

We are committed to

- Website map/structure
- Sharing a diversity of ideas and perspectives
- Hard copy outline
- Sharing progress with our sites, coworkers
- Responsive to teacher needs
- Creating opportunities for information sharing, gathering

* Concrete accomplishment at the end of the project…

COORDINATION!

1. Confirm

Project image or slogan

RESOURCES

What is Needed?

- Time, money
- Questions and assignments

How to Obtain?

Who is Responsible?

COMMUNICATION

Who Needs to Know?

How will it happen?

PROGRESS MEETINGS

When?

Where?

Notification?

PROJECT MANAGEMENT

How?

Co-chairs:

Notetaker:

What stands out from our work?

- We are planners and organizers
- Clear and specific plan
- Collaborative group

Looking forward to...

- Progress monitoring
- Getting something done
- Knowing our roles

Still concerned about...

- Time!
- Onboarding missing members

The value of the plan is...

Really trying to help new teachers
Clear ideas - needed

VICTORY

Reflect back on the completed project or the day after the event. What did you see? Hear? Touch? Taste?

- Visually engaging
- User friendly
- Teacher universal needs are met
- Opportunity for deeper questions/ research/ resources
- Clear district/department - specific links/websites/resources
- Easy to navigate website/ identify what the website is
- Minimize bureaucracy for resource accessibility
- Community-building structure/ networking.
- Easy access to mentoring

CURRENT REALITY

What are the strengths and weaknesses of our team?

Strengths

- Diversity of experience • ESL/ASE/CTE/IET
- Web-creation experience
- Diversity of perspective - experience level
- Able to meet in-person
- Clear understanding of purpose

Weaknesses

- Incomplete representation
- Disagreement based on diverse perspective
- Connection between LARAEC and sites
- Available time

What are the benefits and dangers of a highly successful project/event?

Benefits

- Create community & reliability
- Positive feedback
- Greater teacher/ student retention
- Quality of instruction
- Consolidation of resources

Dangers

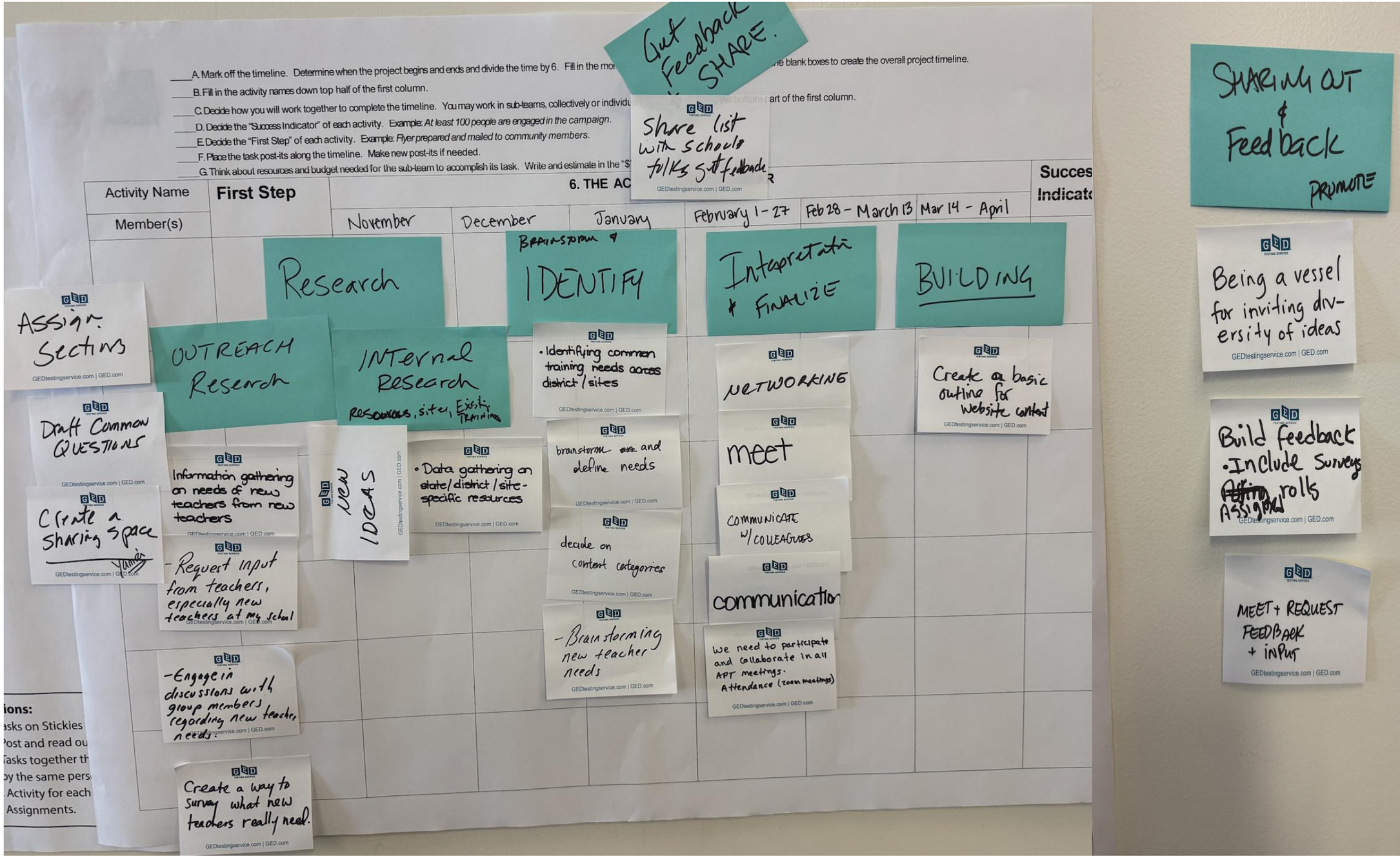
- Potential lack of endpoint
- Needing to maintain dynamic not static
- Need for more resources/staff
- Potential for complacency

AAP
Accelerated Action Planning

Our Commitment

What are we really committed to accomplishing as a team?

- Website map/structure
- Sharing a diversity of ideas and perspectives.
- Hard copy outline
- Sharing progress with our sites/coworkers
- Responsive to teacher needs
- Creating opportunities for information gathering/sharing


Get Feedback SHARE.
A. Mark off the timeline. Determine when the project begins and ends and divide the time by 6. Fill in the mo
ne blank boxes to create the overall project timeline.
B. Fill in the activity names down top half of the first column.
C. Decide how you will work together to complete the timeline. You may work in sub-teams, collectively or individu
art of the first column.
D. Decide the "Success Indicator" of each activity. Example: At least 100 people are engaged in the campaign.
E. Decide the "First Step" of each activity. Example: Flyer prepared and mailed to community members.
F. Place the task post-its along the timeline. Make new post-its if needed.
G. Think about resources and budget needed for the sub-team to accomplish its task. Write and estimate in the "S
Share list with schools folks Get feedback
Activity Name
First Step
6. THE AC
Succes
Indicate
Member(s)
November
December
January
February 1 - 27
Feb 28 - March 13
Mar 14 - April
Research
BRAINSTORM &
IDENTIFY
Interpretati
& FINALIZE
BUILDING
ASSign Sections
OUTREACH Research
INTernal Research
Resources, site, Existi
TRAINING
Identifying common training needs across district/sites
NETWORKING
Create a basic outline for website content
Draft Common QUESTIONS
Information gathering on needs of new teachers from new teachers
NEW IDEAS
Data gathering on state/district/site-specific resources
brainstorm and define needs
meet
Create a Sharing Space
Request input from teachers, especially new teachers at my school
decide on content categories
COMMUNICATE W/ COLLEAGUES
communication
Brainstorming new teacher needs
We need to participate and collaborate in all APT meetings. Attendance (zoom meetings)
Engage in discussions with group members regarding new teacher needs.
Create a way to survey what new teachers really need.
ions:
asks on Stickies
Post and read ou
Tasks together th
by the same pers
Activity for each
Assignments.
SHARING OUT & Feedback
PROMOTE
Being a vessel for inviting diversity of ideas
Build feedback
Include Surveys
rolls
ASSIGN
MEET + REQUEST FEEDBACK + INPUT
GEDtestingservice.com | GED.com

COORDINATION!

AAP
Accelerated Action Planning

1. Confirm

RESOURCES	COMMUNICATION	PROGRESS MEETINGS
What is Needed?	Who Needs to Know?	When?
— TIME / $		
→ QUESTIONS & ASSignments		
		Where?
How to Obtain?	How will it happen?	
		Notification?
Who is Responsible?		

3. Project Image or Slogan

2. Affirm

What stands out from our work?
- We are planners / organizers
- Clear & specific plan
- Collaborative group

Looking forward to...
- progress monitoring.
- Getting something done.
- Knowing our roles

Still concerned about...
- Time!
- onboarding missing members

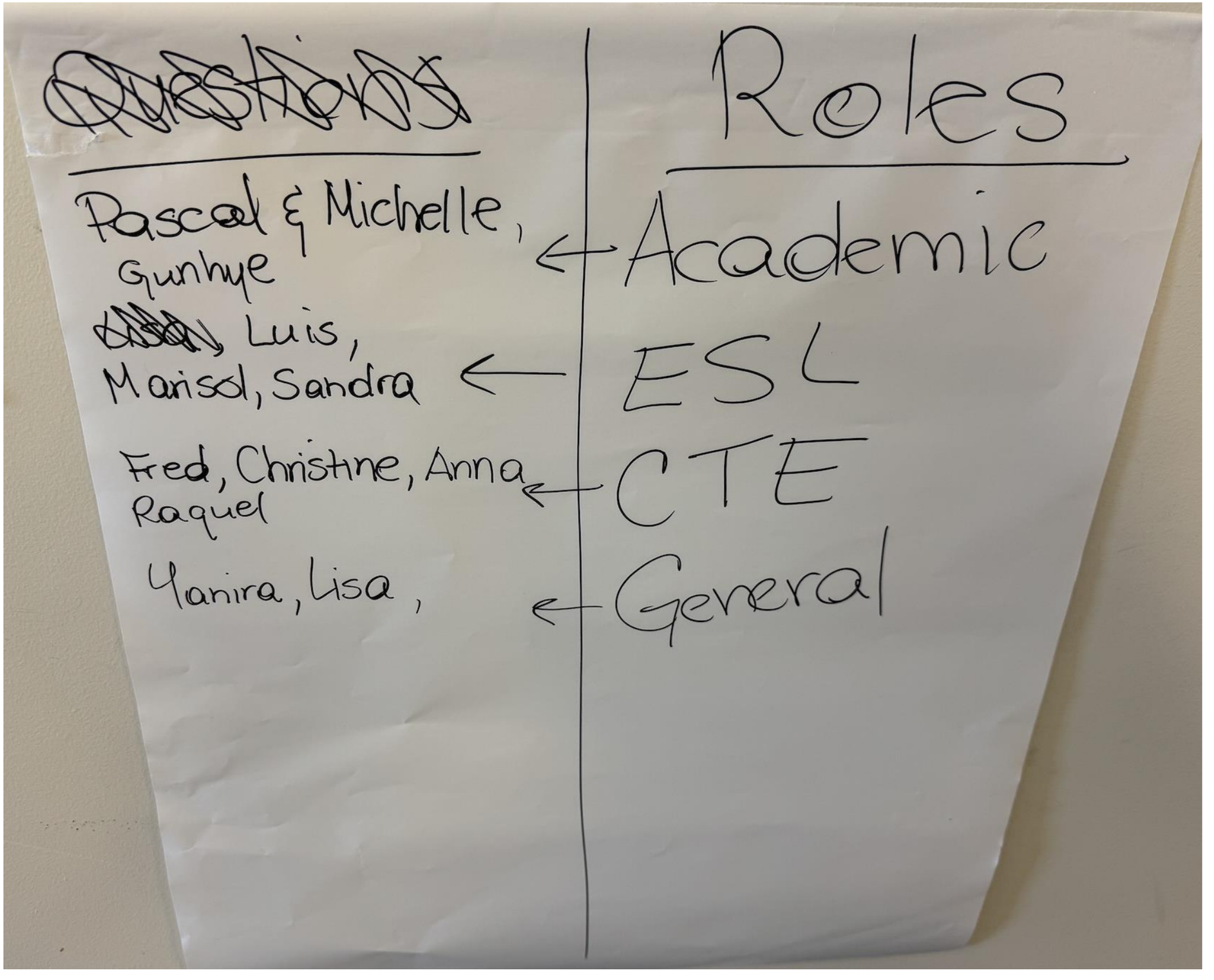
The value of the plan is...
- Really trying to help new teachers
- Clear
- IDEAS
- Needed

PROJECT MANAGEMENT

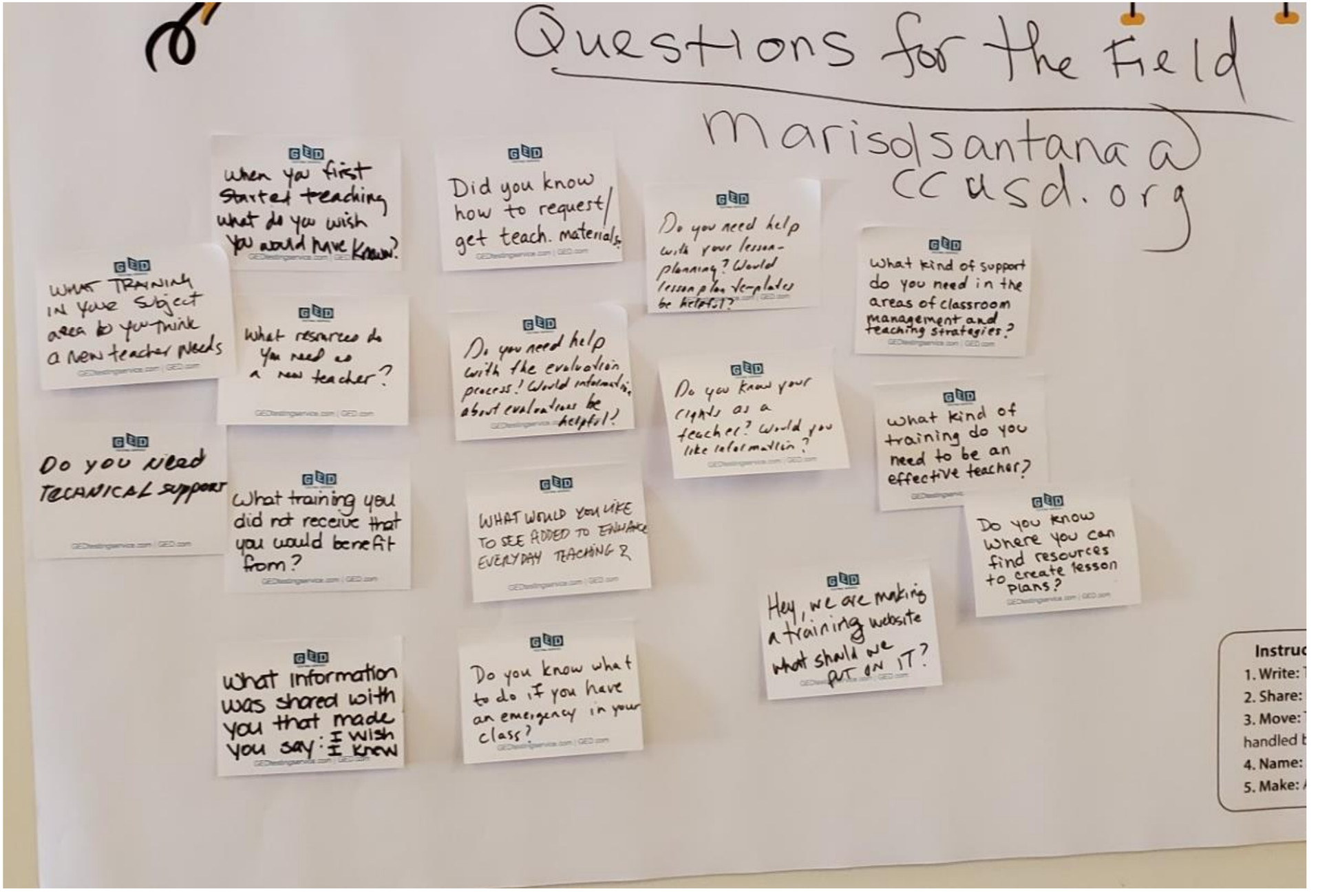
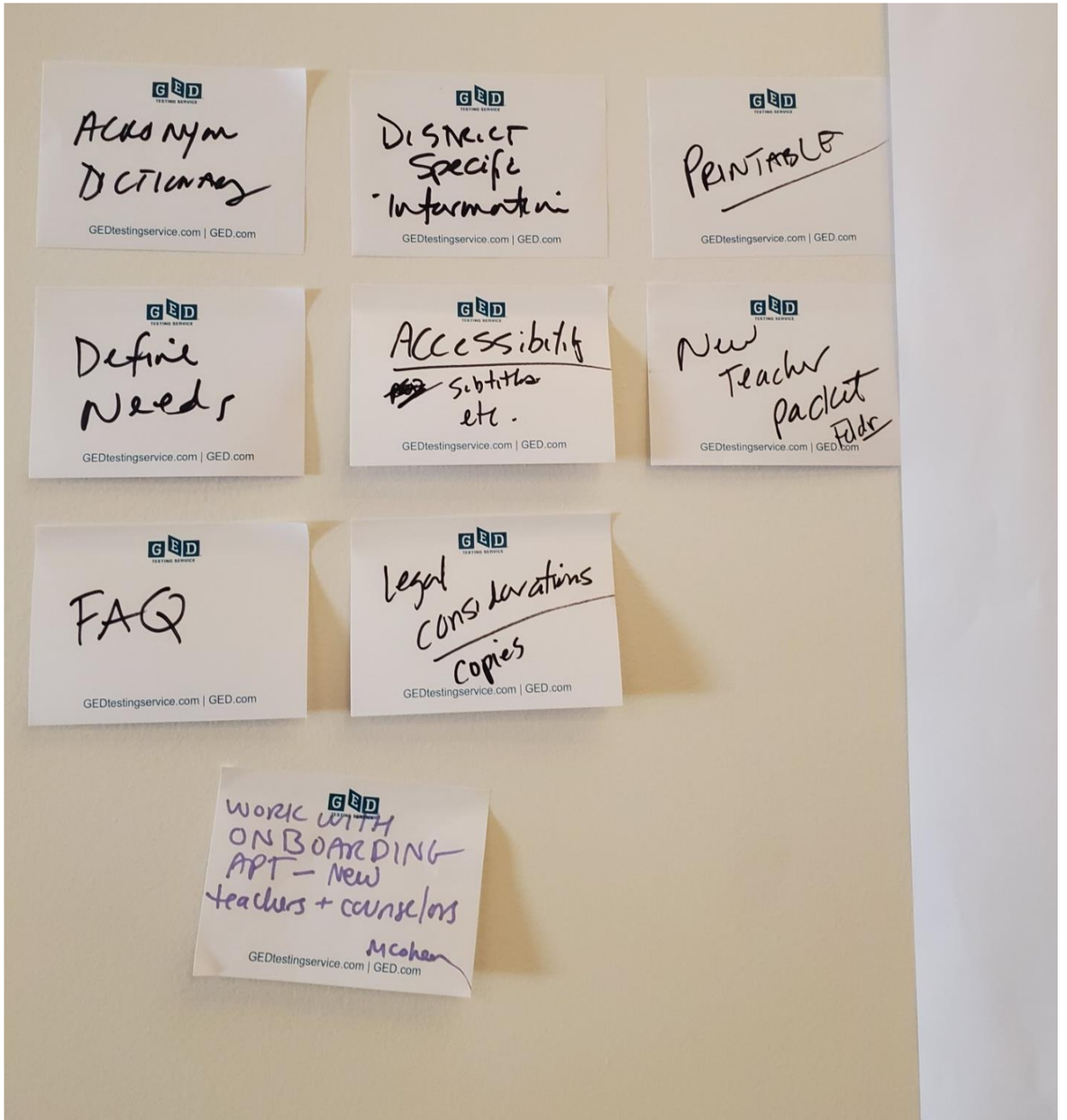
How?

Team? CO-CHAIRS
NOTE TAKER

Leader:


Questions
Roles
Pascal & Michelle, Gunhye
Academic
Luis, Marisol, Sandra
ESL
Fred, Christine, Anna Raquel
CTE
Yanira, Lisa,
General

Common Question ideas



Holding Bin of Ideas to include in website