



## Public Service Academy Spring 2024 Training Schedule

Register at <https://www.tfaforms.com/5081883>

### **Program Management Certificate (PMC)**

*(For Program Directors)*

**What:** The Program Management Certificate includes tools needed by all programs. Programs are only as good as their leaders. Directors manage a vision and the logistics and be more than just a volunteer. The Program Management Certificate is professionally designed to include essential tools applicable to all volunteer programs. By attending, directors build their own skills while learning ways to improve their programs.

**When:**

**Intensive: April 6 & 7 | Saturday & Sunday 10:00am-3:00pm (must attend both)**  
**Wednesday series: 7pm-8:30pm | Feb 7, Feb 14, Feb 21, March 6, April 3 (must attend all)**

### **Tutor Certificate**

*(For Tutoring Programs' volunteers)*

*Mandatory for new volunteers in PBHA tutoring programs, and strongly recommended for new PSN tutoring program volunteers.*

**What:** The tutor certificate provides skills and theories for homework help, including getting students learning independently, behavior management, relationships, and safety/boundaries.

**When:**

<b>Afterschool Tutor Summit</b> <b>Feb. 4<sup>th</sup>   10:00am-3:00pm</b>	<b>Make-up session:</b> <b>Feb. 18<sup>th</sup>   10:00am-3:00pm</b>
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## Mentor Certificate

*(For Mentoring Programs' Volunteers)*

Mandatory for new volunteers in PBHA mentoring programs, and strongly recommended for new PSN tutoring program volunteers.

**What:** The mentor certificate offers practice for the roles of a mentor, intentional goal-setting, strengths and assumptions in relationship building, and safety/boundaries.

**When:**

<b>Mentor Summit</b> Feb. 4 <sup>th</sup>   10:00am-3:00pm	<b>Make-up session:</b> Feb. 18 <sup>th</sup>   10:00am-3:00pm
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## Advanced Youth Worker Electives

TBD

## Adult ESL

*(For Adult Services' volunteers who teach ESL classes)*

**What:** ESL training focuses on building skills to best communicate and work with non-native English speakers.

**When:**

<b>Tentatively ~ Feb 10th   1:00pm-4:00pm</b>
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## Elderly 101

*(For Elderly Services' volunteers)*

*Required for all PBHA/PSN volunteers working with the elderly*

**What:** Elderly 101 is a newly developed two-hour training for volunteers who work in elderly service programs.

**When:**

<b>Tentatively ~ Feb 10<sup>th</sup>   1:00pm-3:00pm</b>
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## Organizing 101

Want skills for mobilizing others around a change you all want to see in the world? Sign up for this in-depth training on foundations of organizing and advocating with communities and initiating a broader movement.

**When: TBD**

## Train the Trainer

Ready to design amazing workshops for your program?

Learn how to manage meetings better?

Get paid to be a trainer?

Then Train the Trainer workshop is for you! Improve your planning and delivery skills.

Topics include:

- Thinking Like a Trainer (essential theories)
- Tips and Tricks (for keeping trainings fun and interactive)
- Designing your own training (theory and practice)

Students who complete this workshop are eligible to become paid members of the Trainer Corps. These students become training experts in one field and are paid \$25/hr to lead PSA workshops.

**When: TBD**

**TO REGISTER FOR TRAININGS, VISIT <https://www.tfaforms.com/5081883>**

For questions and concerns, contact  
Rebecca at [sdc@pbha.org](mailto:sdc@pbha.org) or Varsha Ghosh at [vghosh@fas.harvard.edu](mailto:vghosh@fas.harvard.edu).