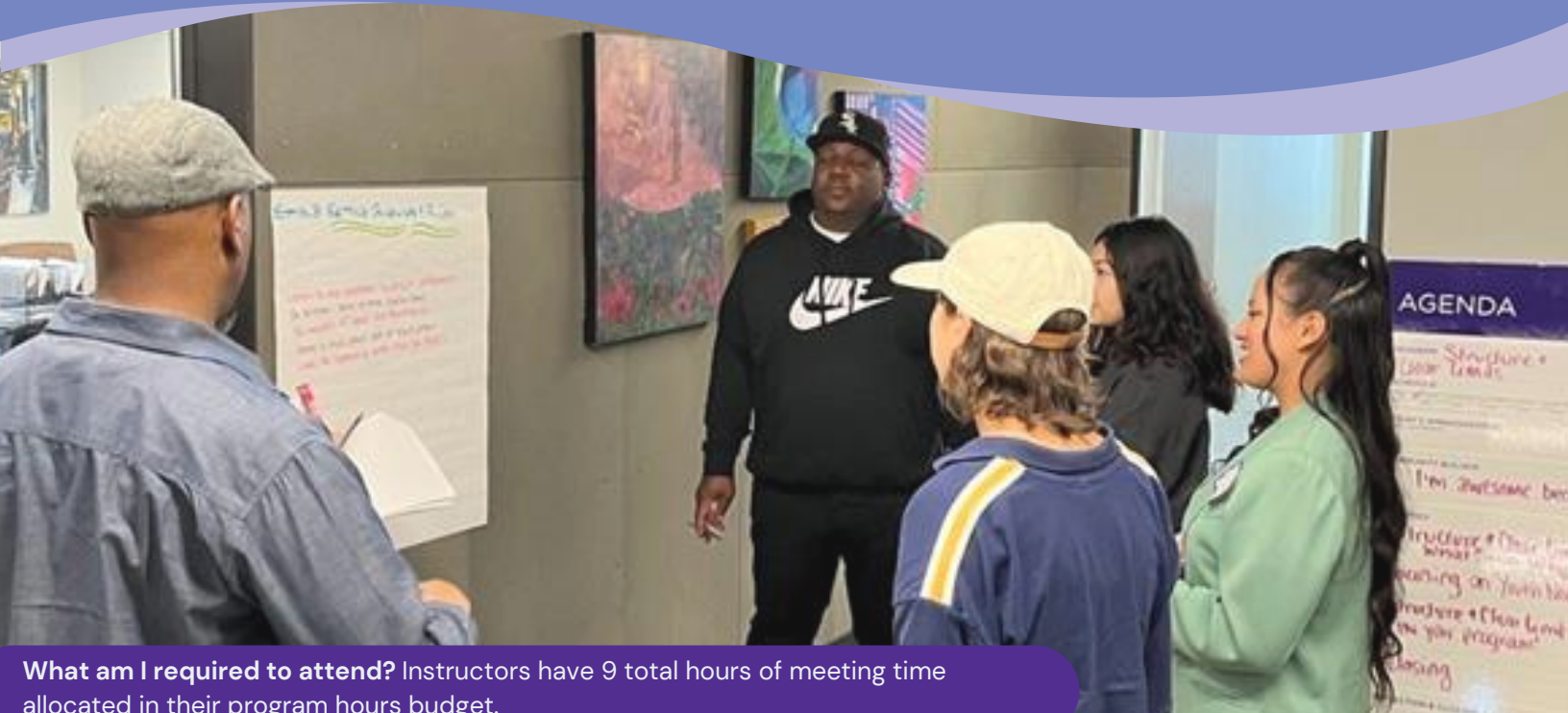


FALL 2023 WORKSHOPS

FOUNDATIONS OF YOUTH WORK



What am I required to attend? Instructors have 9 total hours of meeting time allocated in their program hours budget.

- 2 HOURS**
 Attend a Youth Work Methods: Ask Listen Encourage (Week of September 6)
- 2 HOURS**
 Attend one workshop from the Workshop Series
- 3 HOURS**
 Attend Branch Community of Practice
- 2 HOURS**
 Attend Program Specialist Coaching Meetings

New Instructors

- 2 HOURS**
 New Instructor Institute
- 2 HOURS**
 Instructor Admin Training
- 1 HOUR**
 Instructor Mid-Session Meeting
 *Optional

Find more information about New Instructor required professional development options on page 2!

PD Logistics

Unless otherwise stated, all Professional Development will be administered via Zoom. **To receive credit for a PD you will be required to attend, be engaged, and complete the provided exit slip.** All Sign Up & Zoom links are listed within the workshop descriptions below and will be sent out via weekly email updates. More information can be found at bit.ly/ASMPD. Sessions will be recorded as a resource and available in the [Instructor Toolkit](#). If you have an extenuating circumstance and would like to access a recorded PD workshop session, please contact professional.development@afterschoolmatters.org.

How is PD Paid?

All sessions are paid through your allocated Meeting Hours. For CBO's, organizations should pay instructors at their regular rate for up to 9 hours of PD (an additional 4 for all new instructors). Employee Instructors claim attended PD hours within their ADP timesheet entered as "PD Meeting Hours".

NEW INSTRUCTORS

REQUIRED SESSIONS FOR NEW INSTRUCTORS

NEW INSTRUCTOR INSTITUTE

How do I plan my program day? How do I make my program engaging and fun? How can I create an inclusive environment? At New Instructor Institute, Instructors will learn tools and expectations for program quality basics, great program day structure, and how to cultivate brave, supportive, and engaging program spaces for teens. Instructors will have a chance to hear from veteran instructors on how to flow through a program day and learn the expectations and framework for Youth Program Quality. Join us for answers to key program questions!

New Employee instructors should complete an I9 to attend. **This session is required for all new instructors.**

VIRTUAL

Thursday, August 31

4:00PM - 6:00PM

[RSVP HERE](#)

[Zoom Link](#)

IN PERSON

Saturday, August 26

9:30AM - 12:00PM

Lutz Center

3435 N. Cicero Ave.

Chicago, IL 60641

[RSVP HERE](#)

INSTRUCTOR ADMINISTRATIVE REVIEW

Wednesday, August 30, 4:00PM - 6:00PM (VIRTUAL)

At the Instructor Administrative Review, you will receive an introduction to all the administrative and technology basics you will need as an instructor. How can teens apply for my program? What should I know about Cityspan (our attendance and administrative platform)? How do I use my Google email to communicate with teens? Join us for answers to these key questions!

Employee instructors should complete your I9 to attend. **This session is required for all new instructors and encouraged for instructors who may need a refresher.**

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

NEW INSTRUCTOR MIDSESSION MEETING

Wednesday, November 1, 11:00AM - 12:00PM (VIRTUAL)

Running an After School Matters program is hard work! We understand it's your first session with us and we are here to support you along the way. Take time to reflect and connect with other new instructors as we gather in community to learn best practices, share exciting program highlights, and plan for the rest of the Fall session.

This session is recommended for all new instructors.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

SPECIALIZED SESSIONS

3
HOURS

Attend Branch
Community of
Practice

2
HOURS

Attend Program
Specialist
Coaching Meetings

PROGRAM SPECIALIST COACHING MEETINGS (2 HOURS)

Coaching is a continuous process that uses strengths-based, data-informed feedback to identify and support targeted improvements to program facilitation with the goal of improving program quality.

Start Up Meeting: Your Program Specialist will be meeting with you to discuss ASM Updates, your program logistics and data to develop a goal from an area of growth for the program session.

Coaching Check Ins: After observing your program, your program specialist will provide a space for reflection, feedback, and support to your program. Your program specialist will support your goals by identifying and sharing tools and resources.

YOUR PROGRAM SPECIALIST WILL SHARE MORE DETAILS ABOUT SCHEDULING THESE MEETINGS

PROGRAMS COMMUNITY OF PRACTICE (3 HOURS)

Let's continue to collaborate in community and support each other this Fall! Community of Practice meetings allow you to share ideas, collaborate, ask questions, swap resources and make connections with other instructors as we navigate programming. Each branch will facilitate their community of practice meeting(s) for instructors. *You are required to attend ALL community of practice meetings.*

YOUR PROGRAM SPECIALIST WILL SHARE MORE DETAILS ABOUT THESE SESSIONS

ONGOING SUPPORT & OFFICE HOURS

(Attendance at an office hour can be counted towards 1 PD Meeting Hour)

During programs, ongoing support will also be available for:

- **Program Quality & Admin Support Office Hour:** Have questions about Google tools, program quality, and other program resources? Click this link to schedule a meeting with Maranielly Vazquez, Director of Learning Communities, for program quality related supports.
- **Counseling Resources and SEL office hours:** Sign up for instructional advice, curriculum input, or situation-specific advice from our counseling partners at Adler. Send an email to sel@afterschoolmatters.org to schedule!

WORKSHOP THEMES



Healing and Trauma-Informed Practice

Topics involving mental health, trauma informed care, and healing centered practices that are meant to provide tools to support our work with young people.



Anti-Oppression and Restorative Practice

Topics involving the understanding and eradication of systems of oppression that impact our young people such as colonialism, racism, sexism, homophobia, transphobia, classism, adultism, and ableism.



Youth Program Quality

Topics involving youth program quality methods and MHA Skills which teach how to build safe, supportive, interactive, & engaging environments in which young people can learn skills to thrive.



Connection and Collaboration

Topics involving preparation and planning supported by our Instructor Mentors. These sessions create a space to discuss best practices to run a high quality After School Matters program.

REMINDER: Instructor budgeted PD Meeting hours are set up to allow you to attend 6 total hours of PD programming. *Do not exceed these hours.*

PD Meeting hours can only be applied to ASM Professional Development workshops and support listed in this menu.

***New Instructors have 4 additional PD Meeting Hours.**

FALL WORKSHOP SERIES

2 HOURS

Pick a workshop from the Workshop Series to attend

2 HOURS

Attend the Youth Work Methods: Active Learning workshop



ASK - LISTEN - ENCOURAGE Required for all Fall Instructors



Are you communicating with teens in a way that makes them feel supported and heard? This interactive workshop introduces various communication techniques that help you build more supportive, youth-centered relationships. Participants will learn how to ask more effective questions, to listen actively to youth, and offer youth encouragement rather than praise. You'll learn to build supportive, youth-centered relationships by asking effective questions and listening actively.

ALL INSTRUCTORS ARE REQUIRED TO ATTEND THIS PD SESSION.

IN PERSON OPTIONS

September 5
4:30 p.m. – 6:30 p.m.
Lutz Center
3435 N. Cicero
Chicago, IL 60641
[RSVP HERE](#)

September 6
10:00 a.m. – 12:00 p.m.
Gately Center
10201 S Cottage Grove Ave.
Chicago, IL 60628
[RSVP HERE](#)

September 8
1:00 p.m. – 3:00 p.m.
Gallery 37
66 E. Randolph Ave.
Chicago, IL 60601
[RSVP HERE](#)

VIRTUAL OPTIONS

September 7
12:00 p.m. – 2:00 p.m.
[RSVP HERE](#)
[ZOOM LINK HERE](#)

FALL WORKSHOP SERIES

2
HOURS

Pick a workshop
from the Workshop
Series to attend

2
HOURS

Attend the
Youth Work Methods:
Active Learning
workshop

RELATABILITY EQUALS RETAINABILITY: PLANNING ENGAGING PROGRAMS

Monday, September 18, 3:00 p.m. – 5:00 p.m.



How can we make our programs relatable in order to retain our teens? Youth engagement happens when young people participate in meaningful opportunities that build on their strengths, supports their belonging to the space and challenges their learning. To have an engaging program we need to start with a great plan. In this session, we will review our program planning tool and strategies for planning a great engaging program session. We will also hear tips and tricks for planning from other great providers. Time is precious, so instructors will also have time in-session for curriculum planning.

Presenter Bio: Maranielly Vazquez of the ASM Professional Development team in partnership with Instructor Mentors from throughout the organization. Maranielly Vazquez has worked with After School Matters for over seven years and has worked in the out of school education field for over ten years. She has an M.Ed in Educational Psychology for Youth Development from UIC and is the Director of Learning Communities at After School Matters.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

BEING A MENTAL HEALTH ADVOCATE

Wednesday, September 20, 10:00a.m. – 12:00p.m.



In this session, you will learn to recognize the signs and symptoms of mental health related concerns for teens and the tangible ways you as an instructor can support them when in distress. Specifically, the ACHS team will discuss ways to support teens who are experiencing suicidal thoughts and feelings by providing you with actionable ways to offer support. Together, we will work through real-life scenarios to practice and empower you to feel more equipped when handling difficult situations. At the end of the workshop, you will walk away with a toolkit of mental health resources, coping skills to share with teens, and knowledge of the mandated reporting requirements.

Presenter Bio: The workshop will be led by Adler Community Health Services (ACHS) interns/extern who provide clinical and community mental health services informed by the core values of Adlerian theory and the mission of Adler University.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

SEL & WELLNESS IN YOUR PROGRAM: SELF REFLECTION AND EQUITY IN SEL

Thursday, September 28, 5:00p.m. – 7:00p.m.



Wellness and equity are the keys to creating a program environment in which everyone thrives. This workshop introduces the foundations and fundamentals of effective Social-Emotional Learning practices that center equity and support wellness. Participants will define and explore SEL and all of its competencies, identify the characteristics of effective SEL practitioners, as well as assess their program's current state related to SEL Instruction and Integration.

Presenter Bio: Ayeshia Johnson-Garrett, Impact Manager for NewRoot Learning Institute embedded Grow Partner, is also a member and advisor of the CUG Steering Committee for the Coalition on Urban Girls (CUG). She has deep experience in schools, OST program management, organizing school improvement campaigns, and facilitating and coaching culture-building frameworks, focusing on SEL skill-building and responsive approaches, school and district culture and climate, and educational equity. Cindy Degand (she/her/hers) joined the NewRoot team in 2004 and is an Impact Coach supporting professional learning and curriculum development. Cindy taught for 10 years at Manley High School in Chicago, where NewRoot (formerly Umoja) was founded. Cindy attended DePaul University where she earned a B.A. in Social Science and an M.Ed. in Reading and Learning Disabilities, and holds professional educator licenses in secondary education, learning disabilities, and as a learning behavior specialist. In addition to her work at NewRoot, Cindy also supports preservice teachers as a University Supervisor at DePaul University.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

FALL WORKSHOP SERIES

2
HOURS

Pick a workshop
from the Workshop
Series to attend

2
HOURS

Attend the
Youth Work Methods:
Active Learning
workshop

NURTURING BRAVE SPACES FOR LGBTQIA+ TEENS

Tuesday, October 3, 10:00 a.m. – 12:00 p.m.



In this workshop we dive deeper into how we "pour honey" or nurture a brave inclusive program space. We will unpack ideas, beliefs and behaviors centered on LGBTQ+ allyship. We will also discuss how these can be integrated into your instructor practice. You will leave with best practices and resources to develop more inclusive spaces. This workshop is based on the H.E.A.L (Honey, Education and Love) Un-Academy which is a workshop series intended to be a space to unpack, unhealthy generational patterns.

Presenter Bio: Dorian A. Ortega is a licensed clinical professional counselor (LCPC) and founder of F.L.Y. Radical Therapy, LLC. First Love Yourself (F.L.Y.) Radical Therapy is a mental health practice featuring therapeutic approaches centering BIPOC (Biracial, indigenous and people of color) and LGBTQIA+ individuals and loving yourself through collective social liberation awareness, healing for yourself, with each other, and helping others to achieve the same. F.L.Y. Radical Therapy is inspired by liberation, womanist and multicultural psychology.

David Gauna of the ASM Professional Development team in partnership with Instructor Mentors from throughout the organization. David is an artist, youth educator, and community activist in Chicago and is the Professional Development Specialist at After School Matters.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

CULTIVATING JOY THROUGH COMMUNITY

Tuesday, October 26th 10:00 a.m. – 12:00 p.m.



How are we prioritizing laughter & play within our programs? How are our community program providers connecting young people to important resources and opportunities? What are best practices for creating space for teen leadership? Check-ins, community builders, and reflection activities are some of the key components to cultivating joy within our programs. Together, we'll hear from our youth panel, made up of teen leaders from some of our program providers, to learn about their favorite ways to cultivate joy and what types of community builders resonate most. Instructors will be encouraged to look at their program curriculum, activities, and structure to plug joy, laughter, and play.

Presenter Bio: David Gauna of the ASM Professional Development team in partnership with Instructor Mentors from throughout the organization. David is an artist, youth educator, and community activist in Chicago and is the Professional Development Specialist at After School Matters.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

FALL WORKSHOP SERIES

2
HOURS

Pick a workshop
from the Workshop
Series to attend

2
HOURS

Attend the
Youth Work Methods:
Active Learning
workshop



EMBRACING YOUR SKILLED SOUL THROUGH MHA (IN PERSON @ LUTZ CENTER)

Friday, October 27th, 10:00 a.m. – 12:00 p.m.

"When I discover who I am, I'll be free." – Ralph Ellison. As youth workers, we have the extraordinary opportunity and responsibility to support youth on their soul journey of self-discovery towards freedom and power. During this journey, youth develop skills that not only unlock opportunities, but also help them overcome obstacles. But too often, youth are unaware of their strengths and lack the confidence necessary to fully manifest their power. MHA Labs was created to help every person on the planet to be a skills advocate in a youth's life. This workshop will give every ASM instructor EASY steps to embracing the unique skills power of their own program.

Presenter Bio: Leslie Beller is a lifetime advocate for youth power and collective impact using her role as both social entrepreneur and civic leader to create equitable opportunities for youth. Over the last decade, Leslie steadfastly stewarded the MHA Labs initiative into a robust diverse community centered on youth identity, power and skills. As MHA Labs founder and chief designer, Leslie has consistently pushed the boundaries of education and workforce to address systemic forces of oppression that minimize and suppress the extraordinary power of Black, Brown and Indigenous youth.

Click [here](#) to sign up using your ASM email. This will occur at the Lutz Center for ASM (3435 N. Cicero Avenue).

FIRST LOVE YOUR WORDS – RADICAL SELF CARE

Wednesday, November 15, 1:00 p.m. – 3:00 p.m.



As we move into another year of recovering from a global pandemic while continuing to serve teens through programming and navigating a hybrid transformation in our various environments, this workshop encourages ways to take a moment, a pause. We know that the pandemic has disproportionately impacted the mental health of BIPOC communities and with the new wave of mental health awareness, it is imperative to continue to unlearn and learn together ways to care for ourselves as we care for others. This F.L.Y. (First Love Yourself) will focus on the first theme, "Feeling Words" and will include ways in which we identify emotions, how to use non-violent ways to communicate feelings and will include an accessible creative writing practice. This work is meant to continue a conversation wherever it belongs in your program spaces.

Presenter Bio: Dorian A. Ortega is a licensed clinical professional counselor (LCPC) and founder of F.L.Y. Radical Therapy, LLC. First Love Yourself (F.L.Y.) Radical Therapy is a mental health practice featuring therapeutic approaches centering BIPOC (Biracial, indigenous and people of color) and LGBTQI+ individuals and loving yourself through collective social liberation awareness, healing for yourself, with each other, and helping others to achieve the same. F.L.Y. Radical Therapy is inspired by liberation, womanist and multicultural psychology.

Click [here](#) to sign up using your ASM email and [here](#) to join the workshop.

DESIGN PROCESS



Our fall professional development menu was designed based on instructor, staff and teen input. We also consult with local out of school time adult education partners to incorporate themes and best practices from the youth development field.

- In the instructor surveys, top requested areas based on Spring 2023 surveys were (in order) Mental Health related topics for teens related to Healing and Trauma (62.2%), Mental Health related topic for instructors related to Self-Care and Burnout Recovery (47.7%), Youth Development best practices (37.8%), inclusive practices to engage & support teens with disabilities (36%), and time to work with other instructors in their content area (36%).
- In exit slips, instructors were most interested in having learning opportunities related to Mental Health such as supporting teens during crisis, how to support behavior concerns in spaces. Many instructors shared that they most enjoyed sharing space with other instructors to connect and collaborate on best practices surrounding methods of recruitment, program planning, self care, and other teen related supports.
- In branch dialogues, staff suggested PD opportunities for instructors related to understanding incident protocols, behavior support methods, supporting program structure and planning.

SPRING 2023 INSTRUCTOR SURVEY FEEDBACK ON PD DELIVERY:

- About 56% of instructors expressed they preferred ASM professional development options to remain largely online. With 34% indicating they would prefer a mix of online and in person options.
- Instructors were also surveyed about their preference in times of day for professional development. Most instructors preferred the 10a-12p timeslot (52.6%) for virtual trainings and 4p-6p for in person trainings (35.1%) but overall the data was spread almost evenly across timeslots for both virtual and in person options. For fall we are accommodating for this with varied workshop times.

