



2022 Virtual Office Assistants Program

Questions? Emmi Harward, eharward@accisnet.org

ALL Zoom links will be shared in the OAP website that will be emailed on **Friday, 3/11**

NOTE FOR YOUR SUPERVISORS - We strongly encourage attendees, with the support of your supervisors, to secure a quiet, dedicated space to engage in the program. If that isn't your desk/workspace, please share this with your supervisor so they can help you in locating a better space in which to participate. **THANK YOU!**

All times below are **EASTERN** - *website lists ET and PT*

Tuesday, March 15

11:00 am ET	Welcome and goals
11:30 am - 12:15 pm ET	first Cohort session/small group introductions
12:15 - 12:30 pm ET	BREAK
12:30 - 1:30 pm ET	Bringing Your Full Self to Work: How Who We Are Can Impact What We Do <i>David Thompson, Director of Diversity, Equity, Inclusion & Justice, The Bishop's School</i>
1:30 - 2:00 pm ET	BREAK
2:00 - 2:40 pm ET; 2:45 - 3:25 pm ET	Discussion Topics in breakouts - TWO 45 minute sessions <i>Open discussion within self-chosen groups on topics drawn from your survey responses!</i>
3:30 - 4:00 pm ET	Full group session - debrief the day

Wednesday, March 16

11:00 am ET	Optional Guided Meditation, led by Kelsey Leigh, Shady Side Academy <i>Join our informal meditation session – no experience necessary! The session will offer a nourishing, no-pressure opportunity to enjoy a few minutes of guided and/or silent meditation. Possible benefits include stress reduction, an increased sense of well-being and community, and a clearer, more focused mind.</i>
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Wednesday, March 16, con't

11:30 am ET Regroup, follow up from yesterday; one-word mood/feeling/status in chat

12:00 - 1:00 pm ET Platform Sessions - CHOOSE ONE presentation below:

Scoir for Grades 11-12: End of Year Checklist

Keegan Woyurka, Customer Success Manager

Learn how to prepare your juniors for the college application process in Scoir, from surveys and letters of recommendation to scheduling visits in the calendar and reporting outcomes! We'll also share best practices for helping your seniors finish the year off strong (including recording outcomes and reporting).

MaiaLearning Demo

Phil Roybal, Vice President for Marketing

MaiaLearning builds college and career readiness for grades 6–12 in over 70 countries. This session will demonstrate how it empowers students and supports the counselors and administrators who guide them.

Empowering Each Member of the Counseling team Through Cialfo

Rachel Levine and Musie Woldeab, Growth & Partnerships Managers

Join Cialfo as we walk through a year in the life of an office assistant and offer tips and resources to help make your lives easier and your jobs more efficient. From new students being added to your database to handling the inevitable late transcript requests with ease, Cialfo makes the college application process simpler and more enjoyable for the whole support team. Plus, meet some of the friendly Cialfolks who will be with you every step of the way! We will cover the power of bulk actions in Cialfo, handing transcript requests and document uploads with ease, and pulling impressive reports for your whole schools

Naviance Updates, eDocs Best Practices, and Q&A

Dana Bulba, Senior Education Impact Consultant

This session will provide an overview of Naviance best practices and product updates to assist with college applications, scheduling college visits, importing student data, and the student log-on process. We will also go into depth reviewing the most frequently asked questions (& answers) tied to the new Common App one-and-done feature and other eDocs updates. Participants should come prepared with any/all Naviance-related questions.

1:00 - 1:30 pm ET **BREAK**

1:30 - 2:15 pm ET Cohort discussions

2:15 - 2:30 pm ET **BREAK**

2:30 - 3:00 pm ET Closing (whole group)

THANK YOU to our cohort leaders!

Jill Bansal, Kim Davis, Adriana Flores, Rachael Garcia, Kelsey Leigh, Amanda Lem, Annie Oxenhandler, Wendy Robbins, and Terry Tuttle.