CO PROVIDER ONBOARDING PLAN

RECOMMENDED CO PROVIDER ONBOARDING PLAN

CORE's Recommended CO Provider Onboarding Plan includes four phases. Each phase applies a combination of online and in-person training and development activities to be completed by a new CO provider with supervisor guidance.

PHASE I: ORIENT

This phase is an opportunity for a new CO provider to establish foundational knowledge on refugee resettlement and the role of CO. The supervisor should work to ensure proper time is allotted for the new CO provider to complete these activities, as well as make himself/herself available for follow-up check-ins as necessary. This phase may also include an organizational overview if not provided elsewhere during the organization's usual onboarding process.

Activities	Assigned	Deadline	Completion Date	Signature
Complete organization orientation (as applicable)	Both			
Register for **CORE's Online Courses**	CO Provider			
Complete the following online courses through CORE: • *The Refugee Resettlement Journey* • *Introduction to CORE*	CO Provider			
Conduct one-on-one check-in on learning and discoveries	Both			
Other (fill in additional items as necessary)				

PHASE 2: EXPLORE

After the new CO provider has established foundational understanding of refugee resettlement and the role of CO, he/she should begin to explore more of the intricacies of implementing and delivering CO with his/her supervisor's guidance. Throughout each phase, the supervisor should continue to engage the new CO provider around learning and discoveries via check-ins.

Activities	Assigned	Deadline	Completion Date	Signature
Complete the following online courses through CORE: • *Cultural Orientation Defined* • *Know Your CO Objectives and Indicators*	CO Provider			
Review relevant CO curricula and assessment materials, including, but not limited to: • **Welcome to the United States: A Guidebook for Refugees** • **Pre-Departure CO Learning Assessment Toolkit** • **Making Your Way: A Reception and Placement Curriculum** • **The Cultural Orientation Assessment Handbook**	CO Provider			
Observe delivery of CO	CO Provider			
Conduct one-on-one check-in on learning and discoveries	Both			
Other (fill in additional items as necessary)				

PHASE 3: DEVELOP

In the third phase of the onboarding plan, the new CO provider can begin to develop his/her skills in CO delivery. Communication and collaboration with the supervisor is still critical during this phase to reinforce learning and support professional development.

Activities	Assigned	Deadline	Completion Date	Signature
Complete the following online courses through CORE: • *Build a Lesson Plan for Any Context* • *Working Effectively with Interpreters*	CO Provider			
Observe interpreter interaction	CO Provider			
Conduct one-on-one check-in on learning and discoveries	Both			
Practice delivering CO (co-facilitation)	Both			
Conduct one-on-one check-in following co-facilitation	Both			
Other (fill in additional items as necessary)				

PHASE 4: ADVANCE

During the final phase of onboarding, the CO provider has the opportunity to develop his/her skills further. The supervisor should encourage advancement and communicate with the CO provider on his/her overall progress.

Activities	Assigned	Deadline	Completion Date	Signature
Complete CORE's online courses under Principles of Teaching	CO Provider			
Review **Six Principles of Adult Learning, Student-Centered Learning and Cognitive Load and Memory Posters**	CO Provider			
Conduct one-on-one check-in on learning and discoveries	Both			
Supervisor observes CO delivery	Both			
Feedback session after CO delivery	Both			
Complete CORE's online courses under Manage Your CO Classroom	CO Provider			
Conduct one-on-one check-in on learning and discoveries	Both			
Other (fill in additional items as necessary)				

Cultural Orientation Resource Exchange

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