



AFTER SCHOOL **matters**®

## SUMMER 2023 WORKSHOPS

FOUNDATIONS OF YOUTH WORK

### What am I required to attend?

Each instructor must attend 7 total hours of PD as part of their work with ASM:

**2**  
HOURS

Structure and Clear Limits:  
Strategies for Creating a  
Safe and Productive  
Learning Environment  
(REQUIRED)

**2**  
HOURS

Pick a workshop  
from the Workshop  
Series to attend  
(REQUIRED)

**3**  
HOURS

Attend branch  
Community of  
Practice (REQUIRED)

### New Instructors

**3**  
HOURS

New Instructor  
Institute

**2**  
HOURS

New Instructor  
Admin Training

**1**  
HOUR

Instructor  
Mid-Session  
Meeting

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 Webinar 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](https://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, please contact [professional.development@afterschoolmatters.org](mailto: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 7 hours of PD (an additional 6 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 please complete your I9 to attend. **This session is required for all new instructors.**

### VIRTUAL

Thursday, May 4

4:30PM - 6:30PM

[Zoom Link](#)

[Google Calendar Invite](#)

### IN PERSON

Wednesday, May 25

3:30PM - 6:30PM

Lutz Center

3435 N. Cicero Ave.

Chicago, IL 60641

[RSVP HERE](#)

### NEW INSTRUCTOR ADMIN TRAINING

Wednesday, May 3, 4:30PM - 6:30PM (VIRTUAL)

At the New Instructor Admin Training, you will receive an introduction to all the administrative and technology basics you will need as a new 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!

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

Click [here](#) to join and [here](#) to add to your Google calendar.

### NEW INSTRUCTOR MIDSESSION MEETING

Wednesday, July 19, 5:00PM - 6:00PM (VIRTUAL)

Running an After School Matters summer 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 discuss your first couple weeks.

**This session is required for all new instructors.**

Click [here](#) to join and [here](#) to add to your Google calendar.

# SPECIALIZED SESSIONS

## PROGRAMS COMMUNITY OF PRACTICE (3 HOURS)

Let's continue to collaborate in community and support each other this Summer! 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 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? Send an email to [professional.development@afterschoolmatters.org](mailto:professional.development@afterschoolmatters.org) to schedule a meeting with the PD Team.
- **Counseling Resources and SEL office hours:** Sign up for instructional advice, curriculum input, or situation-specific advice from our counseling partners at Adler. Email [sel@afterschoolmatters.org](mailto: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 the youth work methods of youth program quality which teach how to build safe, supportive, interactive, & engaging environments in which young people can thrive.



## Connection and Collaboration

Topics involving preparation and planning typically led by our Instructor Mentors that 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 7 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 6 additional PD Meeting Hours.**

# SUMMER WORKSHOP SERIES

2  
HOURS

Structure and Clear Limits:  
Strategies for Creating a  
Safe and Productive  
Learning Environment  
(REQUIRED)

2  
HOURS

Pick a workshop  
from the Workshop  
Series to attend  
(REQUIRED)

## CULTIVATING JOY WITHIN PROGRAM RITUALS

Tuesday, May 30th 4:30 p.m. – 6:30 p.m.



How are we prioritizing laughter & play within our programs? We're continuing to build and rebuild community within our programs alongside our teens after years of virtual programming. Check -ins, community builders, and reflection activities our key components to cultivating joy within our programs. Together, we'll reconnect to our favorite community builders and energizers. We'll learn new activities to lead from veteran mentor instructors. Instructors will be encouraged to look at their curriculum, program activities, and overall organizing 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 join and [here](#) to add to your Google calendar.

## RESTORATIVE CONVERSATIONS: CENTERING COLLECTIVE DIGNITY & HUMANITY

Friday, July 21, 10:00 a.m. – 12:00 p.m.



Recommended for Veteran Instructors! In this session, we will learn how Restorative Practices look in program spaces. This session will not only support instructors in understanding how they can use Restorative Practice to reframe conflict but more importantly, support instructors in developing the skills necessary to curate safe human-centered experiences. How can we utilize these practices, even in challenging moments? How do we continually encourage healing, forgiveness, and reconciliation in our work with young people? How can we promote these practices amongst youth in the heart of our communities dealing with so much conflict? In this workshop participants will learn to incorporate methods to encourage community and reconciliation.

**Presenter Bio:** Terrence Pruitt (Project Restore Initiative) engages in healing justice and radical healing by using healing-centered engagement to support organizations and practitioners in their efforts to examine and address the dehumanizing impact of the disparities and inequities that so often create obstacles to overall well-being for students and communities.

Click [here](#) to join and [here](#) to add to your Google calendar.

## STRUCTURE AND CLEAR LIMITS: STRATEGIES FOR CREATING A SAFE AND PRODUCTIVE LEARNING ENVIRONMENT Required for all Summer Instructors



How do you prevent chaos in a youth environment without stifling youth's positive energy? Youth need structure and clear limits in order to feel safe. This interactive workshop helps participants analyze the level of structure in their programs and practice identifying and maintaining clear limits. This session will provide actionable strategies you can use your first day, your first week, and throughout your program to establish structure and clear limits in ways that are supportive and encourage youth voice and shared leadership. **All instructors are required to attend this PD session.**

### IN PERSON OPTIONS

### VIRTUAL OPTIONS

June 12  
4:30p.m. – 6:30p.m.  
Lutz Center  
3435 N. Cicero  
Chicago, IL 60641  
[SIGN UP HERE](#)

June 14  
3:00p.m. – 5:00p.m.  
Gately Center  
10201 S Cottage Grove Ave.  
Chicago, IL 60628  
[SIGN UP HERE](#)

June 16  
10:00a.m. – 12:00p.m.  
Gallery 37  
66 E. Randolph Ave.  
Chicago, IL 60601  
[SIGN UP HERE](#)

June 13  
10:00a.m. – 12:00p.m.  
[Zoom Link](#)  
[SIGN UP HERE](#)

June 15  
4:30p.m. – 6:30p.m.  
[Zoom Link](#)  
[SIGN UP HERE](#)

# SUMMER WORKSHOP SERIES

## MENTAL HEALTH MONTHLY



### SPOTLIGHT ON SUICIDE PREVENTION TRAINING

Friday, May 19, 2023 10:00a.m. – 12:00p.m.

This session is an interactive and hands-on learning experience going through the SPOT (Suicide Prevention & Outreach Training) program to gain proficiency in the top evidence-based tool for suicide prevention – the Columbia-Suicide Severity Rating Scale (C-SSRS). You will practice identifying and responding to suicide risk, and learn how to direct at-risk individuals to appropriate resources. Upon completion of the program, you will receive a certificate to showcase your skills and commitment to suicide prevention. **MUST SIGN UP TO ATTEND.**

**Presenter Bio:** The workshop will be led by Ting Gao, co-founder of Brain Health Bootcamp, a mental health nonprofit that collaborates with clinicians at Yale and Mt Sinai to develop evidence-based programming.

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

### YOUR HEALING AND WELLNESS JOURNEY

Thursday, July 13, 10:00a.m. – 12:00p.m.

Join us for Your Healing and Wellness Journey as we discuss our current mental wellness and self-care practices. We will discuss how to take care of ourselves so we can show up our best to take care of others. You'll walk away with information about mental health conditions, coping skills, and ways to expand social support.

**Presenter Bio:** Camesha L. Jones, LCSW is a Community Mental Wellness Changemaker who serves at the intersection of culture, community, and social justice. In 2020, she launched Sista Afya Community Care NFP, a nonprofit that provides free mental wellness care and education to women experiencing multiple barriers to care. Camesha strongly believes in eliminating barriers in the mental health field that people of diverse cultural backgrounds experience by creating affordable and accessible care that centers the well-being of the whole person.

Click [here](#) to join and [here](#) to add to your Google calendar.

### MENTAL HEALTH AWARENESS AND RESOURCES

Tuesday, June 20, 4:00p.m. – 6:00p.m.

This session will provide instructors with tools to recognize mental health symptoms, respond compassionately and empathetically, and feel empowered to refer teens to appropriate and available resources. In this session, instructors will learn more about their role as a mental health 'first responder,' and learn about resources for referrals including free individual mental health services available to all ASM youth through a partnership with Adler.

**Presenter Bio:** Adler Community Health Services (ACHS) provides clinical and community mental health services informed by the core values of Adlerian theory and the mission of Adler University.

Click [here](#) to join and [here](#) to add to your Google calendar.

### SALUD TO NORMALIZING THE CONVERSATION: RELEVANT & RESPONSIVE APPROACHES

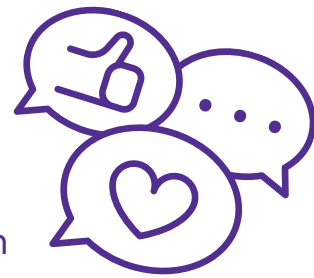
Wednesday, August 2, 4:00p.m. – 6:00p.m.

Join us for this workshop to get further information to assist you in further recognizing and centering agency, culture, relationships, and aspirations in while normalizing conversations. We will guide you to providing relevant and responsive approaches in regard to topics like mental health and trauma. "What if instead of relying on being resilient, we create a world that is less traumatic?"

**Presenter Bio:** Dr. Ricardo Camacho is a licensed bilingual psychologist, professor, and founder of Salud. Dr. Camacho is the proud son of two Mexican immigrants from the Pilsen community of Chicago. His work with Salud is rooted in culturally inclusive and responsive approaches to normalizing conversations about mental health and advancing health equity. Salud to normalization. "Vamos a normalizar nuestra salud mental."

Click [here](#) to join and [here](#) to add to your Google calendar.

# DESIGN PROCESS



Our summer professional development menu was designed based on instructor input, teen input, staff input, and in consultation with local OST adult education partners to incorporate themes and best practices from the field.

- In the instructor surveys, top requested areas based on Summer 2022 surveys were (in order) Mental Health related topics for teens related to Healing and Trauma, Mental Health related topic for instructors related to Self-Care and Burnout Recovery, Tools for Program Engagement, Building Relationships, inclusive practices to engage & support teens with disabilities, and time to work with other instructors in their content area.
- In exit slips, instructors were most interested in having PD opportunities related to Mental Health such as navigating healing discussions, how to have restorative conversations and how to incorporate youth voice and leadership in programs. Many instructors shared that they most enjoyed sharing space with other instructors to connect and collaborate on best practices surrounding methods of recruitment and planning, self care, and other teen related supports.
- In branch dialogues, staff suggested PD opportunities for instructors related to reframing conflict, relationship building, prioritizing joy in program, and being developing inclusive program environments for diverse needs and identities.

## SUMMER 2022 INSTRUCTOR SURVEY FEEDBACK ON PD DELIVERY:

- About 63% of instructors expressed they preferred for ASM PD options to remain largely online. With 33% indicated that they would prefer mainly online and some in person opt in opportunities.

