



Welcome to your New Employee Training journey



Everyone at the OYA Training Academy is committed to all new employees being successful in their job. Whether you work directly with youth, or in a support role, your job will involve working with other people, so it is important to be aware of the agency mission and values, know how to solve problems, be flexible, and adapt to changing conditions. You will learn more than just rules and procedures on your training journey. It is our hope that you grow and develop knowledge and skills that will help you effectively work in situations where there might be more than one right answer.

Where is the Training Academy located?

We share space with the:

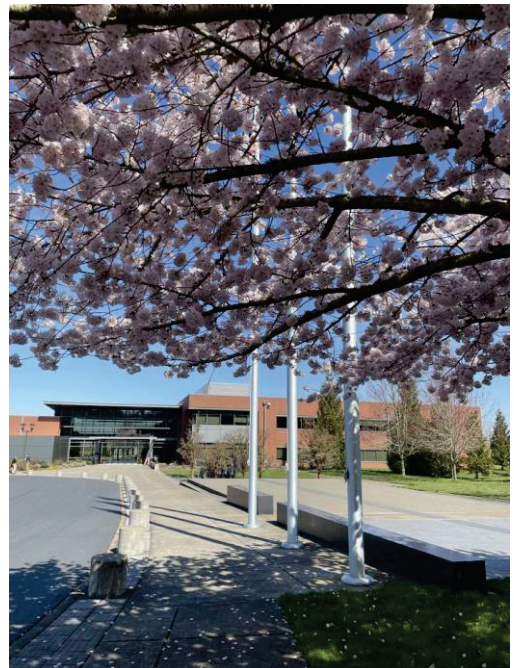
Oregon Department of Public Safety Standards and Training (DPSST)

4190 Aumsville Highway
Salem, Oregon 97317

General Phone: 503.378.2100

You can get here:

From the North | Take I-5 southbound to Salem. Take the OR-22/Santiam Hwy. exit-Exit 253. Cross over the top of I-5 and move into the middle eastbound traffic lane. Take Lancaster Dr. exit-Exit 2. Turn right onto Lancaster Dr. Lancaster Dr. turns into Aumsville Hwy. Cross straight through intersection with Kuebler Blvd. Pass Marion County Dog Control, Marion County Correctional Facility, and the Santiam Correctional Institute. Turn left in to the Oregon Public Safety Academy driveway.



From the South | Take I-5 northbound to Salem. Take the Kuebler Blvd. exit-Exit 252. Turn right onto Kuebler Blvd. and drive 2 miles. Turn right onto Aumsville Hwy. Pass Marion County Dog Control, Marion County Correctional Facility, and the Santiam Correctional Institute. Turn left into the Oregon Public Safety Academy driveway.

There is plenty of parking available on campus. You are welcome to park in any area that is not prohibited by signs or defined as off-limits. Participants staying in the dorms, avoid parking spaces that are reserved for DPSST staff or vehicles.

Check-in for training | Allow at least 10-minutes to check-in each day in the DPSST lobby of Building A (see DPSST Campus Map on page 7). A visitor's badge will be provided to you. Please sign the attendance roster when arriving to the classroom each day.

What will my training schedule look like?

New Employee Training (NET) starts at 8 a.m. on Monday of the first week. All OYA staff start on the first Monday at 8 a.m.

- **Central Office staff are with us the first week,** and will graduate from training on the first Friday of week 1 at 12 p.m.
- **Direct care staff will report to their worksites at the end of week 2.** The next two weeks are for on-the-job/shadowing training. Staff will then return to the Training Academy for one more week of classroom training.
- **Education staff will attend training on the first three days of the first week at 8 a.m.** and graduate on Wednesday of that week at 5 p.m.



The weekly training schedule: Monday-Thursday 8 a.m. to 5 p.m., Friday 8 a.m. to 12 p.m.

What questions have other participants typically asked?

Do I need to bring money?

If you are staying in the dorms, we will provide you a meal card which covers the cost of your meals at DPSST. Some beverages (i.e., energy drinks) are not covered by your meal card, and you need your own money for these options. You will need money if you plan to use the laundry facilities at DPSST.

If you are not staying in the dorms, money is needed to dine at the Dining Hall and for the coffee/tea station. Visa/Mastercard are accepted. You can bring your own lunch if you prefer.

Can I bring my own food and drink?

You are welcome to bring your own food and drink. If you would like to dine on-campus, reasonably priced meals are available at the Dining Hall (Campus Café).

Meals are served during the following hours:

- Breakfast: 6 a.m. to 8 a.m.
- Lunch: 11 a.m. to 1 p.m.
- Dinner: 5 p.m. to 7 p.m.

Reminder – All staff staying in the dorms will receive a meal card that covers the cost of breakfast, lunch, and dinner at DPSST.



Note – DPSST does not permit food in the classroom, but we will have regularly scheduled breaks. Drinks are welcome in the classroom with a lid.

What if I'm ill or have an emergency and cannot attend?

We understand that emergencies happen. We ask that you contact us to let us know. You can reach us by emailing academy.training@oya.oregon.gov or by calling our general number 503.378.3787. If by phone, please note office hours are M-F from 7:30 a.m. to 4 p.m.



What is expected of ME?

This handout is designed to help you:

- Prepare for the individual and group learning ahead
- Understand what is expected of you over the days and/or weeks of training
- Get the most out of this training experience by engaging in open, respectful, and inclusive conversations

The expectation is that you participate, share stories, ask for clarity, and seek out information for better understanding the day-to-day responsibilities and accountabilities of your job. Including, checking in and reaching out for support from your work team as appropriate.

Additionally, for your reflection, we offer these questions to consider: Are you ready to do this work? Are you willing to do this work? Are you committed to learning and changing?

What is expected of US?

In this learning space WE:

Network. This is an opportunity to expand your contacts. Mingle during breaks, speak with the presenters and fellow participants. They will be your coworkers and future resources at your job.

Get involved. Ask questions. Actively participate in discussions. If a presenter uses an unfamiliar term or acronym, you are encouraged to ask for a definition; other people in the class may not know either.

Take notes. Taking notes can help you process information, capture thoughts, and help you identify questions/ideas you might have related to your specific job location. Space has been provided in your workbook. After you have gained some experience in your position, refer to your notes to refresh your memory. Some things will make more sense after a few months on the job.

Apply what we learn to ourselves. As you learn new approaches and techniques, relate them to yourself and your job. You might be surprised to learn new ideas or skills that you can use across your personal and professional lives. Be willing to learn, evolve, and grow.

Are present. Stay present and avoid being distracted or multitasking based on other interests or demands. This includes being respectful of your peers by showing up on time each day and after breaks.

Speak from our own experience. Use "I" statements and respect one another's experiences. This includes being curious and listening to understand (not to respond) first.

Assume positive intent. Be mindful of what you say and how you respond to your training colleagues. As learning human beings, we are all going to misspeak and make mistakes.

Enjoy ourselves. Start relaxed and you will leave refreshed, recharged, and inspired. Our professional trainers are dedicated to building your skill and confidence levels. The goal of this training experience is to help you effectively perform your job.

***“There can be no learning without action,
and no action without learning.”***

-Reg Revans, Action Learning pioneer



What training space guidelines should I observe?

1. **Dress code for the classroom.** Wear your uniform (if applicable); no shorts; no jeans allowed at any time; no hats; and professional appearance always.
2. **Dress code for the gym/mat rooms.** No shorts: work-out pants are allowed, but nothing too tight or ripped. Shirts should not have logos or images. Wear comfortable non-skid shoes (i.e., athletic, lace up style shoes).
3. **No food of any kind inside the classroom.** Food can be eaten in the hallway or lobby. Drinks in the classroom must have lids.
4. **Cafeteria hours.** Breakfast from 6 am to 8 am; Lunch from 11 am to 1 pm; Dinner from 5 pm to 7 pm. Meal cards are provided to employees who are on travel status. You are encouraged to have lunch here and get to know employees from other areas of OYA.
5. **No smoking or tobacco on campus.**
6. **Employees MUST sign the roster every day.**
7. **Employees will only receive credit for the training courses they attend.** Any missed courses will be shared with their manager for future enrollment. If you cannot attend a required class for any reason, notify someone on the Training Academy team or call 503-378-3787. You should also notify your supervisor.
8. **Please be quiet in the hallways and other buildings. This includes being mindful of using appropriate language in these areas.** Respect other learners.
9. **Come to class with an open mind, prepared to learn.** You may bring your own supplies, or use the supplies provided in class.
10. **Be respectful of instructors and classmates.** Avoid electronic devices during class; listen and participate; pay attention to instructions; take notes.
11. **Stay healthy and get rest.** Use provided hand sanitizer; drink plenty of water before and after physical class sessions.
12. **Breaks.** Any class scheduled for three hours or more will include a break. Other break sessions have been built into the daily schedule.
13. **OYA Policies.** If you have credentials through another agency (i.e., nursing, teaching, contractors, etc.) you will be expected to abide by OYA policies. If you discover any conflicts, please notify the instructors immediately.

What should I know about staying in the dorms?



Check-In

The hours for check in at the DPSST dorms are 8 a.m. to 8 p.m. If you're checking in after-hours or on the weekend, you will receive additional information and a dorm code.

You will also be provided a meal card, which allows you to eat breakfast, lunch and dinner at the DPSST dining hall (*see hours of operation on page 2*).

What to bring with you

When staying in the DPSST dorms, the below items are NOT provided. We recommend bringing the following:

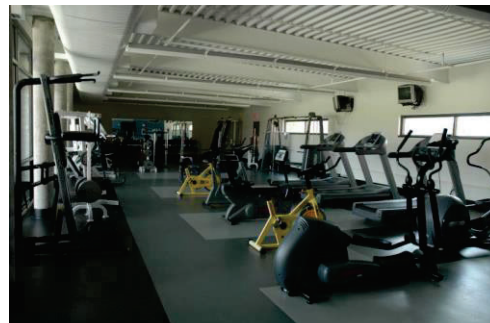
- Personal grooming items
- Bath towels
- Soap
- Extra blankets
- Alarm clock
- Pillow
- Wash cloths
- Toothbrush and toothpaste
- Clothes hangers
- Hairdryer
- Personal bedding

Dormitory services and participant responsibility

Each person assigned a room is responsible for the general maintenance of the room.

Participants will:

- Be responsible for making their own bed and keeping their living unit clean and orderly.
- Pick up and drop off linen near the dormitory reception desk. Clean bed linens will be provided on your arrival.
- Work out a rotation of bathroom cleaning duties between themselves.
- Provide their own towels and washcloths.
- Be informed of where vacuum cleaners and other cleaning supplies are located.



While you are staying, you will have access to several resources that will better assist you with your day-to-day business: Onsite washer/dryers (\$1 per wash or dry); Recreation room which includes, TV, pool and table tennis tables, along with a large selection of movies; Indoor fitness room and over 2 miles of running/walking trails.

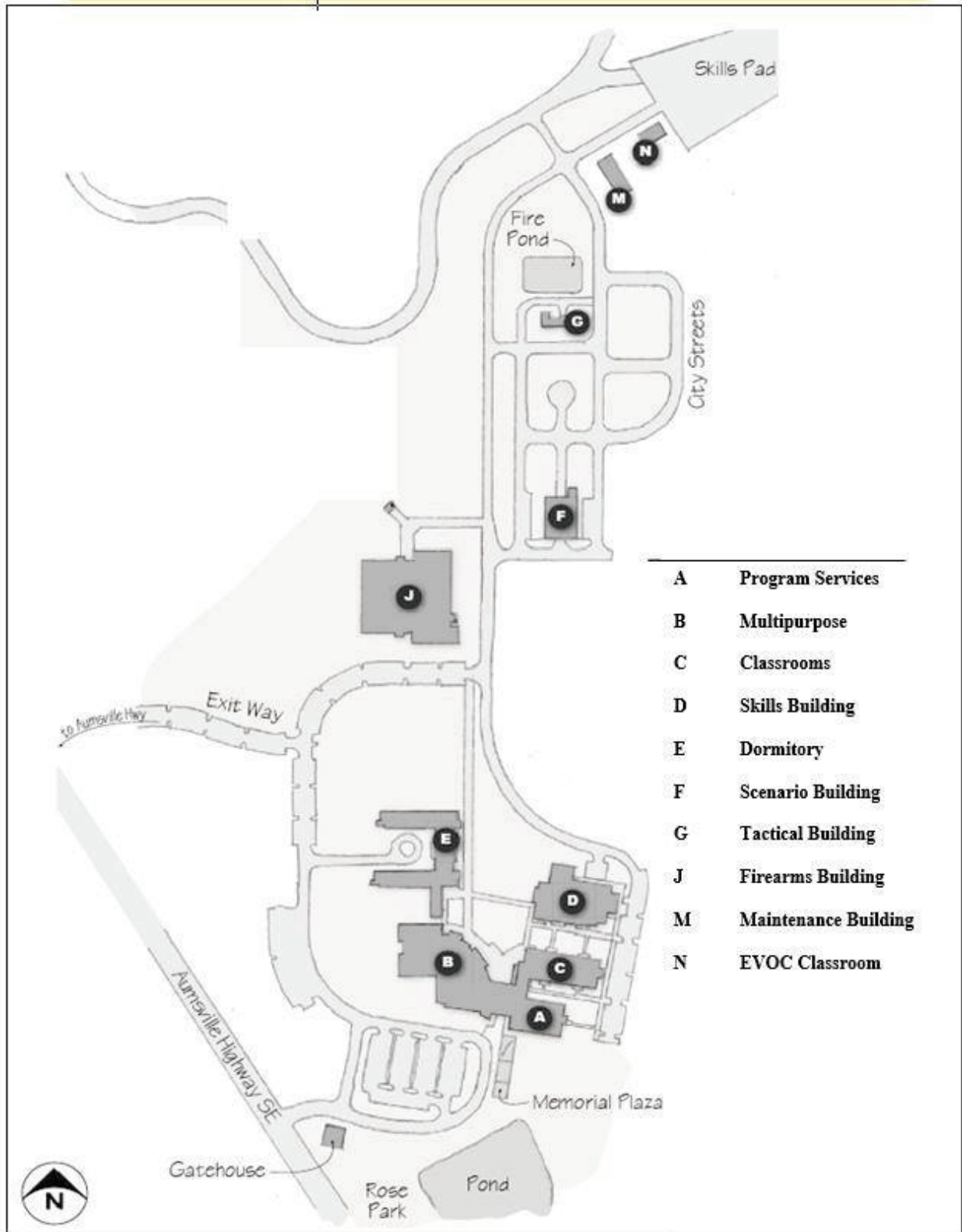


What is expected of me while staying in the dorms?

Each participant staying in the dorms is expected to adhere to the DPSST dormitory rules including:

- Only authorized personnel will reside in the dormitory.
- No room assignment change is permitted without prior approval of the Academy staff.
- Refrigerators, ice chests, or other cooling/heating devices are not permitted in dormitory rooms. Individuals that require a refrigeration unit for medications can check-out this device from Student Reception.
- Electrical appliances such as coffeepots or microwaves are prohibited.
- Participants are required to always keep housing areas clean. Clothing and personal items will be arranged neatly in closets or cabinets and beds shall be made.
- Participants are required to report, in writing, any damaged or missing items. Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted.
- Participants responsible for damage will be required to pay for the repair or replacement of the item.
- Visitors are permitted in the common areas only until 9 p.m. Visitors are not permitted in any of the dormitory living units. Participant co-visitation is allowed until 10:30 p.m., Sunday through Thursday.
- Visitors will be required to provide identity upon request of the Academy staff. Furthermore, participants receiving visitors must always remain with their guests. Visitors are not allowed to wander Academy grounds unescorted.
- Participants of the opposite sex are prohibited from entering or remaining in the room of another participant or staff person, unless it is a documented bona fide emergency that is life threatening in nature.
- Participants are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 9 p.m. and 6:30 a.m., Sunday through Thursday.
- Smoking is prohibited in the dormitory and on all DPSST grounds.
- Motor vehicles will be parked in designated parking areas only. DPSST is not responsible for any theft or damage to vehicles.
- DPSST staff will conduct an exit inspection of each room on the final day of training.
- Participants must be cleared out of assigned room, with keys turned into the Student reception desk by 8 a.m. on day of departure. Individual participants and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All participants of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific individual or individuals. Unreported damage or items discovered as missing are the responsibility of room participants.
- Participants shall use the pay phone for a maximum of 15 minutes on any single call.
- Participants are expected to pick up after themselves and maintain a clean area.

DPSST CAMPUS MAP



DPSST Fitness Trails

Orange Trail

Ridge & Parking Lot
~1 mile loop

Green Trail

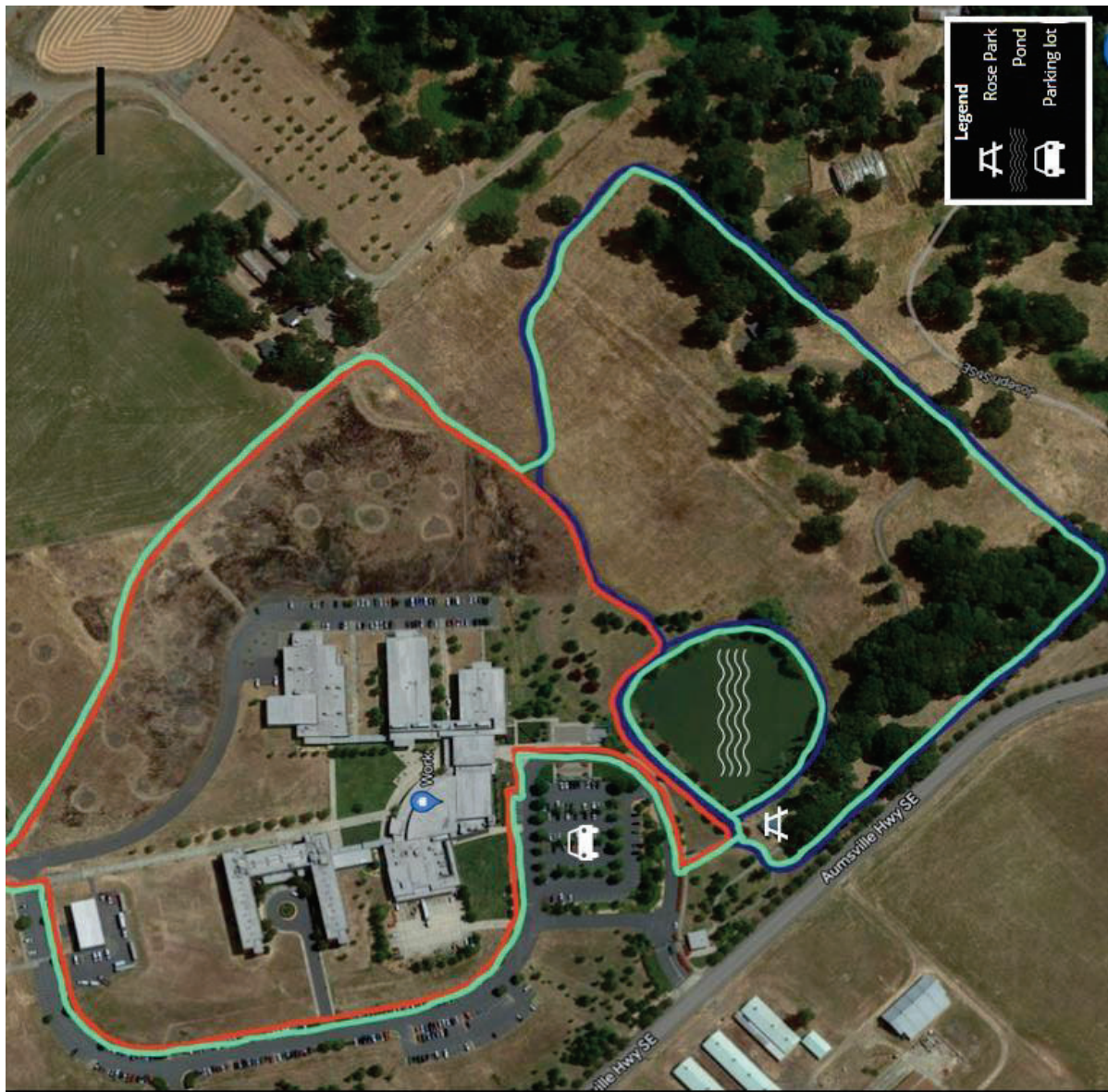
Pond, Oak Hill, Ridge, & Parking Lot
2x = ~5K

Blue Trail

Rose park, oak hill, & 1.25x pond
~1 mile

Pond

4x around the pond
~1 mile





The OYA Training Academy is here for you!

The mission of the Oregon Youth Authority Training Academy (OYATA) is to create, manage, evaluate, and deliver competency based professional development curriculum in sequenced programs, along with advising agency employees and community partners on innovative and proven practices that support the mission of OYA.

Our vision is to be the preferred collaborative resource for agency employees and partners to develop the skills and attitudes needed to support youth in becoming productive members of the community.

OYATA provides on-going training and professional development opportunities both in the classroom and online.

OYA Training Academy Director

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Administrative Support

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General Information	OYATraining@oya.oregon.gov	

OYA web page: <https://oya.sharepoint.com/sites/training>

Public web page: <http://www.oregon.gov/oya/OJTA/Pages/index.aspx>

Training Academy Broker Assignments Snapshot

José	Director's Office, Business Services, Development Services, Facility Leadership
Chris	Camp Florence, Business Services, Health Services, Nutrition Services and Central Warehouse, Organizational Development
Heather	Community and Field Services, County Juvenile Departments
Ed	Tillamook YCF, Camp Tillamook
Caleb	Eastern Oregon, Rogue Valley, Riverbend
Kristianna	Oak Creek
Travis	MacLaren