

Lesson 5 – Words of Wisdom Letter to New Staff Member

Monday, April 27, 2020 5:06 PM

Words of Wisdom - Leave a note for the staff that will take your place, let them know what they should do, shouldn't do, things to be aware of and to beware, pitfalls, epiphanies, anything you can tell them to help them transition into a job that can best be understood from the point of view of having been there.

REQUIREMENTS:

1. Any kind of text document like Word in Office 365, name, date, staff position (staff member, editor, camera manager, etc.)
2. What did your job entail (what were your duties, what did you have to do in this position, what was expected of you)
3. Problems you ran into
4. Hints/suggestions for how to make things go smoothly
5. What surprised you about being on the staff?
6. Generally, we need tips, tricks, hints, ideas, what to expect, how to make it fun, how to get along, how to be a family, how to be efficient, how to talk to teachers/coaches, what to avoid going into a classroom, etc. Any secret wisdom you can share
7. Also, don't be afraid to leave suggestions for McCoy so she can do better, too! 😊

TURNING IN:

- Name your document WORDS OF WISDOM YOUR NAME.
- Upload the document to Microsoft Teams for this assignment, or turn in a printout.

WHAT AM I LOOKING FOR?

You have clearly put thought and effort into your responses/advice, your suggestions are specific to the topics, and your personal voice and perspective shows through.