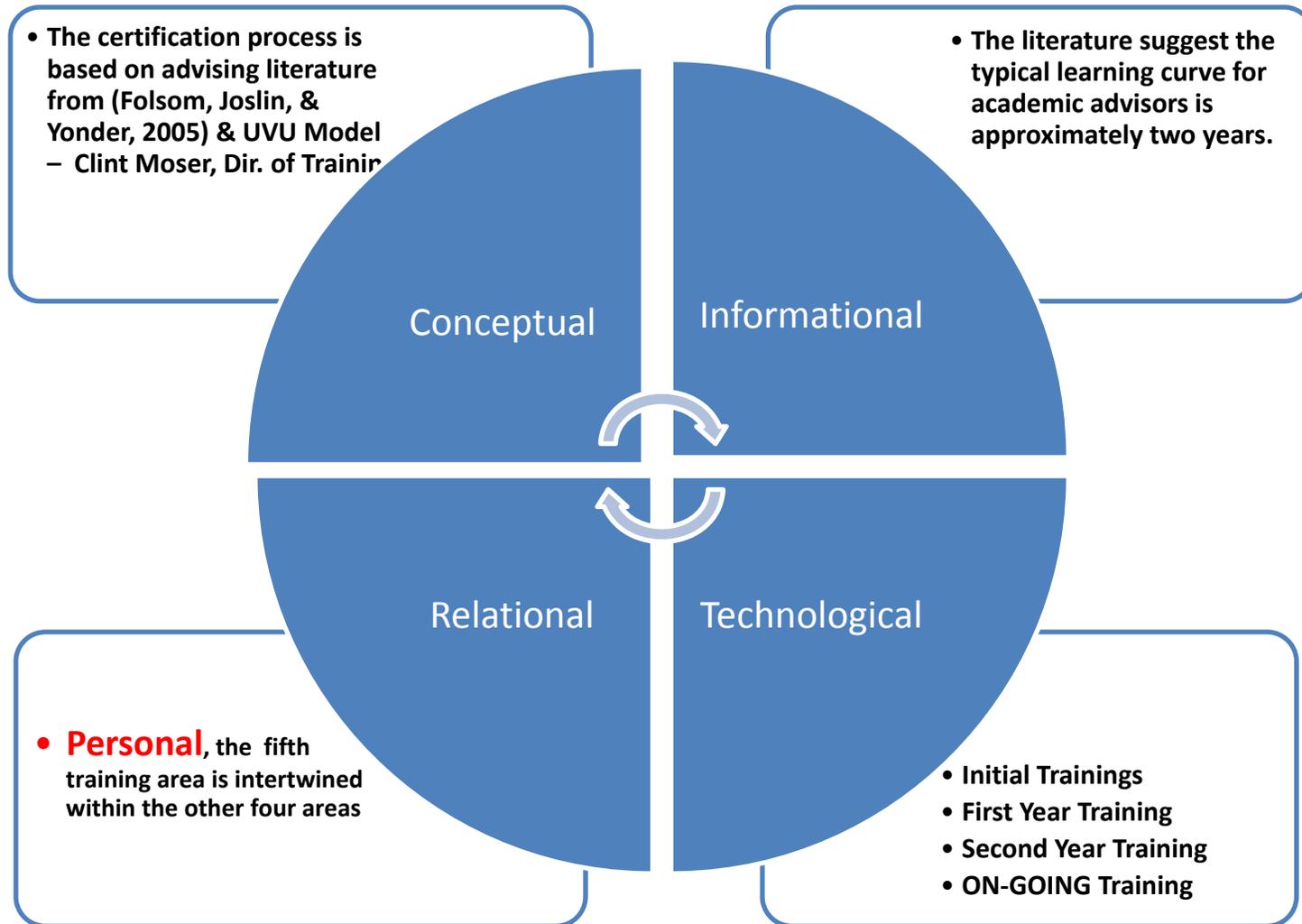


Advisor Training

- The goals of our Advisor Certification Training program is to increase advisor understanding of the importance and complexity of advising.
- One objective would be to describe effective models of advising and how it is best applied to your advising situations.
- Another would be to illustrate an unfolding relationship that demonstrates how *informational, conceptual, relational, technological, and personal* aspects can be applied when advising your students.
- The research is taken from Burns Crookston's article "A Developmental View of Academic Advising as Teaching" which is essential for the advising relationship to be seen as an evolving process.

Components of Training



Overview of the Advisor Training Program

- The conceptual component of advisor training are those things which an advisor must **understand**. Example: Students rights and responsibilities, etc.
- The informational component of advisor training are those things which an advisor **needs to know or know how to use**. Example: The class schedule, referral services, student information systems, catalogs, degrees, etc.
- The relational component of advisor training are those things which an advisor must **exhibit or demonstrate**. Example: Rapport building, interpersonal communication skills, decision-making skills, interviewing skills, etc.
- The technological component of advisor training is an **understand of and skill in the use of** technological resources. Example: Computerized degree audits, student records, scheduling software, email systems, navigating the Web, Banner Screens, etc.

Advisor Training

- In addition to struggling to learn the *informational, conceptual, relational and technological* aspects of our jobs, we can be burdened with questions related to our own adequacy as advisors and the stress and personal challenges that accompany our job.
- The personal component of advisor training is **gaining an understanding of our self**. It requires not just knowledge about one's values and levels of concentration, stress, emotions, commitment, etc., but rather ongoing awareness of self and the application of skills in self-assessment, self-regulation and growth which will be discussed in the Skill Development Workshops.
- In order to insure that the certification process is managed appropriately and effectively, it is integrated into the performance management process. This is in two parts. The first part of this process is us advisors meet to review and discuss the advisor certification and personal/professional developmental plans. The second would be assessment of quizzes taken in collaboration with advisor training and development under the performance management guidelines.