

## **Day 10 of the 12 Days of TRIO: Staff Training & Meeting Management That Actually Works**

By now, you have your onboarding materials in place. Day 8 helped you get new staff oriented. Day 9 focused on clarifying roles, expectations, and documentation. Day 10 is where everything sticks or falls apart, ongoing training, and how you run your staff meetings.

TRIO projects sometimes struggle, not because staff do not care, but because staff are not properly trained and supported. They struggle when training is inconsistent and meetings drift without purpose. Strong projects treat training and meetings as part of compliance, not optional extras.

Today's gifts focus on two things every solid TRIO project must manage well: role-specific training and structured staff meetings. While these tools were initially developed for Student Support Services, they are intentionally designed to be revised and customized for **Talent Search, EOC, Upward Bound, UBMS, Veterans Upward Bound, and McNair** with minimal effort.

### **Gift 1: Recommended Training Paths by Position**

One-size-fits-all training does not work in TRIO. Project Directors, Advisors, and Tutor Coordinators have distinct responsibilities and should be trained accordingly.

These recommended training guides outline essential topics by role, including compliance foundations, advising and student support expectations, data and APR responsibilities, and institutional coordination. Although labeled for SSS, the structure, topics, and sequencing translate easily across TRIO programs. Most projects can adapt these by swapping out the program-specific regulations and service requirements.

- [Recommended Trainings for TRIO Project Director](#)
- [Recommended Trainings for TRIO Project Advisor](#)
- [Recommended Trainings for TRIO Tutor Coordinator](#)

Use these as living documents, not static checklists.

### **Gift 2: Monthly TRIO SSS Staff Meeting Schedule and Agenda**

Staff meetings should not be therapy sessions or endless updates with no decisions. They should reinforce compliance, keep student services on track, and provide staff with clarity on priorities.

This monthly meeting schedule and agenda provide a structured framework aligned with the TRIO calendar, from program launch and onboarding through APR prep to end-of-year closeout and planning. While this version is written for SSS, the monthly focus areas and standing agenda items align cleanly with the rhythm of all TRIO programs and can be easily adjusted to reflect different service models and reporting timelines.

- [Staff Meeting Schedule](#)

When meetings follow a predictable structure, staff come prepared, documentation improves, and leadership spends less time putting out fires.

### **Do It Yourself or Build It Right**

You can absolutely use these tools on your own, revise them for each TRIO program you operate, and build your internal systems over time. Many strong projects do precisely that.

If you want help customizing these materials across multiple TRIO programs, building a year-long staff training plan, or tightening staff meetings so they align with compliance and performance goals, this is precisely the type of work NEC supports.

Our services are designed to strengthen your systems, not replace your staff, and to help your projects run smoothly year after year. You can learn more about our full range of services here:

<https://www.nosotrogedu.org/our-services>