

Event	Date	Time	Location	Supervisor Participation
Supervisor Orientation	Tue., July 25 Thur., July 27	10:00 - 11:00AM	Cristo Rey Columbus High School (CRCHS)	<b>Required to attend one session.</b>
Summer Business Training	Mon. August 7 - Tue., August 15	7:30 AM - 3:30 PM	CRCHS	No participation necessary.
Speed Chatting Look for an email to sign up for a shift!	Tue., August 15	One-hour time slots available between 8:00 AM - 1:00 PM	CRCHS	Volunteer opportunity - not required.
Draft Day <b>*Sessions will be assigned in late July*</b>	Tue., August 22	Session 1: Approx. 8:30-10:30 AM  Session 2: Approx. 11:15 AM-1:00 PM	Columbus Metropolitan Library	Optional, but <b>strongly encouraged.</b>
Worksite Orientation	Tue., August 29	Approx. 9:00 AM – 11:30 AM	Business Partner's Workplace	<b>Required.</b>
First Day of Work	Tue., September 5	Information about drop-off & pick up times will be sent prior to the first day.	Business Partner's Workplace	<b>Required.</b>

**Supervisor  
Orientation:  
July 25 & July 27**

**Where: Cristo Rey Columbus High School (400 E. Town Street, Columbus, OH 43215)**

We encourage all supervisors (new and seasoned) to attend **one** of our orientation sessions to learn more about our Professional Work-Study Program and gain tips and strategies for working with Cristo Rey students. This one-hour workshop will cover a range of topics, including: an overview of Work-Study Program operations, student policies and expectations, suggested work schedules and coaching strategies for supervisors to adopt when working with Cristo Rey students, tips for onboarding students, site visit procedures, field trip policies and more.

**Summer Business  
Training:  
August 7 - 15**

**Where: Cristo Rey Columbus High School (400 E. Town Street, Columbus, OH 43215)**

Summer Business Training (SBT) is a seven day program planned and facilitated by PWSP. During SBT, all incoming freshmen and transfer students attend professional development classes from August 7th - 15th (before school starts).

**Speed Chatting:  
August 15**

**Where: Cristo Rey Columbus High School (400 E. Town Street, Columbus, OH 43215)**

We invite Business Partner representatives to meet our incoming freshmen and transfer students during our annual "Speed Chatting" event. The goal of this event is to help students practice the communication skills they learned during Summer Business Training, by requiring them to engage in small talk with Cristo Rey supervisors and community professionals. Our Advancement Office will send out more details about this event soon.

**Draft Day:  
August 22**

**Where: Columbus Metropolitan Library (96 S Grant Ave, Columbus, OH 43215)**

Draft Day is one of our highest energy events of the year! This event is where we will announce the names of the student employees assigned to your organization for the 2023-2024 school year during an all-school assembly.

**Workplace  
Orientation:  
August 29**

**Where: Business Partner's Workplace**

Please plan a 2.5 to 3 hour orientation (from approximately 9:00 AM – 11:30 AM) on Tuesday, August 29 for your team of student employees. This will be another opportunity (after Draft Day) to meet all of your student employees, and the only time your entire job team will be at your organization at once. The work-study office will transport students to and from your office location for orientation, and will confirm exact arrival/departure times with you before August 29.