

# Developing my first Academic Advising Training Program (Reflection)

Jeff Simms, MA, LPC, NCC  
Student Success Specialist & Program Coordinator  
Mott Community College | Flint, Michigan

## Training Competencies

- Conceptual
  - Definitions of Academic Advising
  - Roles & responsibilities
  - Who are MCC students
  - MCC Commitment to Student Success
- Informational
  - College policies/procedures
  - Campus resources
  - Academic programs & pathways
- Relational
  - Active listening & questioning skills
  - Relationship building
- Technology
  - Student self-service tools
  - Academic Advisor tools
- Professional Development
  - Advising philosophy
  - On-going professional development

## What I would do Differently

- Provide more timely feedback to each new Academic Advisors. Every two weeks is not enough feedback. I would also hold more in-person meetings to discuss any questions and process information together as a group.
- Assign a seasoned Academic Advisor to each new Academic Advisor for mentoring.
- Hold training sessions with Academic Program Coordinators whenever possible.
- Instead of a printed Academic Advising Handbook I would use a website, blog, or wiki. Given my time restrictions a physical paper handbook worked well.
- Embed Career Coach and career assessment referral training throughout.

## Further Information

Download handouts, the PDFs of each literature that was used, and additional resources through the NACADA App or [jeffsimms.com/nacada16](http://jeffsimms.com/nacada16).

## Social Media & Contact

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## **Academic Advising Handbook Acknowledgement and Examples**

Many of the resources in my handbook were compiled from other higher education institutions and organizations Academic Advising Handbooks. I acknowledge their work and thank them for providing these resources online so that others, including Mott Community College may benefit. If you are planning to create an Academic Advising training handbook I would begin by reviewing each of these before you "recreate the wheel." These handbooks all offer an exceptional foundation on which you can build and design using your institutions policies and practices.

- Minot State University
- Kansas State University
- Wayne State University
- The Ohio State University
- National Academic Advising Association Academic Advising Handbook

## **Literature Cited**

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