

# VOL Shadowing

## Staff Shadowing Guide



This Guide Sheet supports staff with shadowing in multiple spaces relevant to understanding to mission and workings of Focus Forward.

### Instructions



In each space that you visit, observe the following:

1. What are the major activities that are taking place?
2. Who is undertaking the activities?
3. What is the pace of the space?
4. What sounds do you hear?
5. How many people are directly and indirectly involved?



In each space that you visit, ask the following:

1. What are the major activities that you don't get to see today?
2. Is anyone absent today and what are the tasks that the person is involved in?
3. Is the pace (fast, moderate, slow) the typical pace?
4. How many people are directly and indirectly involved?
5. How do you know when you have been successful in these activities?

**How do these spaces help me to understand my role and the workings of Focus Forward?**

### Spaces to Explore

- Client Spaces, Commitment and Courthouse
- Lounge and Restrooms
- Data Entry and Records, Hard and Digital
- Lobby and Parking
- Meeting and Training Spaces
- Printing and Supplies
- My cubical

In this space, draft questions and curiosities to ask of your Onboarding Buddy or Supervisor.