



## Summary of Agenda for General Training Session for LEAP and Regular Academic Preparatory Programs

Given twice a year before the Beginning of a new semester

Attendance: All faculty members and Administrative staff (include support service staff) Between 35-45 people

1. Approach to integrating students into an academic classroom
2. How to encourage participation of all students (hearing their voices)
3. Strategies for working with mature students from economically disadvantaged backgrounds
4. How to provide LEAP students with support and the type of support that they usually require
5. Going over the special parts of the program offered to students
  - a. Counselling services
  - b. The additional support day for LEAP students (4 + 1 study week for 32 weeks).
  - c. Workshops for time-management and managing Academic and Family Obligations.
  - d. Priority in the use of the DARE Computer Room for the LEAP program
  - e. Academic guidance in choosing a department for the LEAP students (meetings with department heads and students from similar background).
  - f. Special Scholarship given to each LEAP student that enters into regular studies
  - g. Follow through program for the LEAP students and the academic and economic support services available to them
  - h. Open door policy which means that any exceptional problems or challenges that arise with LEAP students is brought to the attention of the Head of the LEAP program and Director of the International Center which initiated LEAP. This team works together to solve the problem. To date there have been 4 cases (students from Ethiopian, Kafkaz, Russian and an Ethiopian single mother) which required special intervention and were dealt with successfully and kept LEAP graduates within the regular program.

### DARE special mentoring for support staff of LEAP program

1. The GACE DARE LEAP faculty and administrative participants in the training in Telavi, have periodic mentoring sessions with the support service staff who work directly with the LEAP students in dealing with their special problems and challenges. The DARE training which emphasized giving a voice to the student is reviewed in the session and specific strategies that were gained in these workshops are presented to this staff.
2. Since 2016 Counsellors, Administrative and Academic Coordinators have these sessions. The administrative staff include people from the registrar's office and from the tuition department of our college.
3. In addition, Student Union Leaders have an informative session in which they learn about this program and the special needs of this group.