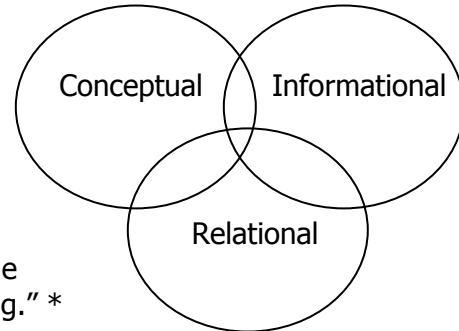


Training Components

Three necessary components of Training:



Conceptual Components, according to Charlie Nutt, include "the concepts and theories that undergird academic advising." *

Conceptual includes:

- Theories (developmental advising vs. prescriptive advising, skills-based advising)
- Vision, Mission, Goals
- Roles and responsibilities
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-

Informational component "consists of the facts or knowledge of the institution and programs that advisors must know to correctly guide advisees through the completion of their majors and programs." *

Informational includes:

- Policies
- Requirements
- Legal issues (FERPA)
-
-
-

Relational components help advisors develop "the interpersonal skills and communication skills" necessary to establish and maintain effective professional relationships with students and to facilitate the advising process. *

Relational includes:

- Listening skills
- Interviewing skills
- Conflict resolution/mediating skills
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"Without understanding (conceptual elements) there is no context for the delivery of service. Without information, there is no substance to advising. And without interpersonal skills (relational), the advisee/advisor interaction is left to chance."

- Wes Habley **

* Nutt, C. L. (2003). Creating Advisor-Training and Development Programs. In *Advisor Training: Exemplary Practices in the Development of Advisor Skills* (p. 10). (National Academic Advising Association Monograph Series, no. 9). Manhattan, KS : National Academic Advising Association.

** Habley, W.R. (1995). Advisor Training in the Context of a Teaching Enhancement Center. In R. E. Glennen and F.N. Vowell (Eds.) *Academic Advising as a Comprehensive Campus Process*. (p 76). (National Academic Advising Association Monograph Series, no. 2.). Manhattan, KS: National Academic Advising Association.