

## MOU Training Plan

### Training Plan for Young Service Missionaries Serving at a Government Entity

#### 1. Professional Conduct & Workplace Etiquette

- Teach appropriate dress standards that align with both missionary guidelines and the agency's policies.
- Review expectations for punctuality, attendance, breaks, and communication with supervisors.
- Emphasize respectful interaction with employees and the public, maintaining a courteous and helpful demeanor at all times.
- Missionaries are not allowed to be left alone with the participants of the senior center.

#### 2. Understanding Missionary Purpose in a Secular Setting

- Clarify that their purpose is to represent Jesus Christ through Christlike behavior, not through proselytizing.
- Train them to let their service, work ethic, kindness, and example be their message.
- Discuss boundaries: what is appropriate to share, and what is not permitted in a government environment.

#### 3. Job-Specific Skills & Safety Training

- Provide hands-on instruction for the actual assignments they will perform (clerical tasks, maintenance, customer service, etc.).
- Ensure they understand safety rules, security protocols, and privacy requirements specific to the government entity.
- Review data confidentiality and the legal seriousness of protecting sensitive information.

#### 4. Communication & Team Collaboration

- Train missionaries to communicate effectively with supervisors and coworkers—asking questions, reporting changes, and giving updates.
- Teach them how to work in teams, accept feedback, and contribute to a positive work environment.
- Emphasize active listening, patience, and humility in interactions.

#### 5. Accountability & Self-Management

- Review expectations for tracking hours, completing assignments, and following schedules.
- Teach missionaries how to stay organized, plan their daily tasks, and follow through on commitments.
- Encourage personal responsibility: "If you see a need, fill a need."

#### 6. Christlike Service & Personal Development

- Provide training on maintaining a spirit of service: kindness, diligence, gratitude, and respect.
- Teach them to look for quiet ways to bless others—lifting morale, supporting coworkers, and being reliable and trustworthy.