

Mission Inn Foundation Docent Training

Approved by Training Committee 7-17-2017 -
 UPDATED 1/3/2018

September 2017 - April 2018

Class:	Date:	Topic(s)	Presenter	Homework Due
1	13-Sep	Welcome and Orientation - Welcome from MIF staff and board, icebreaker, review schedule and expectations, Docent Training Notebook	Kanani Hoopai, Steve Spiller, et al.	Begin reading Maurice Hodgen's <i>Master of the Mission Inn</i>
2	20-Sep	Early Mission Inn and Riverside History 1870-1903	Steve Lech	
3	27-Sep	Mission Inn History 1903-1935	Steve Lech	
4	4-Oct	Mission Inn History 1935-Present	Steve Lech	Tour Review #1
5	11-Oct	Tours for Trainees	TBD	
6	18-Oct	Architecture of the Mission Inn	Walter Parks	
7	25-Oct	Tour Development Part 1	Kanani Hoopai	Tour Review #2
8	1-Nov	"Frank Miller's World View"	Jerry Gordon	
9	8-Nov	Rise of the Destination Hotel	Steve Lech	
	TBD	Festival of Lights Info Meeting & Potluck	MIF Staff	
10	15-Nov	Everything You Need to Know to be a Great Assisting Docent	Raymond Dunn and Mentors	Tour Review #3
Opt.	22-Nov	"Lights, Camera, INN-action!"	Steve Lech	Eat turkey
11	29-Nov	Helen Hunt Jackson and "Ramona"	Steve Lech	
12	3-Jan	"The Hotel the Oranges Built"	Dr. Vince Moses	
13	10-Jan	Tour Development Part 2	Kanani Hoopai	Tour Review #4
		Learning Styles, Questioning Techniques		
14	17-Jan	Atrio & Chapel	Ursula Dube	
Opt.	21-Jan	Script Writing Workshop (12:30-2pm)	Kanani Hoopai	
15	24-Jan	Artifacts of the Mission Inn: Exterior	Sally Beaty	Script Outlines DUE
16	31-Jan	Artifacts of the Mission Inn: Lobby, Presidential Lounge, Grand Parisian Ballroom, Catacombs, and Ramona Court	Karen Raines	

17	7-Feb	"A Fresh Look at Frank A. Miller: Why He Did What He Did"	Maurice Hodgen	
18	14-Feb	Practice tours w/Mentors	Mentors	
19	21-Feb	Mission Inn Foundation; and Q& A Session	Executive Director; Mentor and Training Committee reps	Draft of Script (Part 1 Downstairs) DUE
20	28-Feb	The Famous Fliers' Wall	Walter Parks	
21	7-Mar	The Art of the Mission Inn	Sally Beaty and Ursula Dube	
22	14-Mar	California History Part 1	Walter Parks	Draft of Script (Part 2 Upstairs) DUE
23	21-Mar	California History Part 2	Walter Parks	
24	28-Mar	Practice tours w/Mentors	Mentors	
25	4-Apr	School Tours and Mixed Groups	Kanani Hoopai, et al.	
		Greetings from the Mission Inn Hotel & Spa	TBD	Final Draft of Script DUE
26	11-Apr	Q&A Session	Training and Mentor Committee reps	
27	18-Apr	Docent Graduation and Volunteer Appreciation	Invitations mailed mid-March	