

RESOURCES FROM THE SESSION OF:

DO THIS, NOT THAT!

**BEST PRACTICES FOR
A BRILLIANT AND ENGAGING STAFF TRAINING**



BY:

**BETH ALLISON
RUBY COMPTON
GABRIELLE RAILL**



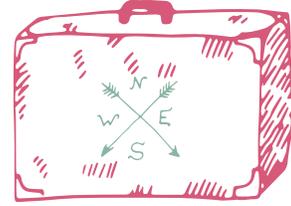
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INDEX : RESOURCES ARE DIVIDED INTO 4 CATEGORIES

THE DIRECTOR'S TOOLBOX

6 glorious tools to make your life easier this summer!



READY TO GO WORKSHOPS

Workshops and sessions that are developed and ready for you or your leadership team to lead during staff training... We also threw in a couple of information retention techniques!



W.L.A.

We.Love.Acronyms! We hope that you do too... here are a couple more to add to your camp community.



VIDEOS & OTHER FUN STUFF

It's really just that! Cool vids and other neat stuff tested, tried, and true by the Camp Code Crew.



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THE DIRECTOR'S TOOLBOX



1. Guardian Angels and Other Secrets

Little tips to help make everyone feel welcome and safe.

[WANT MORE? CLICK HERE!](#)

2. Gratitude Journals

A tool for staff morale & health [WANT MORE? CLICK HERE!](#)

3. STAFFING CALENDAR

Beth's Staffing Calendar with weekly ideas to help staff become more passionate about their role, your mission AND sell camp to your families.

[WANT MORE? CLICK HERE!](#)

4. ALUMNI LETTER

Beth's message to her staff alumni each spring asking them for an alumni letter.

[WANT MORE? CLICK HERE!](#)

5. RUBY'S ADMINISTRATIVE STAFF TRAINING SCHEDULE SPREADSHEET

[WANT MORE? CLICK HERE!](#)

6. Example of curriculums for staff training from Ruby

[WANT MORE? CLICK HERE!](#)



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READY TO GO WORKSHOPS



1. Koinonia: [CLICK ME FOR MORE!](#)

A first-day of training session for strengthening staff values & community

2. HOME: [CLICK ME FOR MORE!](#)

A first-day of training session for staff to drive home the importance of making others feel valued, affirmed, and part of the family.

3. LEGACY: [CLICK ME FOR MORE!](#)

A Leadership Team training session about the impact of their actions & legacy within the camp's mission

DURING WORKSHOP TIPS

Use these two simple tips to help your staff get the most out of the sessions that you have planned for your staff training.

1. 15mins lecture time only!

Limit your lectures to 15mins... I know, I know that can be hard for some of you, however studies show that absorbing information drastically decreases after 15mins of a lecture. Here is an example of a **45 mins combo learning pack:**

- 1 - Lecture (15 mins)
- 2 - Group Discussion (5 mins)
- 3 - Lecture (10 mins)
- 4 - Role play (15 mins)
- 5 - Review main points & questions (10 mins)

2. Please write a question down...

Instead of asking staff **IF** they have questions about your session, ask them to **WRITE AT LEAST ONE QUESTION DOWN**. Given the time, most staff will come up with at least one question. Next, have them partner up and try to answer each other's questions. This promotes team work and problem solving, as well as helps you to gauge what the group did and did not understand. It's also a great way to promote a positive learning environment where we encourage healthy risk-taking, as opposed to "knowing it all" behaviour.



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W.L.A. WE.LOVE.ACRONYMS



1. The 4 S's: A tool to help your staff and campers make good decisions.

Safety, Stewardship, Servanthood, Self-Esteem **MORE! MORE! MORE!**

2. G.I.V.E. to Live: A four step process you can use every day to get your staff thinking about put others first. **CLICK HERE!**

- **G - Generate** a list
- **I - Is** anyone being left out?
- **V - Visualize** their happiness
- **E - Ego** - let go

3. Teach veteran staff peer power! During staff training, returning staff often feel underchallenged. However, we know that these veteran staff can always be challenged by new leadership opportunities, such as role modeling and coaching new and young staff. Use W.O.R.P. as a tool to show them how.

- **W - WELCOME:** Veteran staff are good at being welcoming on the first day of staff training, but what about free time? What about when they are walking from one session to another? These are crucial moments to show what being inclusive looks like.
- **O - OBSERVE:** Don't jump in - watch, listen, then approach a group accordingly. Like campers, staff need an energy equalizer. By observing before acting in a group, veteran staff will have the opportunity to add the right type of energy to a group situation.
- **R - ROLE MODEL:** Perhaps staff meeting starts at 7:15 am, however we don't necessarily want our staff to hop out of bed at 7:12 am to arrive. Discuss/brainstorm what type of actions we want to model for the other staff.
- **P - PROBLEM SOLVE:** Instead of giving new & young staff the answers, ask them what they think. This is great for building trust, and veteran staff often learn something new from the exchange.

4. THE AWWwwkward 7mins walk: When staff have to accompany a family on the first day to the campers bunk, the walk/conversation can get a tad awkward... Teach A.S.K. to help with those lulls.

- **A - ASK:** Ask the family something specific, like their trip or a recent birthday!
- **S - SHOW:** Show them something on camp that is interesting.
- **K - KNOW:** Did you KNOW..? Tell the family something cool about what is going to happen during the day.
- *** Repeat!**



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VIDEOS & OTHER FUN STUFF

please click on icons for the link:)



VIDEOS

1. **Simon Sinek's video:**
Why Good Leaders Make You Feel Safe 
2. **EMPATHY**
A video teaching staff and campers the tools they need to be empathetic. 
3. **Malcolm Gladwell - Choice, happiness, spaghetti sauce** 
4. **Candy Chang - Before I Die** 
5. **Jack Vale - Social Media Experiment** 
6. **Train your staff on birthday traditions at your camp.** 
I prefer this festive and fun happy birthday song

PROJECT

7. **THE EMPATHY PROJECT** 
All you need to be able to begin an Empathy Project at your camp
(created by Katie "Dolce" Sebestyen)

ARTICLES

8. **8 leadership characteristics you need to possess** 
9. **8 life skills all 18 year olds should have** 
10. **Do your staff write letters to parents?**
Kim Aycock's article in the May 2013 Camping Magazine is spot on,
including a list of "power verbs" and "positive adjectives" 



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OTHER FUN STUFF

1. Join the IATF website (it's free!)

Webinars about leadership, connections to resources, and a library of teambuilding activities, including some that have videos.



2. Take an HR class.

This helps you protect yourself and your organization from lawsuits and when navigating sticky employment situations. or check local universities for continuing education programs



3. Get your hands on Michael Brandwein's "Training in a Flash" cards.

They provide phenomenal ideas for how to respond to common or frustrating phrases that kids say (he often shares them at his sessions at conferences!).

4. Asheville-based organization We and Me has We Connect!



Cards for teaching staff to ask connection questions and other resources for building community within your staff:

5. Kim Aycok's Pinterest boards are camp-focused and fantastic!



6. Kim Aycok's Pinterest boards part II: Staff Training Resources



Hope you find this useful, and looking forward to the next time we see each other and best of luck in your staff training adventure.

Cheers,

Ruby, Beth & Gabz

