



Stewardship Workday Leader

Coaching Series - A

STUDENT: _____ SITE: _____

WDL COACH: _____ DAY: ____/____/____

A: Overview of workday planning where student shadows coach from start (planning) to finish (reporting) for home site

ADVANCED PLANNING – can take place weeks in advance:

____ Schedule public and non-public workdays; Workday posting on group's website and internal group communication; Posting on FPCC website; understanding prelim Tuesday report and final Thursday report – contact info & meeting spot

____ Assess leadership needs and volunteer capabilities to determine challenges, limitations and opportunities of workday

____ Assess tool and supply needs – local supply inventory access and tool loaner program; task specific assistance (herbicide, chainsaw, chipping)

____ Use management schedule, seasonality and knowledge of goals to determine task priorities that are safe, doable and practical

DAY BEFORE PLANNING – can be via phone or e-mail check-in:

____ Adjust original plans, tasks, goals based on current conditions, turnout expectation, etc.

____ Confirm with other Site Leaders – assign roles for leaders

____ Checklist or other planning tool – Determine proper tools to bring – Decision on what to be prepared for - Admin items – waivers, snacks, water/beverage, first aid, emergency info

DAY OF – Student shadows and observes coach

____ Work with other leaders on signage, morning phone calls, brush pile siting, timing of chainsaw, herbicide, etc.

____ Adjust plans if needed and then detail plans to assign tasks, sub-groups, etc.

____ Student critiques/discusses Coach's welcome, safety and technique speech – What did they miss?

____ Continual observation of safety, volunteer engagement, etc. throughout workday

____ Use of break time, interpretive moments, thank yous

POST WORKDAY

____ Mop Up – fire, herbicide, signage, post burn calls, calling RM for chipper, etc.

____ Reporting hours & recap on group's internal records or maps and hours on FPCC system



Stewardship Workday Leader

Coaching Series - B

STUDENT: _____ **SITE:** _____

WDL COACH: _____ **DAY:** ___/___/___

B: 2 workdays where student observes 2 other Site Stewards at "away" sites – just workday and not planning or reporting. Student uses this form to identify Best Practices that are take aways and discusses with "home" Site Steward/Steward coach.

ADVANCED PLANNING – Verbal check of what was done to prepare

SITE WITHIN A SITE, TASK, LEADER AND SUB-GROUP DECISIONS, SIGNAGE – Particularly adjustments

INTRO SPEECH – Welcome & introductions, waivers, explanation of goals for site, safety, techniques of task

FLOW OF WORKDAY – Volunteers safe and engaged; job assignments; checkbacks

PUBLIC ENGAGEMENT , BREAK TIME, INTERPRETIVE MOMENTS

WRAP UP – Thank Yous, Site Condition at departure

GENERAL COMMENTS & IDEAS TAKEN AWAY, NEW THINGS LEARNED



Stewardship Workday Leader

Coaching Series - C

STUDENT: _____ **SITE:** _____

WDL COACH: _____ **DAY:** ___/___/___

C: Workday where "home" coach shadows/checks student from start (planning) to finish (reporting) at "home" site. Repeat workdays until both student and coach are comfortable and confident of solo workday.

ADVANCED PLANNING – can take place weeks in advance:

___ Schedule public and non-public workdays; Workday posting on group's website and internal group communication; Posting on FPCC website; understanding prelim Tuesday report and final Thursday report – contact info & meeting spot

___ Assess leadership needs and volunteer capabilities to determine challenges, limitations and opportunities of workday

___ Assess tool and supply needs – local supply inventory and tool loaner program; task specific assistance (herbicide, chainsaw, chipping)

___ Use management schedule, seasonality and knowledge of goals to determine task priorities that are safe, doable and practical

DAY BEFORE PLANNING – can be via phone or e-mail check-in:

___ Adjust original plans, tasks, goals based on current conditions, turnout expectation, etc.

___ Confirm with other Site Leaders – assign roles for leaders

___ Checklist or other planning tool – Determine proper tools to bring – Decision on what to be prepared for - Admin items – waivers, snacks, water/beverage, first aid, emergency info

DAY OF – Coach shadows and observes student

___ Work with other leaders on morning phone calls, signage, brush pile siting, timing of chainsaw, herbicide, etc.

___ Adjust plans if needed and then detail plans to assign tasks, sub-groups, etc.

___ Coach critiques/discusses Student's welcome, safety and technique speech and makes recommendations

___ Continual observation of safety, volunteer engagement, etc. throughout workday

___ Use of break time, interpretive moments, thank yous

POST WORKDAY

___ Mop Up – fire, herbicide, signage, post burn calls, calling RM for chipper, etc.

___ Reporting hours & recap on group's internal records or maps and hours on FPCC system



Stewardship Workday Leader

Coaching Series - D

STUDENT: _____ **SITE:** _____

WDL COACH: _____ **DAY:** ____/____/____

D: 1 workday where student leads – just workday and not planning or reporting. Steward/Site Steward from “away” site observes at student’s “home” site or student goes to one of their “B” sites to lead a workday as arranged by student and observer.

ADVANCED PLANNING – Verbal check of what was done to prepare

SITE WITHIN A SITE, TASK, LEADER AND SUB-GROUP DECISIONS, SIGNAGE – Particularly adjustments

INTRO SPEECH – Welcome & introductions, explanation of goals for site, safety, techniques of task

FLOW OF WORKDAY – Volunteers safe and engaged; job assignments; checkbacks

PUBLIC ENGAGEMENT , BREAK TIME, INTERPRETIVE MOMENTS

WRAP UP – Thank Yous, Site Condition

GENERAL COMMENTS & RECOMMENDATIONS