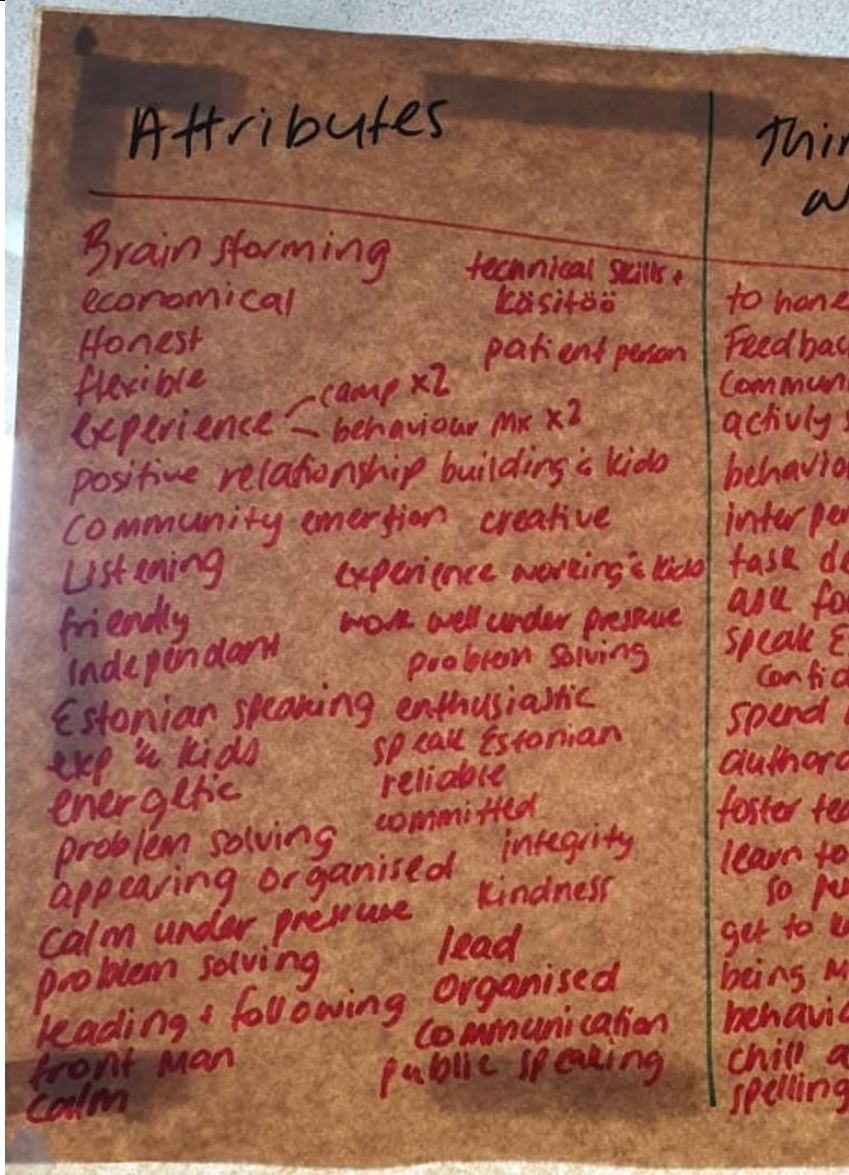


SYDNEY ESTONIAN PARENTS' AND FRIENDS' ASSOCIATION - 'SÕRVE SÕBRAD'

Minutes
Leaders Workshop Face to Face
Saturday 4th December 2021
8:30am – 7:00pm
67/18-32 Oxford Street, Sydney

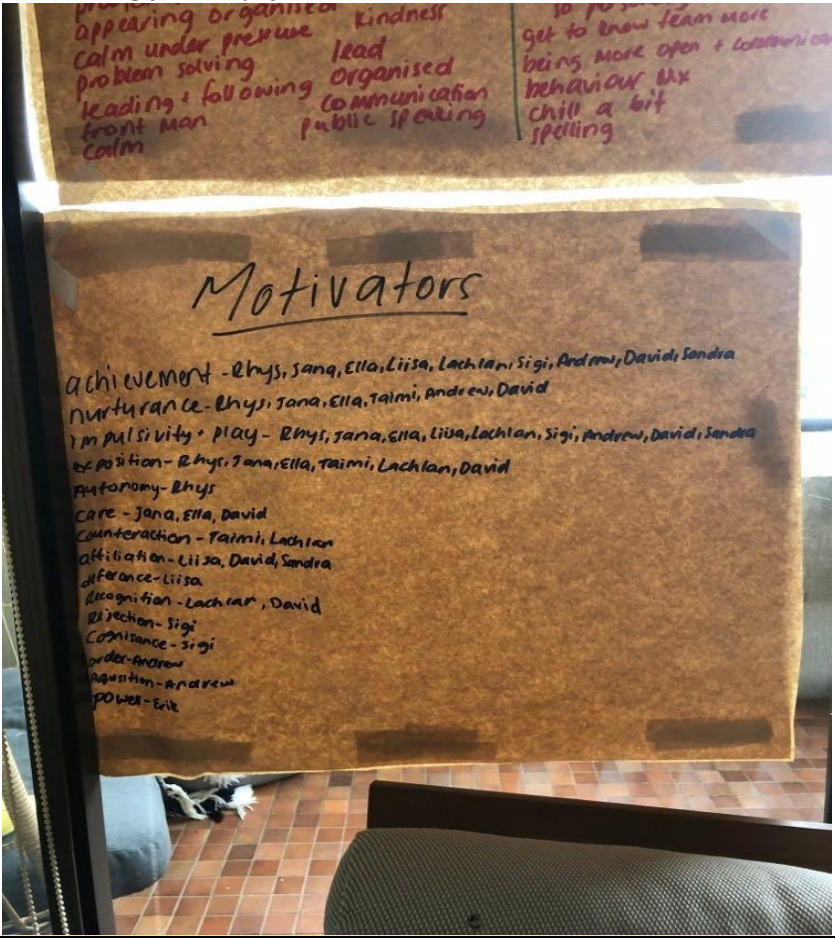
Present:

Apologies:

		Notes / Actions
8:30-9:00 30mins	Welcome and housekeeping	
9:00-9:30 30mins	Ice breaker	
9:30-9:50 20mins	Team attributes	

9:50- 10:25 35mins	Day in the life of a leader role plays	<p><u>Wakeup/Exercises/Swimming</u></p> <ul style="list-style-type: none"> - wakeup before kids - buddy system – can split each morning tasks between two - be prepared and ready to set example for kids - swimming – help hut prepare for inspection if not swimming - Breakfast – sit with hut if b group to ensure eating and drinking to be ready for the day <p>Going down and preparing for inspection (b group = more guidance needed)</p> <p>Getting ready for activities after inspection</p> <p>Hut cleanup meal times, inspection</p> <ul style="list-style-type: none"> -ensure huts are doing the right thing, b group need more guidance, can be better when entire hut is doing the same thing at the same time rather than being split - checklist helps, for b group even making it like a game - manage your own time to get yourself ready, manage time with your buddy <p>- before breakfast = clean hut, after breakfast = getting themselves ready</p> <p>Flag raising / activities / swimming</p> <ul style="list-style-type: none"> - Swimming: if lifeguard get vests / ensure kids obeying rules, manage time if swimming - Flag raising: crowd control commandant: song sheets & flags - Activities: know the rules if running, if sport rec running: crowd control sunscreen water shade, take equipment to flag raising from leaders hut, last leader on activity to bring equipment back, scores from sports to be tallied in leaders hut for the winning team - Special activity: as above & AACS sheets, delegation, organizing rest of leadership group - leader roster will have your activities <p>Rest period, skit prep, evening activities</p> <ul style="list-style-type: none"> - at least 1 leader on every veranda to control kids (as rostered) - other leaders preparing for upcoming activities - a group common area - leaders rest themselves - skit prep first, costumes second, ensuring closed in shoes and aeroguard etc - ensure resources are ready and that rest of leadership group know what is required of them - ensure that kids, adults, leaders know what they need to bring and when <p>Supper games, bed time, snacks, meeting.</p> <ul style="list-style-type: none"> - usually only time for a group, a group leaders should stay during a group games 1 or 2 dedicated leaders to run - b group leaders take their huts down - watch the time (a group down to huts at 10:15)
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		<ul style="list-style-type: none"> - control the kids and ensure showers, brushing teeth, and into bed BEFORE lights out (B group 10pm, A group 10:30pm) - use this time to get nightly feedback entered on room's feedback form for the day - leaders meeting starts 10:35pm - buddy check to ensure everyone is present - snacks organized by 1 or 2 leaders (preferentially B group leaders) - be mindful of alcohol consumption and concealment - agenda will be written before meeting, anything to be added to agenda to go to Marissa - themed meetings - go to bed to ensure that you are getting enough sleep
10:25-10:30 5 mins	Leaders hut and meetings	<ul style="list-style-type: none"> - Try to keep them as short as possible - Need to run efficiently without interruptions - Agenda is written - Sidecar meetings can take place afterwards - Offline rule to keep on track - keep Leaders hut clean and tidy - Communication book = something that needs to be discussed/recorded especially behavioural items - snap board of positive affirmations - word of the day to summarise, debrief and offload your day
10:30-10:50 20mins	Morning tea	<ul style="list-style-type: none"> - delicious
10:50-11:20 20mins	You as a leader	"Lecture-Week-3-Leadership.pptx" - presented

11:20- 11:50 30mins	Motivation	<p>"motivating-factors.pdf" self-reflection & discussion</p>  <p>achievement - Rhys, Jana, Ella, Liisa, Lachlan, Sigi, Andrew, David, Sandra nurturance - Rhys, Jana, Ella, Taimi, Andrew, David impulsivity - play - Rhys, Jana, Ella, Liisa, Lachlan, Sigi, Andrew, David, Sandra position - Rhys, Jana, Ella, Taimi, Lachlan, David autonomy - Rhys care - Jana, Ella, David counteraction - Taimi, Lachlan affiliation - Liisa, David, Sandra affection - Liisa recognition - Lachlan, David rejection - Sigi cognitance - Sigi order - Andrew acquisition - Andrew power - Erik</p>
11:50- 12:20 30mins	Leadership attributes	<p>"Lecture-Week-3-Leadership.pptx" self-reflection & discussion</p> <p>Jana: kindness, approachable, connect with people, flexible, initiative, energy, ability to educate others, able to plan and organise and delegate</p> <p>Taimi: respecting valuing individuals, skilful, balancing time & priorities, positive attitude, problem solving</p> <p>Rhys: ability to handle stress, emotional intelligence, confidence in own abilities and decisions, organising and planning, building relationships with individuals, admitting when wrong</p> <p>Lachlan: detailed, group management, delegation, being aware of people's needs, communicator, confident, perseverance, balancing, align people to a similar goal</p> <p>Sandra: energy, optimism, setting priorities, courage to voice opinions, initiative</p> <p>Liisa: positive attitude, optimism, communication, energy, solving problems</p> <p>Sigi: laiz a faire, problem solving, open to feedback, good insights, emotional intelligence, confidence</p> <p>Ella: empathetic, objective, initiative, enthusiastic, inspiring, optimistic, positive</p> <p>David: high opinion of self, ability to organise, ability to inspire, taking initiate, patience, perseverance, calm under pressure, willingness to take on roles, accepting feedback</p>

		Andrew: positive attitude, problem solving, calm under pressure, skilful communication
12:20-12:40 20mins	How to prepare for an activity - discussion	discussed
12:40-12:45 5mins	Use of facebook messenger at camp	Create groups first day of camp / as required
12:45-12:50 5mins	AACS forms	discussed
12:50-1:20 30mins	Brief brief	Mock briefs create in groups of 3
1:20-2:00 40mins	<i>lunch</i>	
2:00-2:40 40mins	Culture of teams	<p>"Tutorial-Week-9-Workplace-Culture-and-Leadership-Adapted.pptx"</p> <p>and videos watched & discussed</p> <p>https://www.youtube.com/watch?v=6kwUDt42bvs&t=1s</p> <p>https://www.youtube.com/watch?v=eYLB7WUtYt8</p>
2:40-3:10 30mins	Giving and receiving feedback	Discussed & scenarios were worked through
	<i>Afternoon tea</i>	
3:10-3:20 10mins	Team leader roles and expectations	Read and discussed
3:20-3:25 5mins	Media collection and sosin	Create group chat invite all
3:25-3:35 10mins	Covid 19 plan	<p>Video watched and plan on website gone through</p> <p>https://www.youtube.com/watch?v=zuSYeElujCI</p> <p>http://solve.org.au/index.php/covid19-information</p>
3:35-4:00 25mins	Activity Schedule	Shuffled
4:00-5:00 1hr	Activity planning	

Emailed out post meeting	Leaders package	
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other notes

Parents rostered on lifeguarding

First day parent talk: smoking vaping and drinking (add vaping to text)

Do not touch phones or delete photos if something sus/without consent