KEEPING YOUR FIELD STAFF FRESH

A MODEL FOR ON-GOING TRAINING

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Traditional Training Plans?

What does your training plan look like?
What we used to do...

**Hiring**
- Position Requirements
  - WFA / CPR
  - Professional Experience
  - Specific Skill Sets
- New Employee Orientation
  - Orientation to Organization
  - Orientation to Position

**Phase 1**
- Self – Study Exercises
- On-Line Training
- Mentorship / Shadowing

**Phase 2**
- Field Based Learning Events
  - Risk Management & Judgment
  - Instructional Skills
  - Site Management
  - Emergency Management & Response

**Phase 3**
- On-Going Training
  - Curriculum & Skill Competency
  - Vehicle Training
  - Certification Maintenance (WFA / CPR)
  - Other Certifications “as needed”

Trained Instructor
A better model takes into account the **DYNAMIC** aspects of Outdoor Recreation and Education
REI OPO Training Model

No longer are is there a defined path

Training areas are categorized by focal points:

- New Hire
- Program Orientation
- Skill Development
- On-Going
REI Outdoor Programs
Training Model

**Key findings**

- On-Line trainings / webinars help to set the stage
- Switch from 1 annual learning event to multiple events / trainings
- Allocation of budget for mentorship / shadowing
- Internal Skill Assessment / Development
- Quarterly trainings planned
- Use of On-Line video and presentations to support and reinforce knowledge
- Overall flexibility and agility for training supported and appreciated by all staff
- Scalability of training program saves $$$
- Tracking of all trainings crucial
- Culture of Personal & Professional Development through training
REI OUTDOOR SCHOOL ANAPHYLAXIS AND EPINEPHRINE TRAINING

REI Outdoor School Instructor training on anaphylaxis and epinephrine administration

QUESTIONS FROM THE AUDIENCE

Name:
Location:
Email:
Comment:

Jeremy O from HQ:
We (REI HQ) will be available for 5 more minutes via chat. After that please send any questions to me @ joyen@rei.com

Lisa Meerts from Framingham:
Just for clarification, one of us heard use participant’s epi first, but two of us understand to use REI’s first. Then participants if you need it which one is it?

Jeremy O from HQ:
@Lisa Meerts - Use the participant’s prescribed Epi Pen first (unless it is expired) then use the REI pen if needed.
Situation:
• We have just hired the individual pictured above
• We have a Mountain Biking class / trip scheduled to start in 2 weeks
• The new instructor is needed to help run the class / trip
• What is our plan to address the training needs prior to sending the group out on the trail?

Sally Shred
• WFA & CPR (exp 2014)
• IMBA L2 Instructor
• 10 years general Mountain Biking experience
• LNT Trainer (2010)
• Led Mountain Bike rides for local cycling club (2010-2013)
**Position Requirements**
Current WFA & CPR certifications – WFR needed to be lead on multi-day trips
Minimum 3 years experience in Mountain Bike instruction & trip leading

**Initial Training Plan**
New Hire Orientation
Assign Mentor (Mentorship / Shadowing)
Self-Study training (policies & procedures)
Skill Assessment

**Run the Class / Trip**
Mentorship / Shadowing
Skills Assessment

**Training Assessment**
Assess performance
Did Initial Plan meet organizational and programming needs?
Are position requirements correct
Now it is Your Turn!

**Training Plan Development**

Divide into small groups

Select your “Situation” folder

Based on information provided develop a training plan focusing on:
- Immediate needs
- Mid-term (seasonal needs)
- Long Term needs

Report back with highlights and challenges faced in plan development and application
How does this model change for different types of programs?

**Year – round**
- Continuous training opportunities
- Greater opportunities for personal and professional development
- Better alignment of individual training needs to benefit the staff and program

**Seasonal**
- Opportunities for training prior to being on-site
- Immediate training needs identified and executed
- Flexibility to achieve individual and program needs
Q & A

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