



Circular 083:07:08

To: Presidents
Club Captains
Chief Instructors
District Officers

cc: Secretaries

From: Brett Ellis
General Manager - Lifesaving Operations

Date: 24 July 2008

Subject: LSV Club Recruitment Workshops Agenda

Action: REMINDER - Identify key personnel to attend workshops and register their attendance

Further to Circular 077.07.08 please find attached the Agenda for the LSV Club Recruitment Workshops.

Clubs are reminded that the dates for these workshops are:

Thursday 14 August	6.00 pm – 9.00 pm
Thursday 21 August	6.00 pm – 9.00 pm
Saturday 6 September	9.00 am – 12.00 pm

All sessions will be conducted at LSV at 200 The Boulevard, Port Melbourne

REGISTRATION

For catering and resourcing purposes registration is essential.

Registration to attend the workshops can be made to Richarda Goodwin via email richarda.goodwin@lifesavingvictoria.com.au or via phone (03) 9676 6934. Please simply state the club, date attending and names/numbers of participants.

For additional detail on this Circular contact: Brett Ellis – General Manager, Lifesaving Operations
Email brett.ellis@lifesavingvictoria.com.au or by phone (03) 9676 6910 or 0409 359 347
Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205

LSV Club Recruitment Workshop Agenda	
<i>Topic</i>	<i>Duration</i>
<p>Session 1 - Introductions</p> <ul style="list-style-type: none"> • Introduce participants. • Outline the format of the workshop. 	10 minutes
<p>Session 2 – Recruitment</p> <ul style="list-style-type: none"> • Targeting recruitment to meet club requirements. • Inviting past members back. • CALD - what's in it for them? What's in it for you? • Developing club recruitment resources and using the media. • Developing screening and selection processes. <p><i>Workshop - develop an outline of a recruitment strategy for your club.</i></p>	40 minutes
BREAK	10 minutes
<p>Session 3 – Membership Induction</p> <ul style="list-style-type: none"> • How to give your new recruits the best start in Lifesaving. • Developing a mentor program. • Developing club induction resources. <p><i>Workshop – Your clubs induction management plan and further resources.</i></p>	40 minutes
<p>Session 4 – Developing a Training Plan</p> <ul style="list-style-type: none"> • How to best manage your training. <ul style="list-style-type: none"> - What training will best suit your recruits' needs. - Managing a training system within your club. - Intense training camp vs. sustained weekly training. - Resources available to assist club training. <p><i>Workshop – Develop a training calendar.</i></p>	40 minutes
<p>Session 5 – Retaining Members</p> <ul style="list-style-type: none"> • You have done the hard work, now how to keep your members. <ul style="list-style-type: none"> - Making it social and fun. - Further training. - Rewards and recognition. - YIPS and other membership development programs. <p><i>Workshop – What is your club doing to retain members.</i></p>	35 minutes
CLOSE	5 minutes
Total 3 hours	