Timeline of Priorities

Chief Training Officer

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

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| **July** | **August** | **September** |
| 1. SLSNSW State Conference 2. Professional development for continuous improvement 3. Read news and events that impact training and assessment, e.g., circulars, club mail 4. SurfGuard training – online webinars available July to September 5. Monthly board meeting | 1. SLSNSW Awards of Excellence 2. Check for new or updated resources released within the SLS Members Area Document Library & SLSNSW website 3. Check information in Pre-Season Pack and distribute to other TAFs 4. Meet with your Education Team to plan for the upcoming season 5. Course planning 6. Skills Maintenance Planning — All members to complete by 31st Dec 7. Monthly board meeting | 1. Branch Pre Season Meeting and TAF Professional Development 2. Skill Maintenance sessions 3. Monthly board meeting |
| **October** | **November** | **December** |
| 1. Skill Maintenance sessions 2. Gather and collate course feedback and paperwork 3. Read news and events that impact training and assessment, e.g., circulars, club mail 4. Monthly board meeting | 1. Skill Maintenance sessions 2. Gather and collate course feedback and paperwork 3. Read news and events that impact training and assessment, e.g., circulars, club mail 4. Monthly board meeting | 1. All skills maintenance requirements completed by the 31st December 2. Monthly board meeting |
| **January** | **February** | **March** |
| 1. Gather and collate course feedback and paperwork 2. Monthly board meeting | 1. Gather and collate course feedback and paperwork 2. Monthly board meeting | 1. EduCheck on Survey Monkey 2. Ensure award paperwork is complete 3. Monthly board meeting |
| **April** | **May** | **June** |
| 1. Gather and collate course feedback and paperwork 2. Monthly board meeting | 1. Finalise all outstanding assessment requests in SurfGuard by 30th June 2. Review your training year – what went well, what could be improved on 3. Check for new or updated resources released within the SLS Members Area Document Library & SLSNSW website 4. Monthly board meeting | 1. Finalise all outstanding assessment requests in SurfGuard by 30th June 2. Submit feedback to your branch, SLSNSW and SLSA for review by national and state committees 3. Professional development for continuous improvement 4. Read news and events that impact training and assessment, e.g., circulars, club mail 5. Monthly board meeting |