

**Start of Project
- The Critical
Hour**

GREET crew members as they arrive

- Supply name tags for everyone (if you decide to use them)
- Ensure waivers are signed (if required)

INTRODUCE yourself and crew members

ICEBREAKER play a "get to know you" game

DISCUSS project expectations, work objectives and work site specifics

- How far/difficult is hike/travel to site
- What type of work will be done

DEMONSTRATE/PROVIDE Safety/Tool Talk

- Discuss safety and first aid
- Find out crew members health needs
- Make sure everyone has water, food, clothing, boots, and gloves for the day
- Ask if anyone has medical/first aid training
- Explain your level of first aid training and where a first aid kit is located
- Explain the safety net for the project
- Explain the environmental and safety hazards for the project
- (CUSS) Carry, use, storage and safety of tools being used that day

LEAD Safety Stretch Exercise (may be done upon arrival at the worksite)

HIKE/TRAVEL to the work site at a pace everyone can handle

- Put your slowest hikers/travelers in front
- Check tool carry and safety on the way to the site

**Upon Arrival at
the Worksite**

EXPLORE work area and discuss with crew members

- Find out what talents, experience or expertise crew members have
- Utilize project notes (if provided) to explain tasks and standards for project

DEMONSTRATE 6-step method of trail construction or maintenance techniques

- Provide a short talk on trail terminology, trail overview, 6-step method, and/or maintenance techniques

DELEGATE tasks to crew members accounting for individual preference, ability and skill.

Ongoing/
 Throughout
 Project



PROMOTE a safe work environment

- Take breaks as needed
- CUSS for tools
- Encourage crew members to work at a comfortable pace.
- Continually assess for risks

PROVIDE a positive work environment through:

- Demonstration of appropriate leadership styles
- Praise and recognition of crew members
- Utilizing active listening techniques, giving appropriate feedback, and demonstrating tact and diplomacy in negotiations and confrontations with others
- Understanding motivations for participation
- Understanding learning styles and using effective teaching techniques
- On-going assessment of crew members (expectations, skill level, personality, performance, and safety)
- Identifying problems in the field, creating a plan of action to resolve problems, communicating the plan to crew members, and motivating them to implement solution
- Using a group approach to solve problems
- Modeling appropriate behavior
- Having fun!

1.1.1 End of
 Project

WALK work site at end of project with crew members to assess work accomplished

- Gather tools, packs, clothing, trash, etc. so that nothing is left behind
- Give thanks to crew members for a job well done and encourage them to volunteer/work again
- Check tool carry and safety on the way out

ENCOURAGE crew members to provide feedback on project

- Fill out evaluation form if provided