

## VISITING STAFF INFORMATION

Thank you, in anticipation, for participating in an Outward Bound Programme in the role of visiting member of staff. Whether this is your first time working with us or your tenth visit we really appreciate the time you commit to and expertise that you provide. We recognise that you can both enhance the learning of the delegates and add value to the programme.

### **The role of Visiting Staff.**

You will work closely with your staff, our trainers, our course directors and other support staff to increase the learning on the programme and aid the transfer of this knowledge back into your workplace. You are the experts of what it's like to work within your business, and therefore you can assist in relating this learning from the programme back into your place of work. Previous visiting staff have commented:-

“It was great to see what my apprentices were like outside their normal work, I have been able to connect with them on a more personal level, and also been able to challenge them more because I know what they are capable of.”

“The programme made me think about how I might use the learning back at work, and by doing this I was able to help my staff understand specific occasions where they might encounter similar challenges in the workplace.”

We would encourage you to take as active a role in the course as you would like or are able to. Whilst we urge you to contribute it is important to allow the delegates to freely make decisions themselves to enable the experiential learning process.

### **How to add value**

- Supporting the trainer, by providing examples from your company when delegates are reviewing their performance, helping them connect their learning to the workplace.
- Supporting delegates, by having conversations with them, if they have questions about the workplace.
- Being a role model to the delegates.
- Providing support to the Outward Bound team ‘after hours’ if any behavioural issues arise.
- Providing pastoral support to delegates if any personal issues occur during the course. An example of this might be someone who has to leave the course due to unforeseen family or personal issues.

On the first day of the course we like to have a meeting with all the visiting staff from all the companies who are in attendance that week. This allows us to go into more depth about your course, the centre and how we can support and engage with the delegates.

Our aim is to foster a positive learning environment and residential culture around the centre for the duration of your programme.

This meeting will also give you the opportunity to meet, and raise any questions, with other visiting staff from your company, other companies and representatives of the Outward Bound management team.

## **Other supporting information**

Either you or our main client contact within your business will have received additional documentation about the programme, this is listed below:-

- Joining instructions
- Venue information sheet
- Main medical form (mandatory) and supplementary medical forms (if required)
- Link to DVD with more information about the centre and programme
- Client Specification, including course Aims and Objectives
- [Corporate Development website information](#)

Thank you again in advance for your time, commitment and contribution, if you have any questions that can't be answered by any of our information documents or your main contact, please don't hesitate to get in touch with us.