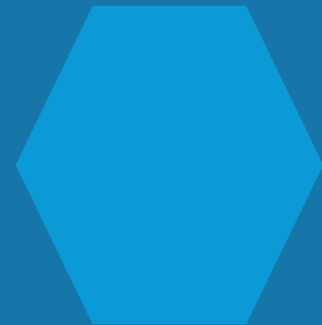


EARTHWATCH INSTITUTE: TEAM LEADER TRAINING

JUNE 2016-DECEMBER 2016



A GOOD LEADER

- ✓ Leads by example
- ✓ Shares their experience, knowledge & skills
- ✓ Communicates well
- ✓ Is responsible
- ✓ Has empathy for others
- ✓ Motivates
- ✓ Can act as a coach or mentor
- ✓ Praises a job well done
- ✓ Makes good decisions
- ✓ Values feedback - both giving and receiving
- ✓ Takes ownership
- ✓ Provides context
- ✓ Listens
- ✓ Does not assume others have common sense!

TEAM MANAGEMENT



Be sure you know who in your team is responsible for what!

If you don't know, it could be you!

TIPS FOR HAPPY PARTICIPANTS

- ❑ Welcome them
- ❑ Appreciate them
- ❑ Communicate with them
- ❑ Understand their limitations
- ❑ Listen to their suggestions
- ❑ Apportion and rotate tasks fairly
- ❑ Use them
- ❑ Give them feedback



WORKING THROUGH CONFLICT

Building trust under pressure: The basic principles

1. Focus on the situation, issue, behavior, not on the person
2. Maintain the self-confidence and self-esteem of others
3. Maintain constructive relationships
4. Take initiative to make things better
5. Lead by example
6. Think beyond the moment

*The
success of
your team
will depend
on good
teamwork*

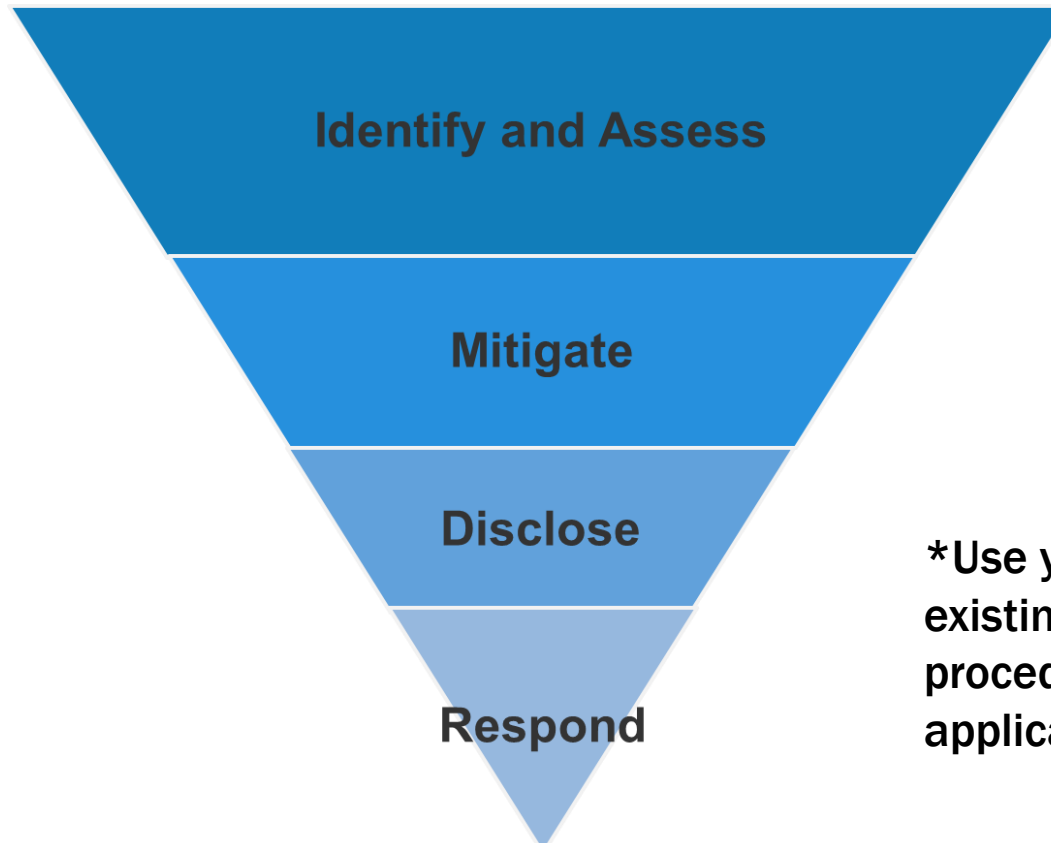
*and
teamwork
requires
trust*

EARTHWATCH SAFETY POLICY

At Earthwatch, we are committed to caring for the safety and welfare of all individuals involved in our activities anywhere in the world.

Although risk is an inherent part of the environments in which we work, we believe that through **careful risk management** and **diligent planning** all participants can have a rewarding, educational and inspirational Earthwatch experience.

EARTHWATCH RISK MANAGEMENT SYSTEM:



***Use your org's existing liability procedures/policies if applicable**

Risk = Potential for Harm

DISCLOSE: ORIENTATION BRIEFING

When the team arrives, project staff must:

- Introduce the site
 - Give a tour, point out facilities/amenities, ‘no go’ areas, etc.
- Review safety information including potential hazards
- Gather participant cell phone numbers in case of emergency
- Describe any communication restrictions (areas of poor reception)
- Introduce the research and tasks
- Discuss group expectations and concerns
- Instruct participants on environmental concerns (recycling, etc.)



RESPOND

INCIDENT

An event which could cause:

- Injury or illness
- Property loss or damage
- Negative environmental impact
- Financial loss
- Reputational damage



INCIDENT MANAGEMENT

Taking **ACTION** to **CONTROL** an incident and **CARE** for those involved.

Prompt -- Proactive -- Personal



YOUR RESPONSIBILITIES DURING AN INCIDENT

In the event of an incident, team leaders are expected to:

- Manage the situation on the ground
- Initiate immediate response
- Get patients to medical help
- Provide leadership and compassion
- Maintain morale
- Delegate tasks
- Ensure everyone on the team is cared for
- Be aware of how an incident is affecting you and your staff
- Communicate regularly with Earthwatch

Remember:
You are
not alone!

EVENT PLANNING: RESPONSIBILITIES

Before events:

- **Who:** Know your audience, think of **safety** and **comfort**
- **What:** Scope # of trees to sample, and understand protocol
- **When:** Pick a (good) date/time
- **Where:** Picking an area, preparing supplies, knowing the site & risks, logistics
- **Why:** Motivating participants and encouraging future participation
- **How:** Group organization, distributing toolkits, getting data back, etc.

EVENT PLANNING: RESPONSIBILITIES

On site: [Your responsibility](#)

- Orientation and safety briefing.
- Educating participants on the larger picture
- Manage group dynamics
- Ensure usable, quality data gets returned to the lab
- **COLLECT PARTICIPANT E-MAIL ADDRESSES!**