

TIPS FOR FACILITATING THE NATIONAL STAFF ORIENTATION GUIDEBOOK

Congratulations! You have added a new National Staff member to your team and they have just completed the **National Staff Orientation Guidebook**. They are off to a great start! But as a leader in your Department, your job of orienting the new member is not done! You need to facilitate a discussion with the new team member that checks for understanding, determines the need for additional information and shares department-specific material

Note: Please review the National Staff Orientation Guidebook *before* having this discussion. Follow this process in a telephone conversation with your new team member. Ask at least one question (hopefully all of the questions) from each section.

Overview of the Orientation	<ul style="list-style-type: none"> ▪ What is your overall reaction to being on the National Staff now that you have read the Guidebook? ▪ What 2-3 pieces of information did you find helpful? ▪ What 2-3 pieces of information to do feel need clarification?
Expectations	<ul style="list-style-type: none"> ▪ What motivated you to join the National Staff? ▪ The Guidebook mentions that service to others and hard work are elements for success on the National Staff. What are your expectations for how much time you can devote to your National Staff position?
Organizational Structure & Acronyms	<ul style="list-style-type: none"> ▪ Have you seen a copy of our Department's organization chart? Do you understand what each Division is responsible for? ▪ What questions do you have about the National Board & Staff structure? ▪ Tell me what you think the N-Staff does.
"Administrivia"	<ul style="list-style-type: none"> ▪ Having signed the "Assignment of Copyright" forms, what concerns do you have? ▪ If you think you will incur espouses in completion of your duties, what is likely to be reimbursed and what is not? ▪ How do you like to be recognized? Publicly or privately? How frequently?
Communication	<ul style="list-style-type: none"> ▪ What are your thoughts about the Levels of Initiative? ▪ What questions do you have about communicating within the Department? With other Departments? With the Districts and members? With the Coast Guard and other agencies? ▪ Do you have any concerns about the report schedule or what I'd like to see in your report?
Acting & Interacting as a National Staff Member	<ul style="list-style-type: none"> ▪ As a National Staff member, you are a role model. What does that mean to you? ▪ What strategy(s) do you think will help you in succeeding in this "virtual environment" where communicating can be difficult and you work independently? ▪ Have you told folks in your Flotilla, Division or District that you are on National Staff? What was their reaction? ▪ What did you learn about traveling for the Auxiliary? When do you expect to be asked to travel? ▪ If you are having difficulty on the National Staff, what do you think you should do?
Electronic Communication	<ul style="list-style-type: none"> ▪ After reading "Electronic Communication in the US Coast Guard Auxiliary", <ul style="list-style-type: none"> ○ What three things will you stop doing as it relates to email and voicemail? ○ What three things will you start doing as it relates to email and voicemail? ○ What three things will you continue doing as it relates to email and voicemail?

Listen to be sure the new National Staff member has a solid understanding of the material and ask follow-up questions to probe for a deeper understanding. Add any department-specific information the new member should know. Good luck!