

For: +MBC (and Directors)

From: David Moore

Date: February 16th 1993

Subject: **BSL Staff R&R Weekends**
Evaluation of '92 and Recommendations for '93

Attendance in 1992

Over 3 occasions held October 8-10 (Commonground), October 29-31 (Campion) and December 3-5 (Booth Lodge) 40 staff participated in our Staff Rest and Recreation Weekend program (plus one spouse (self funding) and five children). Except for the need to make a special payment to cover replacement agency staff at Napier Street, services were able to give staff a 'day off' without undue problems as far as I know. Attendance: Ballarat 1, Barwon 2 Peninsula, Metro, and HO. Of the 40, 6 were men and 34 women. Represented in the forty was a good vocational spread.

Publicity

Despite the efforts of Directors and Service Managers in 1992 to inform staff of the R&R program, and remembering there is some resistance among staff, it seems some 'never got the information' or got it late.

In 1993 I plan to let each staff member know early about the year program (beginning April '93) with a reminder to follow up later.

Eligibility

Each staff person can attend one weekend each calender year paid for by the BSL and be given one day off work (paid).

Applications - First in first served, received up to one week prior

Over 6 events in '93 we could have 150 attending which should accommodate those interested and keep numbers at each below the desired 25-30 maximum. If this number is exceeded, preference will be given to those who haven't previously attended. (All should feel free to apply)

If events are under-booked, I'm suggesting staff may attend a second and spouses may come along, provided they pay for themselves.

? Because these R&R's are a Brotherhood community-building activity, and because we're not a retreat providing organization, I've only suggested other possibilities to follow up when the question has been put about wether non BSL people (willing to pay for themselves) can come along.

The Design of our R&R Program takes into account 4 main factors - each of which is dealt with below. An acceptable variety of opportunities/contributions is the way to go.

1. **The Time**

Accessibility and Attendance is increased as staff are given early notice and greater options. Because Winter is cold and wet and Summer busy, it seems good to offer perhaps three opportunities in Autumn and another three in Spring.

✓ Some participants say they want to go on longer, but overall my impression is that the Thursday evening to Saturday afternoon time frame is very suitable work wise (settling in, full work day, finish off) and works well personally.

2. **The Context**

Venue and Menu

X In '92, most really valued the peace and pleasantness of venues. It seems that we needn't be concerned with providing "very comfortable" accommodation. If we limit numbers to 25-30 (which suits the mood and intention) we can go for small to medium rather than larger and more institutional places. This seems to match the preference of '92 participants. Most have been happy to do a few light duties and many are willing to contribute financially (this would need to be voluntary and anonymous). Vegetarian preferences have been accommodated well.

Child Care

wheel
The need is for us to offer to accommodate and provide child care on site when this is necessary for a BSL Staff Member to attend, or the presence of their child/children is very significant for them. Some venues are more suitable for children than others and some adults would value a child free option. It's better for the children socially to be gathered rather than be scattered across different events - and it's better for the BSL financially.

In 1992 we had five children at Commonground and none at the other two and this worked out well. My intention for 1993 is to stipulate that at one of the Autumn and one of the Spring R&R's (and name them) childcare will be available. and that while we're not primarily on about giving children/families a good time, this can be a secondary goal at these two events.

The Gender Factor

There was some suggestion that a women's only weekend be offered next year. This came out of the positive experience many had at Booth Lodge which was in fact only attended by women (presumably because of the wording on the handout material). It might be added that a few felt disappointed because they expected a mixed group. Maybe in '93 one event could be set aside for women only. I'm not sure about excluding men (what topic is for women only?). Should/Could we provide one for men only?

3. The Leader/Facilitator

Obviously this person (persons) plays a critical role. For most staff attending in 1992, the contribution of leaders/facilitators was very positive (personally and through the programs they facilitated).

In general, what we are looking for here are people who can relate fairly well to and work with a broad group. 'Relating well' of course implies being open and friendly, professional, competent in communicating, empathetic and available. Leaders need to be comfortable dealing with self awareness and personal growth, using relaxation/reflection methods, relating this to 'spirituality' and emotive/cognitive/behavioural/exestential dimensions, while acknowledging varying degrees of general and religious sympathy, understanding and commitment. (If a particular interest/direction is indicated in publicity material for a particular weekend, a narrower group of staff could be attracted of course.)

While the person leading the weekend will be present from start to close, experience has shown that it is well:

- ✓ - for the Chaplain to consult closely in preparing the program and matching this to possible expectations and need for flexibility
- ✓ - for the Chaplain to be around, to hear what's happening and to help iron out any difficulties, eg. at the start to welcome in and establish expectations, on Friday sometime, and on Saturday to be part of the evaluation process
- for the leader/facilitator to have an assistant (myself or another) especially if the group is over 20, to share the up front role, to enable smaller group work, and to increase flexibility so all the components of input, personal awareness, meditation/reflection can be covered.

depends on leaders

4. The Program

Leaders/Facilitators need to have a clear understanding of what is expected - this will be communicated even more directly in 1993. Some points:

- Thursday night needs to be taken fairly gently, a time for unwinding and relaxing, introductions at the personal level, sharing expectations, establishing directions and edging into some work.
- Being mindful of the venue location, if leaders plan for a firm start time this needs to be communicated.
- Experience has taught that while most participants value some free time and space, they are happy to join into the program which has tended to be cumulative. It's not been easy in this situation for leaders or participants when some have chosen to opt out.

My suggestion to leaders will be that they design a program which includes:

- 1) core components which all those attending will be more or less expected to attend (even just for the sake of getting basic information and community building)
- 2) cumulative work sessions which people need to choose to be in from the start or not - they could opt out
- 3) 'one off' optional activities (eg. morning meditation)
- 4) their provision of some support/resources/time for people wanting to go it alone
- 5) social activities and recreational times

Evaluation Process

The evaluation process in 1992 was conducted by leaders and was less than satisfactory on only one of the three occasions. The Chaplain will be more involved in 1993. A standard evaluation form will be available next year to be made available before lunch on Saturdays at the 'wrap up' session.

Budget for '92 (charged to Staff Development Account HCH 0218)

	Commonground	Campion	Booth Lodge	Totals
Accommodation	\$625	\$500	\$1631	\$2756
Child Care	\$150			\$150
Leader/s	\$250	\$100	\$150	\$500
Sundries	\$ 70	\$ 41	\$130	\$241
Agency (Napier)			\$361.40	\$361.40
Totals	\$1095	\$641	\$2272.40	\$4008.40
Number of Staff	10	7	23	40
Number of Adults (Ch)	11 (5)	8	25	
Cost per staff member	\$110	\$90	\$100	100

Note: Sundries includes welcome supper/wine, materials eg. video hire, art supplies, clay. Cost: approximately \$6 per head average.

? Note: Actual accommodation costs for children may be half that of adults, but apportioning the cost of child care brings it up to a similar rounded figure.

Anticipated Budget for 1993

6 events?
/ Given that we are looking at comfortable but not extravagant accommodation, we anticipate a cost of approximately \$90 per head. If we have realistic expectations that 100 staff members might be involved in our 1993 program, plus ten children, plus the cost of leaders (say ten), we are looking at 120 people and a budget of something like \$10,000 for the 1993 program.

BSL Staff R&R Weekend FEEDBACK

Venue and Date

We appreciate you taking time to give us some straight feedback on the weekend - it will help us plan for the future.

1. Please tick the relevant box

GREAT!
FINE
OK
Not so good
Pretty Awful

a) How did you like the setting?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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b) How did you find the accomodation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c) How were the meals?
(did you have special needs?)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d) How did you find the structure of the program
and time use?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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e) What do you feel about the the attitude of the
leaders and the atmosphere they encouraged?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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f) What about their competence as leaders?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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g) How did you feel about the children
(eg. distracting.....a joy)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:.....
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PTO...

2. What, for you, were a few of the most positive moments on the weekend?

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3. What were the less positive aspects?

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4. Would you like to comment on the program content in particular?

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5. Anything further?

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If you'd like to provide: Name.....
(especially if you're making personal requests)

Specific information provided will be treated confidentially by the Chaplain

Thank you for your participation and help in filling out this form.