



Úlfjótssvatn Outdoor and Scout Center, Iceland
Útilífsmiðstöð skáta Úlfjótssvatni

Staff manual – 3

Your journal

Owner: _____

Please return this book to the owner if found.

This part of the staff manual is yours to own and use as your stay progresses. You can use this journal to set goals for your stay, and to track what effect the stay at Ulfljotsvatn has had on you so far.

This document is meant only for you (apart from the table below) but you are free to share its content with whom ever you like.

1. Training

Monitor your training here. Have a member of the senior staff sign off on each part of your training.

Read: When you have finished reading „Staff Manual – 1“	Date:	Confirm (own signature):
Read: When you have finished reading „Staff Manual – 2“	Date:	Confirm (own signature):
Experience: Kitchen (one week of help in the kitchen)	Date:	Confirm (senior staff signature):
Training course: Cooking for groups 1	Date:	Confirm (senior staff signature):
Training course: Cooking for groups 2	Date:	Confirm (senior staff signature):
Training: Outdoor cooking	Date:	Confirm (senior staff signature):
Experience: Cleaning duty (one week of cleaning and washing)	Date:	Confirm (senior staff signature):
Experience: Campsite duty (one week of cleaning and guest help on campsite)	Date:	Confirm (senior staff signature):
Training course: Climbing 1	Date:	Confirm (senior staff signature):
Training course: Climbing 2	Date:	Confirm (senior staff signature):
Lead instructor: Climbing (Approved to lead activity)	Date:	Confirm (senior staff signature):
Lead instructor: Abseiling (Approved to lead activity)	Date:	Confirm (senior staff signature):
Training course: Archery 1	Date:	Confirm (senior staff signature):
Training course: Archery 2	Date:	Confirm (senior staff signature):
Lead instructor: Archery (Approved to lead activity)	Date:	Confirm (senior staff signature):
Training course: Boats 1	Date:	Confirm (senior staff signature):
Training course: Boats 2	Date:	Confirm (senior staff signature):
Lead instructor: Boats (Approved to lead activity)	Date:	Confirm (senior staff signature):
Training course: Hike 1	Date:	Confirm (senior staff signature):
Training course: Hike 2	Date:	Confirm (senior staff signature):
Lead instructor: Hike (Approved to lead activity)	Date:	Confirm (senior staff signature):
Training: Other program activities (depends on season)	Date:	Confirm (senior staff signature):

2. Your personal journey

An important aspect of your stay in Úlfjótswatn will be how you will grow and evolve as a person. You will try and see things you have not tried or seen before. You will learn, you will share and you will spend your daily life in a small community where everyone has to be able to rely on each other.

Some days will be full of joy and everything will go well. Other days may seem a little overwhelming, but rest assure that there are opportunities to learn and develop in every single task or pastime. It is, however, up to you to seize these opportunities. To make sure you get the most out of your stay, we suggest two things:

1) At the end of every day or session, think (or discuss with others) about what has taken place. What was the task/activity at hand? What did you do? Did it go well? What made it go well, or not? Would you do something differently the next time?

2) Use the following pages to put into words your goals and ambitions.

This is for you alone, unless you want to share it with someone. Use this to follow your own progress, and see if you are getting the most out of your stay, or if you need to concentrate more on specific aspects or even get help with something or additional training.

To begin with, describe yourself with these thoughts:

- Name an event that was/is important to you:

- Name your biggest achievement:

- Name some of your favorite things:

- Describe your ambitions for the future:

And now, let's explore why you are here:

- What are your personal motivations for working or volunteering at Úlfjótsvatn?

- What skills do you already have which will help you to be successful in your role at Úlfjótsvatn?

- What fears, concerns or questions do you have about your work or volunteering at Úlfjótsvatn?

- What skills do you want to develop during your placement?

- What role have you been allocated to? How does that role contribute to the running of the center?

- From the perspective of the management team of Úlfjótsvatn, why are you here?

3. Skills

During your time at Úlfjótuvatn, you will develop a variety of skills and abilities which are both specific to the role you are undertaking and transferable across many other areas of education or employment. Depending upon your role, these are just some of the competencies you will have the opportunity to develop:

Transferable or soft skills:

- Confidence
- Independence
- Leadership
- Responsibility
- Communication
- Initiative
- Negotiation
- Teamwork
- Facilitation
- Interpersonal
- Problem-solving

Practical or hard skills

- Administration
- Behavior management
- Compliance, health and safety and safeguarding
- Cooking and food hygiene
- Do-it-yourself tasks
- Keeping accommodations clean
- Customer service
- Language (Icelandic, English, others?)
- Specific outdoor and indoor activities
- Training others
- Working with children

As your stay progresses, answer these questions to monitor your learning:

Fill this out after the first four weeks of your stay:

- Which practical skills have you developed during your training and first weeks of work? What formal learning have you undertaken?

- Which transferable skills have you been developing during your training and first weeks of work? What informal learning have you undertaken? Think about living and working with your colleagues and away from home, meeting new people, and particular tasks and sessions within the training.

- Which parts of your training and first weeks of work have you found easiest? Which aspects have you found most difficult? Why do you think this is?

4. Personal development plan

Fill this out sometimes during your first four weeks at Úlfljótsvatn:

- What would you like to learn, achieve or improve during your work / volunteering at Úlfljótsvatn? What skills or experience do you want to develop?

- Set some targets or objectives for your placement. They should be „SMART“ (specific, measurable, assigned to, realistic and time constrained).

- Write down some of the feedback you get from other staff members:

Fill this out at or after the mid-point of your stay. Feel free to share any findings or comments with the senior staff:

- What have you enjoyed the most about your work / volunteering so far?

- What have you enjoyed the least about your work / volunteering so far?

- Do you think the training you have received has prepared you for your role and the duties you perform? Is there any additional training you require?

- What do you think have been your main successes or achievements during the first half of your work / volunteering?

- Which aspects of your role(s) do you enjoy most?

- Which aspects of your role(s) do you find most challenging?

- What have you done to overcome these challenges?

- What would you like to learn, achieve or improve on over the second half of your stay?

- Set some targets or objectives for your the second half of your placement. They should be „SMART“ (specific, measurable, assigned to, realistic and time constrained).

- Write down some of the feedback you get from other staff members: