

# GET READY Workshop

## INFORMATION GUIDE



### AIM

To build up resilience of people in your local community, empowering and giving them confidence in a wide range of skills to better help themselves, before calling upon the NSW SES.

## DESIGN AND RATIONALE

The workshop provides education through practical activities and information sessions in areas such as storm preparation, first aid, flood awareness, initial accident response, internal house safety, emergency apps, sand bagging techniques, and other geographical specific or unit specialty areas. The intention is to invite 40-50 people from your local community and have an expo style set-up with activity stands, demonstrations, and information sessions.

The workshop is organised and conducted by the volunteers of the SES unit allowing it to create a challenging environment for the people attending. This also empowers the members of the unit by building their confidence in presenting and using skills and knowledge learnt within their time with the NSW SES. This further demonstrates that people from the community can look after themselves and their family in a variety of situations.

The workshop can also be used as a recruitment tool for volunteers within the unit both in field and administration roles.

It is recommended that the workshop is restricted to attendees 18yrs & over. By

restricting the age it means that attendees will not be bringing children to the event and can focus on the skills and knowledge being presented.

Each unit should be able to host the night at their LHQ.

### MEASUREMENT AND EVALUATION

The NSW SES is committed to measuring the effectiveness of community engagement. Socialsuite is the community engagement measurement and evaluation tool, designed to measure people's attitude and behaviour change in the short, medium and long term. Get Ready Workshop is a perfect activity to measure.

When measuring effectiveness, we need to measure pre, during and post activities. When running Get Ready Workshops, it is preferable to use Socialsuite before, just after and post the activity (called a follow up). A question bank has been developed to measure Get Ready Workshop events.

If you would like to add your own question that may be specific to your event, there is flexibility to do this.





The community capability team are there to assist you in creating the surveys. For more information or to start the measurement and evaluation design for your Get Ready Workshop event, please contact [community.capability@ses.nsw.gov.au](mailto:community.capability@ses.nsw.gov.au)

**Note: Due to time constraints and number of volunteers available to run the workshop there may be difficulties in measuring these events at the end of the night. There are options available to overcome this. The Community Capability Team can work with you to solve any issues. Email addresses are required for pre-activity and post-activity surveys. As part of the registration process it would be useful to collect email addresses so that participants can complete a pre-activity survey before attending the event to measure individual behaviour change.**



## PLANNING THE EVENT

### Timeline is a guide only

It is advised that you start planning 8–10 weeks prior to the event. A committee should be set up to share the load of the organisation, to gain buy-in from all unit members and to give greater potential for ideas and presentations for the night. The committee may want to appoint a lead person to Project Manage the organisation of the night.

WEEKS TO GO TO EVENT	PLANNING
8	<ul style="list-style-type: none"><li>Initial meeting including all members willing to participate, Local/Unit Commanders, Community Capability Officer</li><li>Choose a Theme – you can choose a theme and make this an event which is a 'Night Out' where you also learn some great skills – good food, good coffee and good company.</li><li>Set a date</li><li>Decide on what activities are going to be run, and who will facilitate each activity (advise 2 members per stand)</li><li>Decide and discuss who will organise the following and begin planning what is required for each:<ul style="list-style-type: none"><li>Catering</li><li>Advertising and promotion</li><li>Event logistics – set-up, passes etc</li><li>Emergency kits</li><li>Chase up any local businesses willing to contribute a lucky door prize</li><li>V.I.P guest list</li><li>Registration form</li></ul></li></ul> <p>Measurement and Evaluation planning – contact Community Capability to design the measurement and evaluation component</p>
5 & 6	<ul style="list-style-type: none"><li>Hold meeting to see if everything is on track</li><li>Discuss any issues and assist each other with ideas and tasks</li></ul>
4	<ul style="list-style-type: none"><li>Begin promotion of the event via organisationally supplied resources (Facebook tiles, posters, media releases)</li><li>Ensure registration method is prepared</li></ul>
2	<ul style="list-style-type: none"><li>Hold meeting. Discuss preparedness, issues, planning</li><li>Boost or pull back on advertising depending on numbers registered</li><li>Set-up Socialsuite survey and train members in helping collate information</li></ul>
1	<ul style="list-style-type: none"><li>RSVP for registration closes one week prior to event</li><li>Send out Joining Instructions to registered participants and get <b>confirmation</b> of their attendance</li><li>Pre-survey</li><li>Prepare name badges and allocate participants to a group for the night</li><li>Confirm catering</li></ul>
2 days	<ul style="list-style-type: none"><li>Check pre-survey completion rates and remind participants if they haven't completed it yet</li></ul>
0	<ul style="list-style-type: none"><li>Host the night!</li><li>Survey after the workshop</li></ul>
6 months after	<ul style="list-style-type: none"><li>Follow up survey</li></ul>





REGISTRATION

Each unit is responsible for registering participants for their workshop. Depending on the unit, registration may take form either online or paper based. Below are some suggestions for registration:

- Use of Google forms
- Facebook
- Email or contact number
- Have a stand-by list of names for any cancellations

STANDS

- Work out which members want to facilitate stands or coordinate activities
- During the 8 week planning process, these members will organise how they want to conduct, set-up and present each stand.
- Decide on what resources are required and obtain
- Have 4 stands with 1-2 SES volunteers running each stand *(will vary to individual unit number of volunteers)*
- Each stand will conduct a 20-25 mins (5 min change over) presentation/ demonstration with a group of attendees and then the group will move on to the next stand  
*See order of proceedings for more detail*

**NOTE:** Not all topics are able to be covered by units eg.. road crash rescue. Topics should be unit based / area orientated.

V.I.P's

Suggestions of invitees may be:

- NSW SES members from your zone
- Local council members
- Local members of parliament
- Local radio / news presenters

CATERING

- Finger food – you are not providing a meal
- Seek the best price available for your local volunteer SES unit.

PROMOTING THE EVENT

All promotional material can be found in Brand Online and includes:

- Facebook Tiles - use of local social networks in your local area.. eg. Community notice FB pages
  - share amongst members' own facebook pages which targets all age groups and networking across the community.
- Posters – posted around the community
- Local Media - print or radio

ORDER OF PROCEEDINGS

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6.00pm	Guests arrive
6.40pm	Welcome speech and Instructions for the night
7.00pm	Commencement of activities – 4 stands x 4 groups
7.30pm	Rotation of groups to the next stand
8.00pm	Rotation of groups to the next stand
8.30pm	Rotation of groups to the next stand
9.00pm	<ul style="list-style-type: none"><li>• Dessert/refreshments served, Measurement and Evaluation conducted, lucky door prize(s),</li><li>• Emergency kits distributed <i>(optional depending on funding)</i></li><li>• Conclusion speech</li><li>• Complete post survey (if you are surveying at the conclusion of the event)</li></ul>
9.30pm	Event concludes







### EMERGENCY KITS

*Subject to availability & funding obtained*

**List of contents: Guide only**

- Multistore container 15L clear
- Rope 6mm x 20m
- Mini First Aid kit
- Waterproof torch
- Poncho
- Cloth Tape 50mm x 15m
- Tarp 1.1 x 1.7m
- Box of matches
- 10pk tea light candles
- SES orange gardening gloves
- Large ziplock clear bag
- Pet check list
- Emergency contact list

### PARTNERSHIP WITH LOCAL BUSINESSES

Each unit may want to seek support from within their community through local businesses. They may wish to donate a lucky door prize, discount voucher for supplies and/or contribute to the night in some other way



### HELPFUL FEEDBACK POINTS FROM UNITS THAT HAVE HOSTED GET READY GUYS

- Get a confirmation /reply from the attendees that they are coming, don't assume once you send out the joining instructions that they got it and are coming.
- Don't leave the admin tasks to the last minute. Eg name badge making/collating. Prepare the week before once names/numbers confirmed. Any late changes to attendees can then be easily done on the night, rather than 40 names, only changing a few.
- Keep the stands running on time. Have the SES members running them, do a trial run and time it so they have an idea of timing. They may need to extend or shorten their presentation.
- Include all members involved in the planning process. Incorporate the committee system. *(See planning the event)*

For further help or information about running the GRG campaign,  
please contact your local **Zone Community Capability Officer** in your  
Region or [community.capability@ses.nsw.gov.au](mailto:community.capability@ses.nsw.gov.au)