**Sample Aquatics In-Service Training Framework**

*Suggested time length: 1 hour. Below are suggested ways you can structure that time, but feel free to adapt this to fit your team and determine what skills require more time.*

1. Team Building Activity [10 min]

*Purpose: By creating intentional team and community time for staff, it gives them the opportunity to socialize and get to know each other. Not only will this build a stronger team, but it will also help staff feel appreciated, know they belong and understand how they contribute to the organization’s success.*

1. Introduce Skill & Provide Context [5 min]

*Purpose: Providing context and explaining the importance/relevance of the skill that you plan to practice is essential for staff buy-in. You want your staff to understand why this particular skill is critical and how it can save a life.*

*Looking for ideas on what to talk about each month? Review the data you have collected from audits to look for insights and narrow down what skills would be valuable for your team. To kick off the training, you can review new policies, discuss an incident that happened at your pool, watch a recording of a previous drill, etc. Show or discuss anything that is relevant to the topic to help your staff make the connection.*

1. Skills-Based Training [30 min]

*Purpose: Creating trainings that are realistic, prepares lifeguards to know what to expect—and how they might feel—if an aquatic event were to happen. This will set them up for success and retain, improve, and employ skills and knowledge so that a lifeguard's performance is maximized.*

*Example topics include:*

* *First Aid and CPR*
* *Emergency Action Plan*
* *Victim Recognition*
* *DROP Drill*
* *Guard Rotations*
* *Lifeguard Area of Responsibility*
* *Enforcing Rules and Policies*
1. Debrief the Training [10 min]

*Purpose: Debriefing the skill-based activity will allow your staff to address any difficulties they had, ask questions about anything they are unsure of and brainstorm how they can improve next time.*

*Sample questions to ask during the debrief:*

* *What went well?*
* *What challenges/barriers did you face?*
* *What questions do you have?*
* *How would this be applied in a real emergency? Would anything be different?*
* *How can we improve next time?*
1. Feedback from Lifeguards [5 min]

*Purpose: At the end of each in-service training, ask lifeguards for feedback, including asking them where they can use more support/practice/education. This will allow you to tailor your next in-service training to the needs of your team*

Items to Incorporate Throughout:

* **Positive Feedback**: Offer positive feedback and encouragement throughout the training. Highlight an employee who has been succeeding and doing a great job in the past week, month, etc.
* **Leadership Opportunities**: Allow lifeguards the opportunity to lead certain sections of the training each time.
* **Involve Other Departments**: Provide opportunities for staff members outside of aquatics to attend your in-service trainings. This will promote knowledge across all disciplines as well as respect and appreciation for the work lifeguards do. It will also help to create a culture of safety where everyone understands what is expected on the pool deck.