

<b>Module Title:</b>	Trip Planning and Organisation	
<b>Time:</b>	8 hours	
<b>Venue:</b>	Theory and Practical	
<b>Module aim/s:</b>		
<p>Decision making for trip planning and organisation starts potentially months ahead of getting on the water. There are many factors in play over the planning timeframe, some are intangible and cannot be changed like the hazards, whilst others, like the selection of the team of paddlers, are within a Guide's control to change and influence.</p>		
<b>Session Title</b>	<b>Time</b>	<b>Session Outline and Learning Outcomes</b>
Introduction	9.00 – 9.30	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Venue introductions</li> <li>• Health and Safety, toilets, breaks, timings</li> <li>• Course administration (course schedule)</li> <li>• Introduction to the trainers and the group</li> <li>• Overview of the BC Guide scheme</li> <li>• Where does the Trip Planning and Organisation Module fit into the scheme?</li> <li>• Outline the plan for the module</li> <li>• Set expectations and goals for the day</li> </ul> <p><b>Learning Outcomes</b></p> <p>Participants will be aware of the venue layout/logistics and the programme for the day</p> <p>Participants will understand what will be required of them throughout the day</p>
Importance of trip planning	9.30 – 10.00	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Participants to recall and share individual trip experiences</li> <li>• Develop an understanding of what went well and what did not go to plan – explore reasons behind a</li> </ul>

		<p>successful trip</p> <p><b>Learning Outcome</b> - to explore trip successes and making links to the importance of pre-planning</p>
Pre-trip planning	10.00 – 11.00	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Pre-trip planning and its importance</li> <li>• Research and investigation into resources available</li> <li>• Expected weather conditions, water levels/states/conditions, remoteness, maps and guides, pilots, available, provide appropriate examples of resources.</li> <li>• Creating trip plan – participants in small groups to research and gather information to inform decision making for a specific trips.</li> </ul> <p><b>Learning Outcome</b> - to develop an understanding of the importance of trip planning and resources available to inform the Guide.</p>
Managing risk	11.00 – 12.00	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Developing a managing risk ethos and considerations</li> <li>• Obtaining and understanding information to inform good decisions</li> <li>• Explore variables that need to be considered, current and changing conditions, difficulty/challenge, the teams experience, ability and skill, remoteness, severity and single to multi day trips. Provide examples of own experiences and participants.</li> <li>• Importance of a flexible/reflective approach</li> <li>• Reflection in action and past reflection</li> </ul>

		<p><b>Learning Outcome</b> - decision making and what information influences the Guide's decision whilst planning and organising a trip.</p>
<p><b>Lunch</b></p>		
Practical task	13.00 – 13.30	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Develop Trip Plan from pre-planning exercise considering risk reduction. Does the plan need altering? Rationalise and discuss in groups, challenge guides/leaders to consider diverse realistic variables with probability versus consequences.</li> </ul> <p><b>Learning Outcome</b> - further develop decision making capabilities considering other implications and impacts.</p>
External Factors	13.30 – 14.15	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Explore other factors (external) that contribute to the Guide's decision making when planning and organising a trip</li> <li>• Group discussions - recalling and sharing of experiences</li> <li>• Additional research and information gathered including - remoteness and emergency help available consider telephone, VHF coverage, Sat phone requirements and/or SPOT coverage, travel arrangements, political situation, visas, vaccinations, suitable insurance, dangerous wildlife, access situation including permits if required</li> </ul> <p><b>Learning Outcome</b> - understand external factors to aid in the Guide's decision making when trip planning and how such information can influence a trip</p>

Internal Factors	14.15 – 14.45	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Explore other factors (internal) that contribute to the Guide’s decision making when planning and organising a trip</li> <li>• Group discussions, recall and share experiences</li> <li>• Areas to discuss and consider - Experience of the team, physical and psychologically demands, cohesion and developing this approach within a group/team, additional skills and equipment that the trip requires such as steep rope access, firearms experience, etc.</li> </ul> <p><b>Learning Outcome</b> - understand internal factors to aid in the Guide’s decision making when trip planning and how human factors can influence a trip.</p>
Present Trip Plan	14.45 – 16.30	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Develop the trip plan, taking into account external and internal factors</li> <li>• Groups to present their plans with rationalised and considered thought to the decisions made, peer review and challenge</li> </ul> <p><b>Learning Outcome</b> - continue to develop and explore trip planning, its complexities and the vast considerations a Guide needs to take into account when planning trips.</p>
Review and close	16.30 – 17.00	<p><b>Session Outline</b></p> <ul style="list-style-type: none"> <li>• Review the programme</li> <li>• Create your own action plan</li> <li>• How will this impact your practice?</li> <li>• How will your students benefit?</li> <li>• What are the next stages to take this further?</li> <li>• What resources are available to further this area?</li> </ul>

		<p><b>Learning Outcome</b> - Feedback will be gathered to monitor the effectiveness of the content of the module.</p> <p>Participants will understand ways that they can use this in their leadership/coaching. Participants will generate their own action plan based around the areas that they feel they need to develop following this training.</p>
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