

2014 Championship Conferences

Video of conferences and conference information to be posted on FIRST website.

2/23/14

FIRST Youth Protection Program (www3.usfirst.org/aboutus/youth-protection-program)

- 2 lead coach/mentors required for every team
- screening all lead coaches/mentors and event volunteers
- recommend teams meet in public place; places with safety features in place
- particular concern for physical safety of youth
- screening will occur at time of team registration; registration will not be approved until screening is completed (generally 24 hours unless something arises that requires further exploration, then 3 business days)
- Youth Protection Program information under About Us on FIRST website

2/24/14

Continuous Improvement – Cyber Blue Team 234 (www.cyberblue234.com)

- hold lessons learned sessions with whole team
 - Capability assessment
 - Desire to learn
- brainstorming – candid
 - capture all ideas
- examples:
 - wiring reliability – color code every circuit, breaker to end
 - color code tools and robot components and tool boxes
- projects – why, how to select
 - select on need, skills, resources, benefits
- keys to successful project
 - narrow scope
 - design the process
 - document work
 - peer review
 - share knowledge
 - find applications
- contact first@cyberblue234.com for information

Sidebar contact with team 1640 re swerve drive. Working with swerve drive for five years.

Link to site for information: wiki.team1640.com; click on Swerve Central

Hire/Fire Mentors

- develop team HR department

- develop hiring process and update process periodically
- interview prospective mentors
- treat team like a business
 - job descriptions (responsibilities, skills, goals)
 - ID skill sets (technical & non-technical, ME, EE, programming, clerical, accounting, travel planner, etc.)
 - length of term (limit leadership)
 - job application, interview, performance appraisal
 - team handbook (rules and consequences specific to students and to adults)
- HR committee establishes policies and procedures; may be adults only or mix with students – review Youth Protection Program guide
- hiring process
 - job descriptions, advertise
 - corporate sponsors, professional organizations, Regional Director, local organizations, university/college, LinkedIn
 - request references
 - MOU (see NEMO site - www.firstnemo.org/resources.htm)
 - outline team model
 - mentor responsibilities
 - mentor rules and consequences
 - term limits/rotation
 - parent mentor roles
 - finances handling (who can order, how reimbursed)
 - time and financial commitments
 - team assets, donated items
 - interview in facility to observe in team setting/meeting
 - be up front with expectations
 - invite questions
 - meet with parents, students, mentors re safety, team guidelines and expectations
 - regular review sessions during year – non-confrontational
- fire – regular meetings to mitigate problems, recognize things not going well
 - facilitator – senior mentor or Regional Director
 - year-end evaluation for team
 - address recurring behavior
 - document
 - confront in nonthreatening way
 - reassign within or to other team
 - recognize/recommend time out

- follow up with letter documenting separation

Leadership – (penfieldrobotics.com/team/leadership)

- learn other perspectives, time management
- research leadership resources
- decide what to include for your team – team survey
- make it fun
- media, snacks, breaks, activities
 - 5 minute breaks
 - ball with questions to answer
- topics
 - learn strengths/weaknesses
 - how to use strengths to maximize team
 - confidence
 - 7 habits of highly effective people
 - communication – weekly e-mail, empathic listening
 - presentation skills/practice
 - motivation (take action)
 - procrastination
- provide workbook to write ideas, notes, prep presentations
- pre conference workshop homework
 - prepare 2-minute speech about themselves to present at beginning of workshop
 - quizzes/tests (personality, strengths)
- post conference survey
- continuous development
 - year-round leadership subteam
 - empower students
- contact: leann324@gmail.com; larrylewis1511@gmail.com

Community Outreach Strategies (contact nbplrobotics@gmail.com)

- create advocates
 - passionate supporters
 - share enthusiasm
 - build sense of community
 - elected officials; business/community leaders; retired leaders; informed leaders (people with connections)
- team/personal/community impact
- major advocate – one willing to help a lot
 - space, machine shop, mentors, money, likely to inspire others to support

- ask for something big
- how to keep major advocate
 - make advocates feel part of the team
 - give team swag, follow up with team updates
 - deadline, specific goals
 - business cards
 - teach students about cost of things, how to raise money