

Appendix

(Refer Minutes of DC Meeting held on 27 Nov 2023)

OUTLINE FOR NAF DIRECTORS' WORKSHOP AT NAF MAHARASHTRA CHAPTER

DATE - 22, 23, 24 FEBRUARY, 2024.

ARRIVAL BY EVENING ON DAY 1, 22ND FEB 2024.

DEPARTURE BY EVENING OF 24TH FEB OR DEPARTURE ON 25TH FEB MORNING

Day 1: Reporting and Introduction

Reporting and Registration (3:00 - 5:00 PM): Participants arrive and register. Informal networking and High tea,

Introduction session with icebreakers, Delegates will present the activities of their chapters.

Welcome Dinner (8:00 PM): Opening remarks and casual dinner to allow participants to mingle. Adventure stories, NAF association, USP, future plans and expectations from the workshop

Day 2: Intensive Workshops

Early Morning Session (6:30 - 7:30 AM): Yoga and Mindfulness Session / adventure activities(Optional)

- Breakfast (8:00 - 8:40 AM)

- Morning Session (9:00 AM - 12:30 PM):

- Keynote Speech BY PRESIDENT NAF

- Revisiting the vision mission, NAF –Road Map, Role of NAF Chapters-

Key focus areas- SWOT for Land Based, Water sports and Aero sports under NAF.

For each activity being undertaken in NAF

Standard practices, Unique methods and Benchmarking [first draft of SOP] A document on Risk analysis, risk management

Introduction, discussions and adoption of Advanced Training Techniques, Integration with National adventure policy- NAF role in National adventure policy implementation and potential for chapters.

Ways and means of equipping chapters with knowledge, resources and manpower at par with NAF standards

- Lunch Break (12:30 - 1:30 PM)

- Afternoon Session (1:30 - 5:00 PM): -

Workshop: Incident and Accident Analysis FOR LAND<Water and Aerosports

- Interactive Session: Developing Evaluation Mechanisms (1:30 - 3:30 PM)

- Coffee Break (3:30 - 3:45 PM)

- Group Discussion: Enhancing Chapter Communication (3:45 - 5:00 PM)

- Panel Discussion: Global Best Practices NAF templates for uniformity of program data

Evening: Presentations on achievements, Programs , training site presentations, story telling

- Networking and Informal Discussions, camp fun, cultural exchange

Day 3: Final Discussions and final drafting of SOP, work manual. Trainers manual, emergency exit protocol, communication protocol. Mandatory documentation templates

Drafting of NAF policies on program, Planning, content, training, certification, record keeping and risk analysis.

- Early Morning Session (6:30 - 8:00 AM): Fitness and Team Building Activities water sports (Optional)

- Breakfast (8:00 - 8:30 AM)

- Morning Session (9:00 AM - 12:00 PM):

- Roundtable: Mentorship and Career Development

- Coffee Break (10:30 - 10:45 AM)

- Closing Session: Action Plan and Next Steps (10:45 AM - 12:00 PM)

- Lunch

Certification by NAF: process, programs, Annual calendar, Developing NAF regulatory protocol and certification and authorisation of NAF reviewers/ mentors.

Drafting of NAF Award at par with Duke of Edinburg award.

Pledge, feedback, group photo

Closing address and directions by Hon President.

- Evening: VISIT to pulgaon ordanance factory.

Day 4: Departure (Monday)

- Departure Day: Attendees check out and depart at their convenience.

Attendee: Chapter directors+1

Executive council

Invitees