

Watercraft Inspection Steward Program New Steward Orientation Planning Checklist

Planning for Training			
Complete	Task	Timeframe	Notes
<input type="checkbox"/>	Determine Orientation Dates		
<input type="checkbox"/>	Confirm Orientation Venue		
<input type="checkbox"/>	Submit Payment for Venue (If Applicable)		
<input type="checkbox"/>	Determine Key Training Components		
<input type="checkbox"/>	Develop Steward Orientation Agenda		
<input type="checkbox"/>	Invite & Confirm Guest Speakers		
<input type="checkbox"/>	Develop & Finalize Process Agenda		
<input type="checkbox"/>	Finalize Training Evaluation		
<input type="checkbox"/>	Identify Workshop Facilitator (If Applicable)		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Training & Resource Material Development			
<input type="checkbox"/>	New Steward Orientation Agenda		
<input type="checkbox"/>	New Staff Documents Needed (If Applicable)		
<input type="checkbox"/>	Compile Steward Supplies		
<input type="checkbox"/>	Confirm Vessel for Inspection Demonstration		
<input type="checkbox"/>	Send Reminder to Guest Speakers		
<input type="checkbox"/>	Send Reminder to Stewards		
<input type="checkbox"/>	Assemble Orientation Folders for Stewards		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Resource Materials Needed:

- | | |
|---|---|
| <input type="checkbox"/> Steward Contact List
<input type="checkbox"/> NYS WISP Handbook
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/> Orientation Agenda
<input type="checkbox"/> Orientation Folders
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
|---|---|

Training Supplies Needed:

- | | |
|--|---|
| <input type="checkbox"/> Attendance/Sign In Sheet
<input type="checkbox"/> A/V Equipment
<input type="checkbox"/> Vessel for Demonstration
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/> Steward Supplies
<input type="checkbox"/> Notepads
<input type="checkbox"/> Pens
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
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Five Typical Training Components Include:

- Organizational Orientation
- Introduction to the region (including natural resources, partners/local contacts, relationship with law enforcement, and issues of concern)
- AIS identification and data collection protocol
- Boater engagement and interpretation techniques
- Launch site visits

Detailed Training Components Include:

- A Professional Approach to Stewardship
- Prepare Yourself to Engage the Public (Four Key Elements)

- APPEARANCE:
 - Identifying Yourself Visually
- SAFETY:
 - Maintaining Personal and Public Safety
 - Special Risks and Circumstances
- INTERACTION WITH THE PUBLIC AND STAFF:
 - Communicate Professionally
 - Establishing Credibility
 - Framing the Message to Inform Boaters
 - Clean, Drain, Dry Campaign
 - Conducting Inspections:
 - Expectations of Stewards
 - Setting Up Your Inspection Station
 - Steward Supplies
 - Recommended Distributional and Display Materials
 - How to Conduct a Watercraft Inspection
 - Approach and Delivery
 - Physically Inspecting a Boat
 - Refer to What to Do When Observing Water and Hitchhiking Organisms/Debris (See [page 6:14](#) in the NYS Watercraft Inspection Steward Handbook)
 - When Boater's Don't Want to Participate
 - Exiting the Inspection
- DOCUMENTATION:
 - Data Collection & Reporting