

REC WELL MANAGER TRAINING & DEVELOPMENT

Within the Division of Recreation & Wellbeing, Rec Well Managers (RWMs) are the highest student leadership position. They are a direct extension of Rec Well professional staff and are responsible for making decisions affecting all student employees, members, guests, facilities, and programs. Rec Well Managers are expected to be knowledgeable in all areas of Rec Well to provide leadership to student employees across the Division.

This document outlines the training and development process for RWMs within Recreation and Wellbeing at UW-Madison. Training occurs during the Spring semester prior to actively serving in the role.

NEW REC WELL MANAGER PRE-TRAINING CHECK IN

Once an offer is accepted, the Assistant Director of Member Services will schedule a one-hour meeting with each new RWM to discuss the following prior to Grey Polo Day. The pre-training check in will cover the following:

Administrative Items

- Confirm Staff Contact Information
- Review of Accounts & Access

Application Review & Feedback

- Application Review
- Resume Feedback
- Interview Debrief

Expectations & Level Setting

- General Team Expectations
- The Manage Mindset

GREY POLO DAY

After completion of pre-training check in meetings the cohort attends a one-day orientation style training, Grey Polo Day covering the following:

- Cohort Introductions
- Expectations
- The Manager Mindset
- Division Orientation 2.0
- Strengths Quest (*Leadership Portfolio*)
- General Facility Tours
- The 5 Dysfunctions of a Team (*Leadership Portfolio*)
- "The Rec Well Experience"

NEW REC WELL MANAGER TRAINING

After Grey Polo Day each cohort will begin training, similar to an academic class, these trainings take place on Mondays for one to two hours. The following dates and times have been set for the 2026 Cohort.

REC WELL MANAGER TRAINING 2026 COHORT		
Date / Time		Topic
February 21 9:00 AM – 5:00 PM		Grey Polo Day (Orientation)
Week 1	February 23 6:00 – 7:00 PM	Emergency Action Plan (EAP) Overview The Leadership Challenge (<i>Leadership Portfolio</i>)
Week 2	March 2 6:00 – 8:00 PM	EAP Activation: Code Red & Minor Medical Best Practices for Providing Care
Week 3	March 9 6:00 – 7:00 PM	EAP Activation: Evacuations & Shelter in Place Emergency Equipment
Week 4	March 16 6:00 – 8:00 PM	Scheduling & Events Group Think (<i>Leadership Portfolio</i>)
March 22 9:00 – 5:00 PM		Grey Polo Bootcamp (Training)
Week 5	March 23 6:00 – 7:00 PM	Navigating Conversations & Accountability (<i>Leadership Portfolio</i>)
SPRING RECESS		
Week 6	April 6 6:00 – 7:00 PM	Critical Thinking (<i>Leadership Portfolio</i>)
Week 7	April 13 6:00 – 8:00 PM	De-escalation Incident Reporting
Week 8	April 20 6:00 – 7:00 PM	Memberships Access & Security
Week 9	April 27 6:00 – 8:00 PM	Headshots Values & Manifestos (<i>Leadership Portfolio</i>) Training Recap
	April 29 6:00 – 8:00 PM	Manifesto Night

RECURRING MEETINGS & TRAININGS

REC WELL MANAGER MEETINGS

Rec Well Managers are required to attend bi-weekly meetings. These meetings take place on Monday evenings from 7:00 – 8:15 PM during the academic year and 4:00 – 5:15 PM during the summer. In the event of a scheduling conflict, an absence request form can be submitted.

REC WELL MANAGER RETREAT

Twice a year, once at the beginning of the fall semester, once at the beginning of the spring semester all Rec Well Managers are required to attend a two-day Rec Well Manager Retreat. Retreats are an opportunity for the RWM team to connect with one another, foster teamwork, and focus on individualized leadership development in preparation for the upcoming semester.

DEVELOPMENT PROCESS

PRE-TRAINING CHECK IN

Once an offer is accepted the Assistant Director of Member Services will schedule a one-hour, individual pre-training check in meeting with each new RWM prior to Grey Polo Day.

STRENGTHS QUEST ASSESSMENT

Each Rec Well Manager will receive a link from the Assistant Director of Staff Training & Development to complete the Gallup Clifton Strengths Assessment. This assessment must be completed, and results must be shared with the Assistant Director of Member Services prior to Grey Polo Day.

POST TRAINING CHECK IN

At the conclusion of the final Rec Well Manager shadow shifts each member of that cohort will meet with one of the Rec Well Manager Leads to discuss the following:

- Training Process Feedback
- Check of Competence
- Outstanding Questions / Concerns

END OF SEMESTER REFLECTION

After the end of each fall semester every Rec Well Manager will meet with the Assistant Director of Member Services for a 45-minute reflection covering the following topics:

- NACE Competencies ([Form](#))
- Personal Growth
 - Competency of Focus
 - Career Preparation

END OF YEAR EVALUATION

At the end of each spring semester every Rec Well Manager will meet with the Assistant Director of Member Services for a 30-minute evaluation covering the following topics:

- Personal Growth (Revisit from End of Semester Reflection)
 - Competency of Focus
- Peer Feedback
- Supervisor Evaluation

END OF EMPLOYMENT EXIT INTERVIEW

At the conclusion of employment each Rec Well Manager will fill out this form and meet with the Assistant Director of Member Services for a 30-minute exit interview. They will also receive their Leadership Portfolio and all previous reflection / evaluation documents.

- Leadership Portfolio
- Alumni Engagement ([Form](#))
- Next Steps (Reference Offer*)