

**Best Practices:
Summer visits to District
Management Teams**

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SMT visits to Districts

- Informal meetings (usually breakfast or lunch)
 - 1 to 3 meetings per day, depending on locations
 - Ask DC to invite District leadership team
- Review results from last season
 - Volunteers
 - Sites

Purpose

- Identify weak areas
 - Leadership / staffing
 - Recruiting
 - Training
 - Equipment
 - Site consolidation

Offer help to District

- Recruiting
 - Press releases
 - AARP state office emails
- On-line training tools
 - PowerPoint (with narration)
 - Webcast
 - Step-by-step answers to exercises
- Partnerships
 - United Way
 - VITA (share sites and equipment)

Benefits

- District leaders recognize that the SMT cares, listens to their problems, and wants to help them
- Personal contact – get to know your district leaders, identify future state leaders
- Improve service to taxpayers

ADS Role

- ADS may have role of “Chief of Staff” to the State Coordinator
 - SC relies on ADS to know District leadership
- ADS (and TCS) can interpret site results and make recommendations for site closings, consolidation into larger sites to improve productivity