

**Winston M Sanford**

**Training: Sergeant - at - Arms Duties (TLI-East Only) 50 Minutes**

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**Training Topic: The Sergeant at Arms: Let's learn/review together to make your SAA role efficient, satisfying, and exemplary.**

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**Learner motivation:**

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**Insure first that you know your attendees: Each attendee should introduce his (her) self; advise the class of their club, current SAA experience.**

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**If needed - I may ask a quick follow-up question of an attendee - what can be gleaned from having experience in the class.**

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**Break the ice with a moment of humor before continuing: preferably a SSA inclusive moment of humor.**

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**Learning Objectives:**

**At the end of today's training session we should all be able to:**

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**Describe the primary duties as defined in the TMI job description. (Cognitive, recall)**

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**Distinguish between the SAA environment of the corporate club and the open club. Be able to apply the correct protocol/procedures to their club's functional environment.**

**(Cognitive, application)**

• **Adopt the helpful hints that are not to be found in the TMI job description. (Psychomotor, proficiency)**

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**Application Activities:**

**1. Group discussion of primary duties (recording with butcher paper or dry-erase board- Hint: Use a recorder).**

**2. Audience Q & A: Query class members of SAA performances as seen by attendees or experienced by any veteran SAA's present.**

**3. Summary: Role play a SAA - to review the duties with the successful training aid - a handout created by Winston (The Instructor) three years ago - before the advent of the certification of trainers.**

**Hand out Evaluation forms:**

**Feedback as needed.**