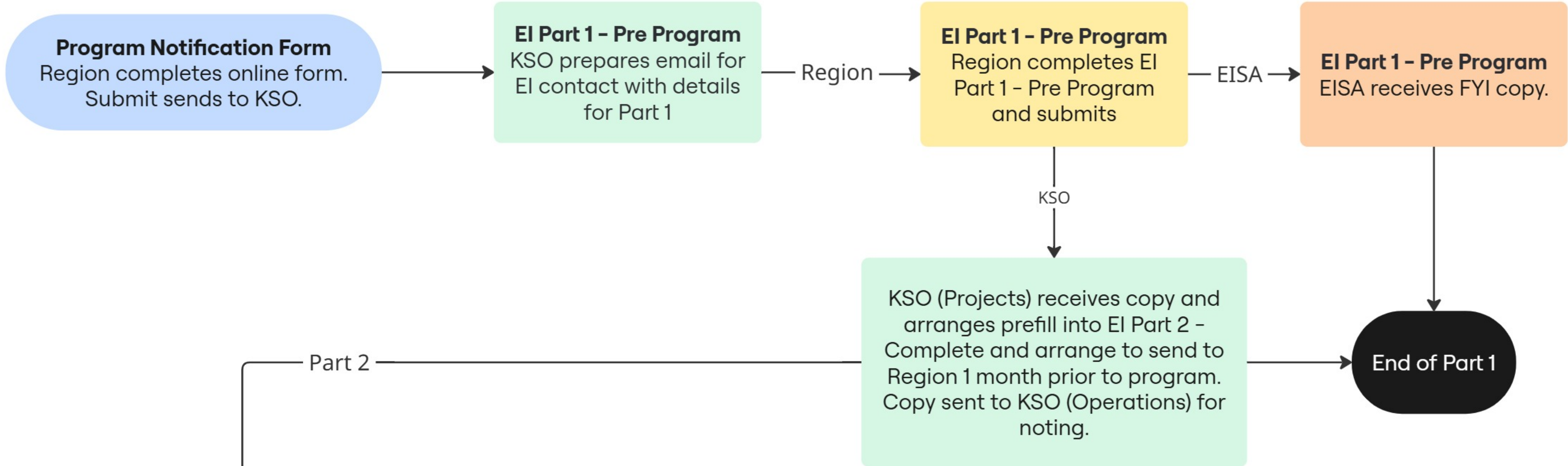
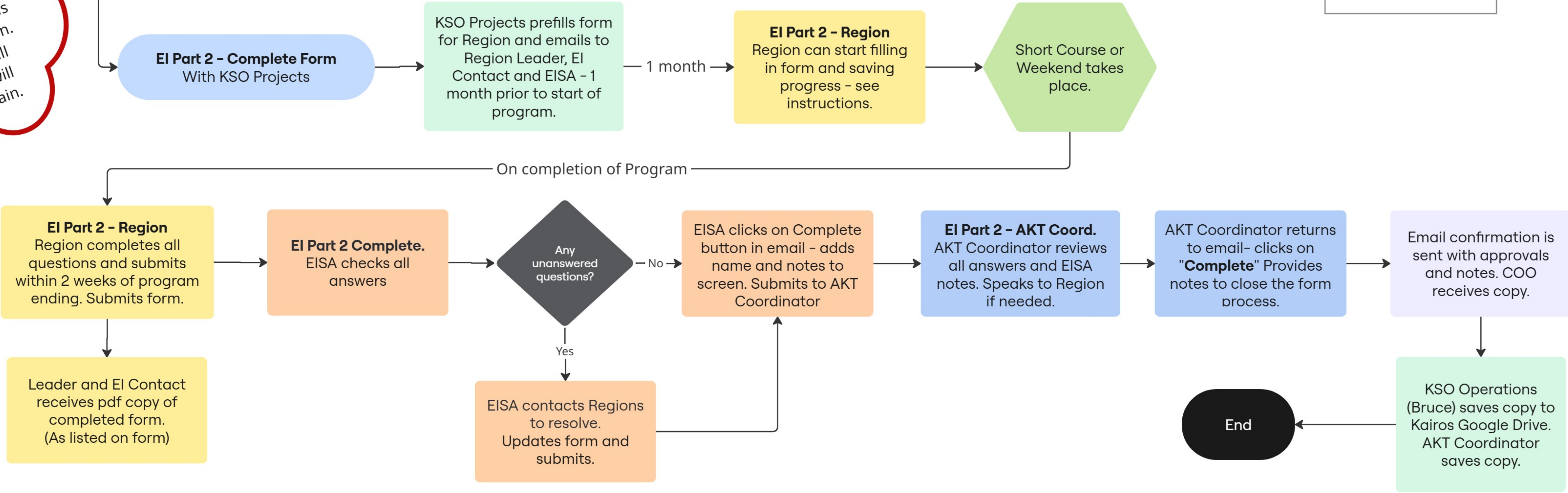


Excellence Initiative Part 1 - Pre Program Form
Kairos Inside and Kairos Outside



WARNING.
Forms must be completed within 2 months of the date it is emailed to the Region. If not, the form will expire and you will have to start again.

Excellence Initiative Part 2 - Complete Form



⋮ Excellence Initiative Process Flow (September 2026 Update) - Kairos Inside and Kairos Outside

This document outlines the end-to-end workflow for the Excellence Initiative, divided into Part 1 (Pre Program) and Part 2 (Complete Form). Follow the steps in order and ensure timelines are met to avoid expiration.

Key Actors

- KSO – Kairos Support Office (KSO Projects and KSO Operations)
- Region – Regional team completing the forms
- EISA – Excellence Initiative State Administrator
- AKT Coordinator – Advanced Kairos Training Coordinator (KI or KO)
- COO – Chief Operating Officer - Receives copy at final stage

Part 1 – EI - Pre Program Form

- Program Notification Form – Region completes the online form and submits it; submission routes to KSO. (Form available on MKO - kairos.org.au/mykairosoz)
- EI Part 1 – Pre Program (KSO) – Once Program Notification Form is received, KSO Operations prepares an email for the EI Contact with details about key roles and contact details to assist with completion of Part 1. Link to form provided in email and available on MKO.
- EI Part 1 – Pre Program (Region) – Region completes the Part 1 form and submits as soon as possible/as soon as all information is known. Note: Form cannot be saved but must be completed in one sitting.
- EI Part 1 – Pre Program (EISA) – EISA receives an FYI copy of the submitted form.
- KSO (Projects) Action – KSO Projects receives a copy and diarises to prefill EI Part 2 – Complete. Schedules sending to Region 1 month prior to program start.
- End of Part 1.

Part 2 – EI - Complete Form

- KSO (Projects) – Prefills the form with information from Part 1 and emails it to Region Leader, EI Contact, and EISA 1 month prior to program/weekend start - copy to KSO (Operations).
- Region may begin completing the form and save progress. ***Important** - check instructions on how to save and continue forms in the EI Help Document available on MKO.



- Short Course or Weekend takes place.
- After completion of program, Region answers all questions and **submits within 2 weeks of program end.**
- EISA Review – EISA checks all answers.
 - If unanswered questions: EISA contacts Region; Region updates and resubmits.
 - If complete: EISA clicks Complete in email, adds name and notes, and submits to AKT Coordinator.
- AKT Coordinator – Reviews all answers and EISA notes; consults Region if needed.
- AKT Coordinator Completion – Returns to email, clicks Complete, and provides closing notes.
- Email Confirmation – Approval email with notes is sent to Region; COO receives a copy.
- Record Saving – KSO Operations saves to Kairos Google Drive; AKT Coordinator saves a copy in AKT Kairos Google Drive.
- Leader and EI Contact – Receive a PDF of the completed form.
- End.

⚠ Warning

Forms that are saved and not completed in one sitting, must be completed within **2 months** of the date the form is emailed to the Region. If not, the form will **expire** and you will have to start again. If the form is completed within 2 weeks of the program, this will not be an issue.

Help

For assistance when completing the form, contact your State Excellence Initiative (EISA) - contact details provided in email from KSO Operations - in the first instance and they can guide you.

Technical Issues

Google Drive - Bruce - operations@kairos.org.au

Email Help Desk - Keith - emailhelpdesk@kairos.org.au

Online Forms - Sarah - projects@kairos.org.au