

Steps in KPMA Excellence Initiative (EI) Process

September 2026

PROCESS

Each **State Council** appoints an **Excellence Initiative State Administrator** and notifies all Regions in their state of that Nominated Person.

1. **Each Regional Committee** identifies and appoints **Nominated Person** to complete the EI Form as they observe Team Formation and Weekend / Short Course. **Not Advising Leader or team member in KO. May be a team member.**
2. **Each Regional Committee (RC) Chair in collaboration with the Leader fills in** Program Notification Form online and on submission, it will be sent to the Kairos Support Office (KSO)
3. **Any change/s** to information on the Program Notification Form is to be relayed to the KSO immediately by the Chair of the RC by email – operations@kairos.org.au
4. The KSO will send the Region a link to the online EI Pre Program (part 1) form along with some of the information needed to complete.
5. Nominated Person completes EI Pre Program form as soon as all information is known and submits.
6. One month before the Short Course/Weekend, the KSO will send the Region a link to the EI Complete Form for your Region which will include the details provided in the Pre Program Notification Form. This form can be completed and saved in stages. When saving the form for the first time, click on “Skip Create Account” and then enter your email to receive your updated link. See the EI Help Document on MyKairosOz (MKO) for more information. www.kairos.org.au.mykairosoz
7. **Nominated Person** completes the EI form part 2 online and submits within **2 weeks** after completion of the Program/Short Course/Weekend.
8. **Excellence Initiative State Administrator (EISA) checks** the EI Form and contacts Nominated Person to clarify any gaps. YES / NO answers must contain information in comments section to be of help.
9. **EISA** completes their review and submits their comments to the AKT Coordinators via the online form process.
10. **AKT** Coordinators assess the responses on the online form and follow up queries and write up relevant comments. When complete, comments to be provided via the “complete” button on the email received. This will send a notification and copy of comments to the State Council Chair, Regional Committee Chair, AKT Coordinator, EISA and Chief Operating Officer (COO).

B. FOLLOW UP ACTION

1. **Regional Committee at first Committee meeting** discusses the EI Form and feedback from AKT Coordinator, to address any needs in preparation for the next Short Course/Weekend.
 - a. Upcoming **Leadership Team** takes note and responds to the EI findings and incorporates action in preparation for the next program.
2. **AKT Coordinators analyse** data from the EI and adjust any aspects to be covered in Advanced Kairos Training to facilitate continuous improvement.

Any recurring issues common to RCs which identify need for a policy change are submitted to the Board for discussion and approval via the COO.