



**NSW State Mindari**

**Tools for Effective District Scout Leading**

PROJECT OVERVIEW

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**Project Plan**

Project Title		<b>Tools for Effective District Scout Leading</b>		
Project Manager		<b>ASC S (PD)</b>	Project Director	<b>SC S</b>
Other Stake Holders		<b>RC S through State Mindari – Project Initiation &amp; Direction</b> <b>DSLs – The primary beneficiary</b> <b>DCs – Support and understanding of project</b> <b>SLs – The secondary beneficiary</b>		
Project Brief		<b>To provide the required tools to make District Scout Leaders Effective in their roles.</b>		
Initiation Date		<b>June 2007</b>	Completion Date	<b>SC S</b>
Date	Activity	Involving	Outcomes	
06/07	State Mindari : Project Briefing Brain storming session	State Mindari	Project brief established	Analysis Phase
07/07	Information gathering	ASC S (PD) RS S – SNR SC S	Initial draft proposal established	
07/07	Draft proposal circulated to State Mindari for comment	ASC S (PD) State Mindari	Framework for progress agreed	
08/07	1. 'Role of DSL' document created. Stake holders working party established to discuss and agree a definitive list	Role Working Party ASC S (PD)	A definitive role statement is established	Design Phase
	2. Draft ideas for modules developed for circulation to State Mindari	ASC S (PD) State Mindari	Draft ideas available	
09/07	State Mindari : Progress Report. Analysis of role findings. Analysis of suggested modules. Identification of module review working group(s)	State Mindari	Working party(s) established to review suggested modules.	
10/07	Modules refined and resourced for presentation to working party(s)	ASC S (PD)	Presentable resources available	Production Phase
11/07 – 02/08	Working party(s) review the various modules to develop into workable resources.	Working party(s)	Finished products available for publishing	
02/08	State Mindari : Progress Report. Presentation of finished (or near finished) modules for adoption.	State Mindari	Approval and sign off of finished products	
04/08	Publication	ASC S (PD)	Finished products	
06/08	State Mindari : Progress Report. Training of RC S in use of modules. Agreement on presentation to District Leader's Conference.	ASC S (PD) State Mindari	RCs confident to deliver the project to the final audience	Implementation Phase
07/08 – 09/08	Trail runs of the modules in Regions.	RC S	Delivery and implementation. Feedback.	
09/08	Launch of Scheme to District Leader's Conference.	SC S	Project completion.	
Budget		<b>Required for publication</b>		

## **Forward**

The State Mindari has identified several strategies to develop the Scout Section in New South Wales as detailed in the State Scout Section Development Plan 2006 – 2009. Central to the strategies and opportunities of the plan is effective leadership at Regional and District level.

Regional Commissioner (Scouts) are concerned that support given to existing and new District Scout Leaders does not prepare them adequately to carry out their duties effectively.

Supplementing the existing National Training Program for Leaders of Adults and publications such as the District Leader's Handbook, the State Mindari will be introducing additional direct support to District Leaders.

This working document outlines the plans and proposals for the implementation of this support project.

## **Mission Statement**

To provide tools to make District Leaders effective.

## **Suggested formats**

- Following consideration of printed resources, formal training courses, informal training courses and other formats, it is proposed to delivery the support through a series of Region Mindari led training modules.
- Each module will aim to support a different area of the role of the a District Scout Leader, encouraging development of higher thinking, practical skills and personal development.
- The modules are mutually exclusive and can be delivered in any order.
- The modules will include presentation methods suitable for use with a group of leaders (such as a Mindari) or with individuals (such as those who are new to the role or have a specific challenge in their role).
- The modules will be initiated by the Regional Commissioner and the progress, results and feed-forward monitored by them.

## **Stake Holder Reviews**

To ensure the project delivers its aims effectively, it is important to involve the various stake holders in the design and implementation phases. These stake holders include Region Commissioners (who will have to deliver and support the scheme), District Commissioners (who must embrace the importance of the scheme and support their team member), District Scout Leaders (who will be participating and benefiting from the scheme) and the Scout Leaders (the support of whom is the ultimate aim of the scheme). Therefore, it is proposed to identify a working party consisting of one or more of each of the Stake Holder types to review the design and implementation phases of the scheme.

Ideally, three working parties would be established – two reviewing the content and structure of the modules and one reviewing the role of the District Scout Leader list (see below). The RC S's will be requested to identify suitable people to take part from around the State. The ASC S (PD) will co-ordinate the work.

## ***Project Specific Tasks***

### **The role of the District Scout Leader**

This task starts with the collation of many resources to make a list of suggested roles of a District Scout Leader. It is expected that this list will be long and mostly inaccurate. A working party will then take this list and refine it to the essentials based on policy and best working practices across the State.

Ideally, the list will become concise and attractive to potential DSLs! The list only needs to consider the roles specific to a District Scout Leader. It will be assumed that there is an understanding of the general roles and expectations of a "leader" and a member of a "District Team".

By refining this list, we can guide the development of the modules to support the core elements of the role.

### **The design and implementation of the modules**

There is no set number of modules. The scheme will be set up so that modules are easy to add, remove and update.

Each module will aim to develop the participants in three ways:

- As a higher order thinker, with a broader understanding of the fundamentals of Scouting and the part they play therein;
- On a personal level, with the addition of skills, knowledge, support and understanding so they grow in confidence with the job;
- At a practical level, the activity surrounding the module being part of the operational delivery of the role in a real-life situation (in-service training if you like).

The higher order skills that could be developed might include:

Effective written communications;  
Working in a team;  
Conflict resolution;  
Personal development of others;  
Community development;  
Marketing.

The personal development skills that could be developed might include:

Presentation skills;  
Effective meeting management;  
Training others;  
Event management;  
Resource development.

The practical level activities might include:

Running a Mindari;  
Running a District event;  
Managing a Green Cord hike;  
Delivering a Scout Leadership Course.

The modules will be initiated by the RC S with the group or individuals participating. This will usually involve an introductory meeting to discuss the module followed by a variable period of in-service work delivering one or more of the suggested activities. The module will end with a review and feedback meeting with the RC S and a consideration of the next step.

## Module Framework

Each module will follow a similar basic framework:

### Module Overview Page

This will contain the module title, the aims of the module, the expected outcomes of the module and the anticipated amount of work that could be involved. The idea of this page is to give an 'at-a-glance' reference to help the RC S in deciding which module would best run when.

### Module Set up Page

This page is designed for use by the RC S in setting up the module for the participant(s). It details:

- how to introduce the project;
- the skills, development and activities that will result from the module;
- the resources supplied or required to deliver the module to groups/individuals

### Module Outline Page

This page is designed to guide the participant through the module by detailing the steps involved, the resources supplied or required and the practical activities that could be delivered. Using this page, the participant(s) and the RC S will initiate the module and set the expected outcomes and timescales.

### Resource Page(s)

A set of resources to support the module which could include pro-formas, guides, resource lists, fact-sheets, ideas, programs, etc.

### Module Completion Sheet

This final page is to be completed by the participant(s) and the RC S when the module has been completed. It will ask for feedback on what has been achieved, how the module helped/did not help, suggestions for improving the module and a feed-forward section to lead into the next development steps. These review sheets should be forwarded to the SC S as a monitoring tool towards the overall Section Development Plan.

## A suggested Module Layout and Sample

Module Title				
High Order Skill 1		High Order Skill 2		
<i>Module Set Up Page</i>				
Personal Devt. 1	Personal Devt. 2		Personal Devt. 3	
<i>Module Outline Page</i>				
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5
<i>Resource Page(s)</i>				
Review and Feedback				
<i>Review Page</i>				

Running a Scout Leadership Course				
PD of Others		Marketing		
<i>Module Set Up Page</i>				
Event Management	Training Others		Presentation Skills	
<i>Module Outline Page</i>				
Find Presenters	Admin for course	Present a session	Manage Finances	Develop resource
<i>Resource Page(s)</i>				
Review and Feedback				
<i>Review Page</i>				