

Tools for Effective District Scout Leading

F. Scout Leadership Courses

Module Overview

As a movement that encourages leadership as a core value, developing a sense of leadership in our youth members is essential. One vehicle provided by the training scheme is the Scout Leadership Course. There is only a small population of Scouts in each District that are ready for such a course at any given time, so organising the course on a District basis is more resource-effective than expecting Troops to organise. This Module is about organising and delivering such a course.

Expected Outcomes

In this module, it is expected that you will:

- Establish a pattern or regular Scout Leadership Courses for the District
- Identify and secure suitable resources to deliver a course
- Plan and deliver a Scout Leadership Course
- Review the course, provide feedback and follow up on participants

Practical Outcomes

As part of this module, you will plan and deliver an actual Scout Leadership Course with the assistance of other leaders.

Amount of Work

It is expected that this module will take approximately 3 months to complete including 3 face-to-face meetings with your RC (S) to set-up, monitor and review your progress. You will also need to meet with the team supporting your Course and the course itself. For Districts that do not currently have a working schedule of courses, more time may be required to establish this.

In This Pack

To support the implementation and running of the module, the following resources are provided:

- Regional Commissioner (Scout)'s Briefing
- Participant Briefing
- Module Resources
- Module Completion and Feedback

Other Modules in the Scheme

Following this module, you might like to consider one of the other modules in the scheme:

- District Communications
- Running Effective Mindaris
- Recruitment, retention and supporting adults
- District Events and Activities
- Cross-Sectional Development
- Actively Supporting Troops
- Accessing the award scheme
- Training others



About the Tools for Effective District Scout Leading Scheme

This scheme was introduced in 2008 to support the work of new and existing District Scout Leaders. There are several modules in the scheme focusing on different areas of the role. District Leaders should negotiate with their Regional Commissioner (Scouts) to decide which modules are most relevant to your situation. The modules are designed to be practical in nature and completed in any order. For more information, visit www.nsw.scouts.com/scouts/districtleaders.htm.

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Scout Leadership Courses

Region Commissioner Scout's Briefing

This module can be run with an individual or with a number of District Leaders. The outcomes for each participant are the same. Your set up and review of progress may be structured differently if working with a number of District Leaders.



Your Role in this Module

After the initial input and set-up of the module, your role in this module is to provide support, advice and example resources from your own operations or those you have seen in use. You may find it useful to collect these into a resource folder before starting the module and adding to the resource over time. There is an interim review meeting as part of this Module. At the end of the module, the Region Commissioner Scout must review the module's effectiveness and submit the review report to the State Commissioner (Scouts).

Setting Up the Module

The module should be set up during a single set-up session with the participant(s). This should preferably be done face-to-face where practical, but can be achieved over email or telephone. The session would cover:

- Understanding and acceptance of the module outcomes
- Review of current skills, knowledge and experience
- Review of the resources available in this pack and elsewhere, written and human
- Outline plan for development, including milestones and timescales
- Identification of support required and a plan to provide it
- Expectations of completion and review – how do we know we have finished?

This session may or may not form part of your regular Region Training Meetings.

Support to the Region Commissioner Scout

Support is available to you in facilitating this module from your State Commissioner's Team. This could include telephone support or further working examples of Leadership Courses. You should also look to the other members of your Region Team for ideas and advice on this topic. Where a District is already running effective Leadership Courses, you could use them as a model and encourage your District Leaders to visit.

Measuring Success

Scouting has always been based on doing your best. With this in mind, measuring success can be a very subjective task. Emphasising the positive achievements of the participant(s) will further build confidence. Remember the expected outcomes of the module and measure against those – Did the participant(s):

- Establish a pattern or regular Scout Leadership Courses for the District?
- Identify and secure suitable resources to deliver a course?
- Plan and deliver a Scout Leadership Course?
- Review the course, provide feedback and follow up on participants?

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Scout Leadership Courses

Participating District Leader's Briefing

Welcome to the Scout Leadership Courses module of the Tools for Effective District Leading scheme. This is not a formal training scheme, but a practical, project driven support scheme designed specifically to support and develop you in your Scouting role.

Your Role in this Module

You will meet with your Regional Commissioner (Scout) (RC (S)) to discuss the expected outcomes of this module and to set a plan. Part of that plan will involve you working alone and with others to develop a Scout Leadership Course for your District. Although there is room to experiment and trial different approaches, ultimately, the module will lead you to a working model that will be the basis of your future Leadership Courses.

Setting Up the Module

The first step is to meet with your RC (S). There may be other participants completing the same module, so it would be helpful to meet together and share ideas. In your meeting, you should cover:

- Your understanding and acceptance of the module outcomes
- Review of current skills, knowledge and experience
- Review of the resources available in this pack and elsewhere, written and human
- Outline plan for development, including milestones and timescales
- Identification of support required and a plan to provide it
- Expectations of completion and review – how do we know we have finished?

This session may or may not form part of your regular Region Training Meetings.



Support Available

Your RC (S) is probably the central support to you in this module, but you should also talk with your District Commissioner, other members of your District Team and the Section Leaders you are supporting to seek their views and strategies on Leadership Courses as well.

Module Layout

There are five elements to this module:

Setting a schedule of courses

Identifying and Securing Resources

Planing and Implementing a Course

Reviewing, feeding back and follow-up

Module Review

You will find information on each over the next few pages.

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Scout Leadership Courses

Element A: Setting a Schedule of Courses

Scout Leadership Courses are always in demand. They should be almost considered a standard part of the award scheme. By setting a regular schedule of courses for your District, you will build excitement and anticipation for the participants. This element encourages you to make a plan and advertise it.



The Task

Following research into expected demand, set a schedule of Scout Leadership Courses for your District. Advertise these courses in your usual communications. You will provide a copy of the schedule for your interim review meeting along with a short comment on the timings of the course.

- Consult with your Scout leaders on the most appropriate time to run the course
- Set course dates for following year
- Distribute dates at Mindari and in the Region Calendar

Communication is Key

Planning a calendar of events in isolation is just not an option for a District Leader. There are many factors to take into account such as other events on the program, school holidays, availability of resources, desire of Groups to support the event, etc. Only by sharing your thoughts in an open forum with your Section Leaders will you gain a full understanding of their commitments and needs.

Rolling 12 Month Programs

Most Leaders in Scouting plan on a Scouting year basis whereby the calendar is set late in the year for the following year's activities. This can create some problems. For a calendar to be produced, basic information such as dates, times and locations are required. To be useful, the calendar will need to be released in November which means the events at the end of the next year are 14 months away and might not be confirmed yet. Furthermore, when it reaches October, many Sections are hungry for dates and information for the following years first term, but have to wait until the whole year is planned first! With the age of computers and web-sites, it is now easier to maintain a program on a rolling basis – that is by May, we know about the major events and activities for the following May. They are set, advertised and in the planning cycle. With this model, planning the calendar future events becomes a small part of every District Mindari, rather than an entire meeting at the end of the year.

Getting the message out there

Once the events have been placed in an appropriate place on the calendar, it is important to communicate to those who need to know. As a District Leader, you have a responsibility to ensure the event is promoted to all Sections via their leader team, but don't forget to advise your District Team, District Council of Group Leaders and your Regional Commissioner (Scout).

Resources to Support This Element

We have created some resources for you to support this Element:

- Outline Schedule for Scout Leadership Courses
- Scout Leadership Course – Initial information letter

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Scout Leadership Courses

Element B: Identifying and Securing Resources

All courses require resources. These include land (an area to run the event in), people (to plan, manage, deliver, set up, clear up, cater, etc.), time (to plan and to run) and usually physical things (equipment, food, vehicles, etc.). Some of these things cost money, some are shared with other people. Identifying what you need, when and then actually securing it is a very time consuming process.



The Task

For your next scheduled Scout Leadership Course, make a list of key resources required and how you will secure them. The attached overview sheet can be used to make this list and will be presented at your interim Module Review Meeting. In particular, we are looking for people who can present elements of the Course in new, interesting and exciting ways.

- Select and book a site to run the event
- Set Budget
- Establish a Team

Understanding the Course Components

The Scout Leadership Course is both flexible and constantly changing. Most of the printed resources you will find on the scheme appear dry and often dated. There is no set format to the course – each one needs to be tailored to the participants' needs and resources available. From our own training and from our work with young people, we know which presentation methods work best for learning and enjoyment. These should be employed throughout your Scout Leadership Course. Avoid “chalk and talk” sessions, sitting still for long periods, tasks requiring writing or reading in large quantities. Include practical sessions, skills based sessions and physical tasks that promote leadership, team work and thinking. Consider if an overnight stay is appropriate or if the course is better run over 2 day sessions. List out the sessions you are going to deliver, put them into an order and you are ready to find the right people to deliver them.

Budgeting

Before running a course, you must do some basic figure work to test the feasibility of the event. If it is too expensive, no-one will come. If it is too cheap, how will any short-fall be covered? All accounting for District events is handled through NSW State accounts via your local Scout Region. If you do not know how to access these banking and accounting facilities, you must contact your Region Office. Handling an event totally through cash leaves you wide open for financial procedure questioning. Cover yourself.

Establishing the Team

Which leaders in your District will be best for the course? If you know your leadership team, then you can identify those with spark, energy, specific skills or excellent communication techniques. Don't overlook the younger leaders, older Scouts or Venturers, parents or local community members – all of which might give your youth members a different perspective on life.

Resources to Support This Element

We have created some resources for you to support this Element:

- Key resources list

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Element C: Planning and Delivering a Course

Once you have decided what you are going to do, where and when, you need to do it!

The Task

Using the basic planning from Element B, run a Scout Leadership Course with others in your District. You will provide the course outline and any other planning documents you think are relevant to your final Module Review meeting.



Planning

Your planning documentation should include:

- Details of venue, including directions, cost, booking confirmation, key collection, etc.
- Details of course, including dates, times, cost, timetable, format
- Details of team, including presenters, facilitators, caterers, resourcers, first aider, etc.
- Budget, with expected income and expenses
- Session Outline, including format of each session, presenter, outcomes, etc.
- Communications, to parents, Section Leaders, participants, presenters, etc.

What is Your Role?

As with many things in this job, you don't always have to be at the centre of it. If you have established an excellent team, then your role on the day could just be to monitor the course and occasionally nudge it along. It is recommended that you perform an opening and closing ceremony at the very least so the participants see you as the District Leader.

All the Bits Around the Outside

- Each Leadership Course should be registered with your Region Office so they can keep a record of courses, participants, finances and resources;
- If your course is to take the format of a camp, then there are other things you need to consider, such as equipment, sleeping arrangements, washing facilities, catering, etc.;
- Completion of a course does not necessarily result in presentation of the award. In most instances, a participant will have tasks to complete back in their home Troop.
- A completion certificate is a nice idea to recognise the participation in the course.
- Your financial reconciliation will need to be submitted to your Region Office on completion of the course.

Resources to Support This Element

We have created some resources for you to support this Element:

- NSW Scout Leadership Course materials – see you Regional Commissioner (Scouts) for a copy of the extensive planning and session notes.

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Scout Leadership Courses

Element D: Review, feedback and follow-up

Feeding information into the next scheduled course is just one of the important parts of reviewing your course. You should also take time to follow up on the progress of the participants.

The Task

Following review of your Scout Leadership Course, prepare a feedback document for use when planning the next course. This document will be presented at your final Module Review Meeting. In addition, select any three participants on the course and, after a three month period, make contact with them to discuss what they learnt and how they have implemented it in their own Troop.

Effective Reviewing

The planning cycle never ends – once an event is run, it is reviewed and that information is fed forward to the planning for the next time. Taking time to review your event is an essential part of the planning process. You should involve the whole team in the review and invite each team leader to review and report on their own area. Many people are unsure what to do with their review notes once compiled. Often they are filed and never looked at again. You are encouraged to share them with your Regional Commissioner (Scout) and with your District Mindari. Who knows who will be involved next time round?

Youth Member Follow Up

The enthusiastic prospective APL who leaves your course bright-eyed and bushy tailed may not keep up the pace once back in their own Troop. In some cases, they may not be given any opportunities to use their new skills and without practice, will forget what they learnt. By conducting some basic follow up with the participants, you will get a feel for how successful your course has been. Talk to the youth members about their experiences before and after the course. What have they seen? What have they achieved? Talk to their PL and Leaders about any changes they have noticed and how they can harness the new skills.

Content of Scout Leadership Courses

The format and content of the course is constantly under review in response to the changing attitudes of the world. You are always welcome to make suggestions for improvements to this course through your RC (S). Information on sessions you felt went particularly well are always welcome to add to the growing resources available.

Resources to Support This Element

We have created some resources for you to support this Element:

- Outline review document



Tools for Effective District Scout Leading Scout Leadership Courses

Review and Feedback

Now you have completed this module, it is time to review your experiences. The review has three purposes:

- To ensure you have developed in your role as a District Leader in this area
- To ensure the contents of the module are relevant, appropriate and support the outcomes
- To identify the next steps for your development

You will complete this review in consultation with your RC (S). The RC (S) will submit a copy of the review to the State Commissioner within 4 weeks of your meeting. If you would like to attach examples of your work, the State Team would be grateful to receive them.

DL's Name: _____ Date of review: _____
 District: _____ Region: _____
 Reviewer: _____

About Your Experiences

Did the module lead you to:	Achieved	Close to	Started	Did not
Establish a pattern or regular SLC's for the District?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and secure resources to deliver a course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and deliver a Scout Leadership Course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review course, feedback and follow up on participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

About the Module and Resources provided

Please rate the resources in this module:	Excellent	Suitable	Weak	Poor
Outline Schedule for Scout Leadership Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scout Leadership Course – Initial information letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key resources list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NSW Scout Leadership Course – Course Planner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline review document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

The Next Steps

There are more Modules available in the scheme. You should now discuss with your RC (S) which would be the most appropriate for you.

- I will be taking a break from Effective Tool Modules for a while
- I would like to do another one, but I am still choosing which
- I am going to try _____ next

Instructions to RC (S) on completion of this form

The completed form should be forwarded to the State Commissioner for your Section within four weeks of the review meeting. You may wish to take a copy of the form for your own records and/or share the information with your Region Commissioner or the participants District Commissioner. The contents of the form will be used to monitor overall region progress on developing District Leaders and for ongoing review of the resources and support materials available.

Tools for Effective District Scout Leading RESOURCE

Scout Leadership Courses

Resource F.1: Outline Schedule for Scout Leadership Courses

Year: _____ District: _____
 DSL: _____

Troop Name													
Potential number of participants January – April													
Potential number of participants May – August													
Potential number of participants September – December													

Maximum participants per course: _____ Scouts
 Number of courses required per year: _____ courses

District overview calendar (major events)

	Weekend 1	Weekend 2	Weekend 3	Weekend 4
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Tools for Effective District Scout Leading RESOURCE

Scout Leadership Courses

Resource F.2: Initial Information Letter



Anywhere Scout District

Scout Section

Reply to: PO Box 100

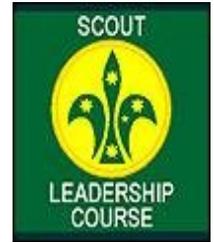
Our Town NSW 1000

www.scoutdistrict.org.au

District Scout Leader : Andy Smith

Telephone : (02) 9999 9999

Email : asmith@districtscouts.org.au



Scout Leadership Course

The next Scout Leadership Course will be running from:

9.00am on Saturday 9th March 2008 to 4.00pm on Sunday 10th March 2008

At

Anywhere Scout Campsite, South Street, Our Town

Cost

\$45 including accommodation, meals from Saturday lunch to Sunday lunch and course resources

The course is open to any Scout who has completed the Pioneer Badge. It is designed as an introduction to leadership in the Scout Section for Scouts who are hoping to take on leadership roles in their Troop such as Assistant Patrol Leaders or Patrol Leaders.

The Scout Leadership Course is not compulsory, but is it required before applying for the Australian Scout Medallion.

Any Scout interested in attending should complete the attached application form, have it signed by their Scout Leader and return it to the course leader at the address on the form.

Full details of the course and confirmation of attendance will be sent out on receipt of the application. Application forms must be received by 20th February 2008. The course fee of \$45 should accompany the application form as a cheque payable to Scouts Australia. The course is limited to the first 20 applicants, so early application is advised.

We look forward to welcoming tomorrow's leaders to our course.

Andy Smith
District Scout Leader

Tools for Effective District Scout Leading RESOURCE

Scout Leadership Courses

Resource F.1: Outline Review Document

To be completed by the Course Leader and the delivery team. Store one copy on file in the District for future reference and forward a copy to your Regional Commissioner (Scouts).

Course Dates:	
Course Location:	
Course Leader:	
Team Meeting:	
Review Meeting:	

Item	Person arranging	Review Notes
Book venue		
Info to Troops		
Catering		
Accommodation		
Opening parade		
Session 1		
Session 2		
Session 3		
Session 4		
Session 5		
Session 6		
Session 7		
Session 8		
Session 9		
Session 10		
Session 11		
Session 12		
Opening parade		
Evening entertainment		
First Aid		
Closing parade		
Certificates		
Badges		
Audio-Visual		
Registrations		