

# Tools for Effective District Scout Leading

## A. Training Others

### Module Overview

Scouting is based on training others in new skills. As a Leader of Adults, one of your roles is to train adults in a wide variety of topics. Outside of the formal training process, there are many needs to train, sharpen skills, introduce new initiatives and materials or just to share ideas. This Module helps you develop strategies for training others.

### Expected Outcomes

In this module, it is expected that you will:

- Find a system to identify the training needs of leaders in your District
- Develop basic and effective training techniques
- Identify resources to provide appropriate training
- Plan to deliver ongoing training within your District

### Practical Outcomes

Training, when delivered effectively, will improve the confidence and skill of the leaders concerned and ultimately benefit the youth members, their program and the aims of Scouting. By developing a strategy to provide ongoing training to the leaders in your District, you are keeping your District current and effective.

### Amount of Work

It is expected that this module will take between 5 and 8 months to complete. There are face-to-face set up and Module review meetings with your Regional Commissioner Youth Program, resource preparation and training sessions with members of your District. **You are not expected to be an expert trainer to achieve in this area. Your ability to identify and resource the training needs of your District are the skills required. This module supplements and supports the formal adult training and development processes.**

### In This Pack

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

- Regional Commissioner Youth Program'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
- Recruitment, retention and supporting adults
- District Events and Activities
- Scout Leadership Courses
- Actively Supporting Troops
- Accessing the award scheme
- Developing Cross Section Links

### 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](http://www.nsw.scouts.com/scouts/districtleaders.htm).

# Tools for Effective District Scout Leading Training Others

## Region Commissioner Youth Program'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. You will be expected to hold an interim review meeting with the participant. At the end of the module, the Region Commissioner Youth Program must review the module's effectiveness and submit the review report to the State Commissioner Youth Program.

### 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 Youth Program

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 training method. You should also look to the Region Commissioner Adult Training & Development for ideas and advice on this topic. Where a District is already running effective informal adult training, 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):

- Find a system to identify the training needs of leaders in the District?
- Develop basic and effective training techniques?
- Identify resources to provide appropriate training?
- Plan to deliver ongoing training within the District?

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# Tools for Effective District Scout Leading Training Others

## Participating District Leader's Briefing

Welcome to the Training Others 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 Youth Program (RCYP) to discuss the expected outcomes of this module and to set a plan. You will also have an interim review meeting to discuss your progress through the Module. Part of that plan will involve you working alone and with others to develop a training strategy 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 training processes.

## Setting Up the Module

The first step is to meet with your RCYP. 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 RCYP is probably the central support to you in this module, but you should also talk with your District Leader, Adult Training & Development, the District Commissioner, other members of your District Team and the Section Leaders you are supporting to seek their views and strategies on training as well.

## Module Layout

There are five elements to this module:

- Identifying Training Needs
- Methods in Training
- Identifying Training Resources
- Ongoing Training Systems

Module Review

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

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# Tools for Effective District Scout Leading Training Others

## Element A: Identifying Training Needs

Formal training schemes do not always leave room for addressing the personal needs of the trainee. Your ability to provide informal yet more direct training to your Section Leaders is a strength of the local support system.

### The Task

Make two lists of the training needs of leaders in your District. The first list are items that your entire District would benefit from visiting. The second lists selects at least 3 individual leaders in your District and identifies specific training needs of those individuals. The lists might be just bullet points or may require a short comment to explain the need. The lists will be presented at your Interim Module Review Meeting.

### What Sort of Things Could be on the Lists?

Here are some ideas of the areas your Leaders may need additional training for:

- Ceremonies
- New/changed award scheme requirements or awards
- Adventurous activity policies
- Planning
- Troop Councils and Youth participation in Section Management
- Scouting skills
- Occupational Health & Safety
- Games

### Consideration of the National Adult Training Program

There is a formal training scheme for adults which includes a Basic and Advance level of general leader training as well as specific electives and special courses. Your District Leader Adult Training & Development will be able to explain the system to you. You should fully understand the training path a leader will be taking and the general content covered on the main courses. By understanding what is being provided by the formal scheme, you will be able to plan to enhance the training of leaders in your District. This will avoid repetition or gaps.

### Who Should I Share the Information With?

It is not advisable to make lists about the training requirements of individuals or Groups unless you are prepared to share this information with them. Many people will think you are criticising them or pointing out their short-comings. The lists should be compiled in consultation with the group or individuals identified. Most leaders will readily suggest areas they would appreciate some more support in. Also discuss the list with your District Team, especially the District Leader Adult Training and Development, in case the information fits into a larger picture. Your District Team should be able to provide you with support and advice.

### Resources to Support This Element

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

# Tools for Effective District Scout Leading Training Others

## Element B: Methods in Training

So, we have identified what people need, now it is a case of planning how we can meet those needs. This element will help you to identify some specific methods of delivering informal training to your leaders.

### The Task

Using your personal experience as a guide, list as many methods of training as you can. Next to each item, indicate the type of topic that would be best delivered with this method. The completed list will be presented at your Interim Module Review Meeting.

### Appropriate Methods

There are many ways to present training, but not all of them are appropriate to all training types. For example, using a white board to teach somebody how to canoe or put up a tent is nowhere near as successful as taking them outside, showing them and then letting them try it themselves. Of course, this method is not an appropriate way to learn first aid skills, which require some knowledge and practice before you need to use it. Think about the sort of topics you are likely to be covering. Remember that everyone learns best by doing. Identify practical activities as well as discussion items and brain storming.

### Suggested Methods

Here are some ideas to get you going:

- Group discussion
- In-Service Training
- Role Modelling (visiting someone who does it)
- Chalk and Talk
- Powerpoint Presentation
- Guest Speaker
- Written instructions
- Worksheet

### But I can't do that!

Not a problem – we all bring different skills to our roles. Delivering formal or informal training to others is not everyone's cup of tea. Some people just don't have the personality or skill set to show others how to do things. You are not expected to be an expert in everything, but you are expected to find the resources to do the job. The next element discusses the resources available.

### Resources to Support This Element

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

# Tools for Effective District Scout Leading Training Others

## Element C: Identifying Training Resources

You are not alone in providing training. There are plenty of resources around to help you. These include people and written resources. Your ability to identify these resources and

### The Task

Using two of the group and two of the individual training needs you have selected for Element B, make a list of key resources required and how you will secure it. The attached overview sheet can be used to make this list and will be presented at your interim Module Review Meeting. Your list will include a range of written and human resources. Deliver one training session from each list either yourself or with the use of a subject matter expert. Review the success of the scheme with the participants and write a short feedback report to present at your Final Review Meeting.

### Human Resources

Because we can not all be experts in every technical aspect of Scouting, using other people with specific skills is essential. Before approaching anyone, be clear what exactly it is you want them to do. Prepare a bullet point list of the task and your objectives. Make a list of the people who might be available to you for this task and select those who you know will do a good job. Ask them directly, face-to-face or over the phone. Make sure they understand what you are asking them to do. Establish a method of communicating with them about when and where you need their help and the format and objectives you are anticipating.

### Written Resources

Your immense experience in Scouting will have introduced you to a wide range of resources produced by Scouts Australia and other people. Within the Sections of your District, there will be a multitude of books, information sheets and training aids being successfully used in Sections. Working with your District Training Team, you will be able to gather these together to share with others. When you mention your need at your Region Training Meeting, you will doubtless find a further wealth of knowledge. Ask for examples and resources that you can use with your Sections.

### Making it available

Electronic copies of written resources are the most cost effective way of sharing in today's technology rich world. Hard copies go missing, get easily damaged and can be expensive to produce. Where you are using a human resource, make the most of their expertise and time. In consultation with the hired help, decide how, where and when the training will take place. How many people can participate? What facilities and equipment will be needed to make the training relevant? As with all things you deliver in Scouting, consider how you will review the effectiveness and outcomes of your delivery.

### Resources to Support This Element

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

Key resources list

# Tools for Effective District Scout Leading Training Others

## Element D: Ongoing Training Systems

We never stop learning. Part of being a Scout is appreciating that you can always develop and discover more – the learning never stops. This element is about establishing an ongoing pattern of adult leader training.

### The Task

With the Section Leaders in your District, establish a personal training plan for each leader for at least the next 12 months. This may take longer than the scope of this Module, so be prepared to present as many plans as you have established at your Module Review Meeting.

### What is a Personal Training Plan?

This is a negotiated list of training needs and wants for each individual leader. It includes both formal adult leader training and informal skills training. It outlines the time scales involved to achieve the desired training and suggestions on how to go about it. You should be familiar with the type and content of courses available in the formal scheme and how these can be accessed.

### Who is Involved in Creating the Plan?

Well, without a doubt, the participant is the central person! After that, you should identify the Personal Leader Advisor (PLA) of the participant and involve them in the plan. Advice and opinion from your District Leader Adult Training and Development, the Section Leader and the Group Leader should also be sought.

### Implementing the Plan

Part of your ongoing review process with the Section Leaders in your District should include a review of their Personal Training Plan. Through constant review and re-development, you will gradually fulfil the needs of your Section Leaders.

### Resources to Support This Element

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

# Tools for Effective District Scout Leading Training Others

## 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 RCYP. The RCYP 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<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 RCYP 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 RCYP 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.