

Scouts Canada

COURSE TRAINING STANDARD



Group Commissioner Part 1 Woodbadge

October, 2007
VERSION 1.2

Version 1.0

Revision 0.1

Dated October 3, 2007

- Formatting changes

Revision 0.2

Dated October 30, 2007

- Minor editing changes

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INTRODUCTION

This document contains the curriculum and associated material for the Group Commissioner Woodbadge Part I course. It is understood that it will be used in conjunction with the “Group Commissioner Woodbadge Part I Critical Documents Index” that can be found under separate cover.

General Section

This section contains:

- **Course Description** – A concise overview of the Course Expected Outcome, the Course Duration, a list of session topics that make up the course, and the prerequisites.
- **Sample Agenda** – This agenda suggests the sequence of session to be presented. It provides a logical grouping of the sessions along with the approximate time needed to present the topic. The module groupings can be used to pace a course either through a series of evenings or around meals and other breaks on a weekend course.
- **Evaluation Strategy** – This form has a suggested approach to the evaluation strategy that could be used for this course. The “Transfer” and “Impact” sections are left for local training teams to establish.
- **Reaction Sheet** – These forms can be used to judge the response of the participants to the course.

Topic Outlines

The Topic Outlines contain the expectation of each of the topics listed in the Course Description. The teaching points for each topic provide the range of points that should be covered during that session. The details of each of these points will be found in the reference material that is listed for each topic.

Group Commissioner WB 1 Course Description

Program Name: Adult Volunteer Development		Code:
Course Name: Group Commissioner		Duration: 10-12 hours
Learner group: Group Commissioners, Members of the Group Committee, Service Scouters, Area Commissioners		
Course Outcome: At the completion of the course the participants will understand the function of the Group Commissioners and know how to use the various tools available to assist the Group Commissioner.		
Course description: Face to face lecture, case study, hands-on activities		
Evaluation process: Observation, feedback sheet		
Module	Topics	
Module 1	<ol style="list-style-type: none"> 1. Introduction and Expectations 2. Structure, Mission, and Strategic Direction of Scouts Canada 3. Role and Accountabilities of the Group Commissioner 4. BP & P 5. Risk Management 	
Module 2	<ol style="list-style-type: none"> 6. What is VRAD? 7. What is the VRAD Cycle/Process 8. What is Selective Recruitment 9. Screening Procedure 10. Effective Interviewing 11. Leadership Development 12. Coaching and Mentoring 13. Recognition 	
Module 3	<ol style="list-style-type: none"> 14. Group Management- Planning and Time Management 15. Group Management – Problem Solving, Conflict Resolution, Decision Making 16. Conducting Meetings 17. Communications 	
Module 4	<ol style="list-style-type: none"> 18. Program Delivery 19. Local Issues 20. Wrap-up 	
Prerequisites: Member of Scouts Canada and have read “Woodbadge I Background Information For Leaders” (http://www.scouts.ca/media/documents/Woodbadgebackgroundparticipants.pdf)		
Dress:		
Participant’s resources required: Pen and paper		
Special notes:		
Equipment and Resources: Presentation Support Material (Data projector, overhead projector, flipchart etc.)		
Course Designers: National Development Forum		Date: September 2007

Group Commissioner WB 1 Sample Agenda

Module #1 –

Time	Topic	Presenter(s)
15-20 Min	Check in, Opening Intro, Warm-up Activity/Game, Expectations	
10-15 Min	Structure and Mission of Scouts Canada	
30-45 Min	Role and Accountabilities of the Group Commissioner	
20-30 Min	BP & P	
30-45 Min	Risk Management	
105-155 Min		

Module #2 –

Time	Topic	Presenter(s)
180 Min	What is VRAD?	
	What is the VRAD Cycle/Process	
	What is Selective Recruitment	
	Screening Procedure	
	Effective Interviewing	
	Leadership Development	
	Coaching	
	Recognition	

Module #3 –

Time	Topic	Presenter(s)
30-40 Min	Group Management- Planning and Time Management	
45-60 Min	Group Management – Problem Solving, Conflict Resolution, Decision Making	
10-15 Min	Conducting Meetings	
45-60 Min	Communications	
130-175 Min		

Module 4 –

Time	Topic	Presenter(s)
45-60 Min	Program Delivery	
30 Min	Local Environment	
15 Min	Wrap-up	
90-105 Min		

Group Commissioner WB 1 Evaluation Strategy

REACTION:

	INFORMATION REQUIRED	METHODS OF EVALUATION
1.	Learner's Expectations Met	Reaction sheet (attached)
2.	Relevance to Learner's Job	Reaction Sheet, learner comments
3.	Effectiveness of Instructional Method(s)	Reaction Sheet, learner comments
4.	Overall Learning Satisfaction	Reaction Sheet, learner comments

LEARNING:

	<u>INFORMATION REQUIRED</u>	<u>METHODS OF EVALUATION</u>
1.	Were Learning Outcomes Achieved	Reaction Sheet, learner comments
2.	How was Learning Demonstrated	Discussion, case studies, Q&A

TRANSFER:

	<u>INFORMATION REQUIRED</u>	<u>METHODS OF EVALUATION</u>
1.		
2.		

IMPACT:

	<u>INFORMATION REQUIRED</u>	<u>METHODS OF EVALUATION</u>
1.		
2.		

Group Commissioner WB I Reaction Sheet – (1 of 2)

Course Date _____

(1=low, 5=high)

Module 1 – Feedback Form						
Topic	Rating	1	2	3	4	5
Introduction and expectations Management	Relevance of topic					
	Is material useful					
	Quality of presentation					
Structure and Mission of Scouts Canada	Relevance of topic					
	Is material useful					
	Quality of presentation					
Role and Accountabilities of the Group Commissioner	Relevance of topic					
	Is material useful					
	Quality of presentation					
BP & P	Relevance of topic					
	Is material useful					
	Quality of presentation					
Risk Management	Relevance of topic					
	Is material useful					
	Quality of presentation					

(1=low, 5=high)

Module 2 – Feedback Form						
Topic	Rating	1	2	3	4	5
What is VRAD?	Relevance of topic					
	Is material useful					
	Quality of presentation					
What is the VRAD Cycle/Process	Relevance of topic					
	Is material useful					
	Quality of presentation					
What is Selective Recruitment	Relevance of topic					
	Is material useful					
	Quality of presentation					
Screening Procedure	Relevance of topic					
	Is material useful					
	Quality of presentation					
Effective Interviewing	Relevance of topic					
	Is material useful					
	Quality of presentation					
Leadership Development	Relevance of topic					
	Is material useful					
	Quality of presentation					
Coaching	Relevance of topic					
	Is material useful					
	Quality of presentation					
Recognition	Relevance of topic					
	Is material useful					
	Quality of presentation					

(continued)

Group Commissioner WB I Reaction Sheet – (2 of 2)

(1=low, 5=high)

Module 3 – Feedback Form						
Topic	Rating	1	2	3	4	5
Group Management- Planning and Time Management	Relevance of topic					
	Is material useful					
	Quality of presentation					
Group Management – Problem Solving, Conflict Resolution, Decision Making	Relevance of topic					
	Is material useful					
	Quality of presentation					
Conducting Meetings	Relevance of topic					
	Is material useful					
	Quality of presentation					
Communications	Relevance of topic					
	Is material useful					
	Quality of presentation					

(1=low, 5=high)

Module 4 – Feedback Form						
Topic	Rating	1	2	3	4	5
Program Delivery	Relevance of topic					
	Is material useful					
	Quality of presentation					
Local Issues	Relevance of topic					
	Is material useful					
	Quality of presentation					
Wrap-up	Relevance of topic					
	Is material useful					
	Quality of presentation					

Topic Outlines

	Presenter Name	Date/Time
TOPIC NAME:	Scouts Canada Structure	
DURATION:	10 – 15 minutes	
LEARNING OBJECTIVES:	At the completion of this session the Group Commissioner will be able to understand Scouts Canada's Mission and its' organizational structure, especially the structure of the local council and the importance of the Group within that structure.	
TEACHING POINTS:	<ul style="list-style-type: none"> • Mission Statement • Scouts Canada Strategic Direction • Policy direction from elected Board of Governors (volunteers) • Operations Advisory Committee • Policy implementation by Council Commissioners and paid staff • 20 Council Commissioners accountable to Chief Commissioner • Area Commissioner accountable to Council Commissioner • Role of Service Team • Group Commissioner accountable to Area Commissioner and responsible to Group 	
EVALUATION:	Reaction Sheet and Learner Comments	
REFERENCES:	<ul style="list-style-type: none"> • By Laws, Policies and Procedures • Scouts Canada's Strategic Directions 2006 – 2016 http://www.scouts.ca/media/documents/p15FEB06.pdf 	
RESOURCES REQUIRED:	<ul style="list-style-type: none"> • By Laws, Policies and Procedures 	
SPECIAL NOTES:		

Presenter Name _____ Date/Time _____

TOPIC NAME:	Functions and Accountabilities of the Group Commissioner
DURATION:	30 – 45 minutes
LEARNING OBJECTIVES:	At the completion of this session Group Commissioners will be able to list their key responsibilities and the aspects of their group that they are accountable for.
TEACHING POINTS:	<p>Two key responsibilities:</p> <ol style="list-style-type: none"> 1. Service and resource the program (Create an environment for growth!) <ol style="list-style-type: none"> a. Promote and monitor quality of section programs b. Develop, and maintain leadership team c. Support learning by doing d. Provide communication and access to resources 2. Support the program <ol style="list-style-type: none"> a. Coordinate group committee for support of programs b. Coordinate group committee efforts to increase membership c. Provide coordination with area and other groups
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Group Committee Handbook BP&P section 4000 Group Commissioner’s Functions and Accountabilities</p>
RESOURCES REQUIRED:	
SPECIAL NOTES:	

Presenter Name _____

Date/Time _____

TOPIC NAME:	Bylaws, Policies and Procedures
DURATION:	20 – 30 minutes
LEARNING OBJECTIVES:	At the completion of this session the Group Commissioner will understand that the <i>Bylaws, Policies and Procedures</i> document is the principal governance and guidance document for Scouting program delivery and operations.
TEACHING POINTS:	<p>Bylaws, Policies and Procedures</p> <ul style="list-style-type: none"> • Identification and overview of the sections of BP&P • Role of BP and P as principal governance and guidance document for Scouting. • Continually updated on Scouts Canada website
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	By-Laws, Policies and Procedures at www.scouts.ca
RESOURCES REQUIRED:	
SPECIAL NOTES:	

TOPIC NAME:	Risk Management
DURATION:	30 – 45 minutes
LEARNING OBJECTIVES:	At the completion of this session the Group Commissioner will be able to understand the concepts of Risk Management and apply these concepts to the operation of the Scouting Group and will have reviewed the reading assignments that are a prerequisite of this course.
TEACHING POINTS:	<p>Risk Management</p> <ul style="list-style-type: none"> • Risks associated with health and safety as well as financial management • Assessment of Risk of Occurrence and Consequence of Occurrence • Mitigation of Risk of Occurrence and Consequence of Occurrence • The Group Commissioner's role in the management of risk • Volunteer Recruitment and Development key element of risk mitigation • Group use of BP&P forms • Evaluating the extent of implementation of risk management
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<ul style="list-style-type: none"> • Sections 7000, 10000, 11000, 13000, and 20000 of BP&P • Child Abuse Pamphlet • Responsibility to Report Suspected Child Abuse (provincial legislation) • Group Committee Handbook • Section Leaders Handbooks • "Woodbadge I Background Information For Leaders" found at: http://www.scouts.ca/media/documents/Woodbadgebackgroundparticipants.pdf.
RESOURCES REQUIRED:	<ul style="list-style-type: none"> • Sections 7000, 10000, 11000, 13000, and 20000 of BP&P • Child Abuse Pamphlet • Volunteer Recruitment and Development document
SPECIAL NOTES:	

TOPIC NAME:	VRAD
DURATION:	180 minutes (3.0 hrs)
LEARNING OBJECTIVES:	To apply the VRAD process to build and maintain an effective team
TEACHING POINTS:	<p>What is VRAD?</p> <ul style="list-style-type: none"> • Volunteer Recruitment and Development • A Strategy to Prospect, Screen, Recruit, Develop, Support and Recognize Adult Volunteers and Leaders <p>What is the VRAD Cycle/Process?</p> <ul style="list-style-type: none"> • Selective Recruitment • Screening Procedure • Effective Interviewing • Developing • Support • Further Development • Recognition • Coaching • Recognition • Retiring and Suspension
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	VRAD Handbook
RESOURCES REQUIRED:	Flip charts, Handouts – Practical Exercise Interviewing (Essential part of Session!) Grizzly Creek Video
SPECIAL NOTES:	

Presenter Name _____

Date/Time _____

TOPIC NAME:	Group Management – Planning and Time Management
DURATION:	30 minutes
LEARNING OBJECTIVES:	Participants will learn the value of effective time management by utilizing proper planning and needs assessment.
TEACHING POINTS:	<p>Planning - definition and benefits - short term and annual planning</p> <p>Time Management - importance of delegation</p> <p>Needs Assessment - process , when and how to conduct</p>
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Group Committee Handbook</p> <p>Group Commissioner’s Functions and Accountabilities</p> <p>Checklist for Group Commissioners</p>
RESOURCES REQUIRED:	
SPECIAL NOTES:	

TOPIC NAME:	Group Management – Problem Solving, Conflict Resolution, Decision Making
DURATION:	45 minutes
LEARNING OBJECTIVES:	Participants will learn to identify areas of potential problems and conflicts. Participants will be shown one method to successfully problem solve, manage conflict and make decisions.
TEACHING POINTS:	<p>Problem Solving</p> <ul style="list-style-type: none"> - when and how do problems arise - introduce Seven Step method <p>Conflict Resolution</p> <ul style="list-style-type: none"> - what is conflict - identify potential areas of conflict - how might conflicts be prevented - resolution steps <p>Decision Making</p> <ul style="list-style-type: none"> - autocratic - consensus - democratic - benefits of each method - general decision making tips
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<p>Problem Solving: Basic Guidelines to Problem Solving and Decision Making www.managementhelp.org/prsn_prd/prb_bsc.htm</p> <p>Resolving Conflict: Ontario Ministry of Agriculture, Food and Rural Affairs- FACT SHEET RESOLVING CONFLICT # 06-067 http://www.omafra.gov.on.ca/english/rural/facts/06-067.htm</p>
RESOURCES REQUIRED:	
SPECIAL NOTES:	

TOPIC NAME:	Conducting Meetings
DURATION:	10 minutes
EARNING OBJECTIVES:	Participants will gain knowledge as to how to plan and execute effective meetings
TEACHING POINTS:	<p>Purpose of Meetings</p> <ul style="list-style-type: none"> • exchange of information • opportunity to focus on program and evaluate program • determine needs • set goals • develop action plans • foster team work and fellowship while supporting leaders <p>The Meeting</p> <ul style="list-style-type: none"> • role of committee members • the agenda • record keeping • physical set-up
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	Group Committee handbook.
RESOURCES REQUIRED:	
SPECIAL NOTES:	

TOPIC NAME:	Communications
DURATION:	45-60 Minutes
LEARNING OBJECTIVES:	At the completion of this session the Group Commissioner will understand the importance of effective communications and the key elements of that process.
TEACHING POINTS:	<ul style="list-style-type: none"> • Effective communications skills and processes are necessary in order for Group Commissioners to function as a key point of information exchange and discussion with Section Scouters, parents and the Area Commissioner and Service team. • There are a wide variety of communications tools (face-to-face, telephone, e-mail, letters, notices, etc) and the strengths and weaknesses of each should be considered in determining which is/are most appropriate for specific circumstances. • Received information is interpreted through “filters” which may cause the received message to be different from the one transmitted. • Most communications should be undertaken as a dialogue with the opportunity for feedback so that misinterpretations can be identified and corrected. • Media contacts should be in accordance with guidelines from Scouts Canada.
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<ul style="list-style-type: none"> • Any good publication on effective inter-personal and/or corporate communications • “Public Relations 101” at www.scouts.ca
RESOURCES REQUIRED:	
SPECIAL NOTES:	

TOPIC NAME:	Program Delivery
DURATION:	45 – 60 minutes
LEARNING OBJECTIVES:	At the completion of this session Group Commissioners will be able to define a Quality program, understand the importance of planning, and demonstrate how to measure the program delivered to the youth.
TEACHING POINTS:	<p>Program Planning</p> <ul style="list-style-type: none"> • Quality Program Standards • Planning a Quality program • Involving Youth in the planning process • The Group Commissioner's role in the planning process • Evaluating the success of a program
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	<ul style="list-style-type: none"> • Section Leader's Handbooks • Youth Handbooks
RESOURCES REQUIRED:	<ul style="list-style-type: none"> • Scouts Canada's Quality Program Standards • "A Checklist for Group Commissioners" • Year At A Glance – Sample Planning & Event Calendar • 5 Minute Group Check-up
SPECIAL NOTES:	

Presenter Name

Date/Time

TOPIC NAME:	Local Environment
DURATION:	Not to exceed 30 minutes
LEARNING OBJECTIVES:	This session is to be used to cover the local scouting environment. The content must be approved by the Council Commissioner and forward to the Assistant Deputy Executive Commissioner for Adult Development.
TEACHING POINTS:	
EVALUATION:	Reaction Sheet and Learner Comments
REFERENCES:	
RESOURCES REQUIRED:	
SPECIAL NOTES:	