

# **SCOUTS CANADA COURSE TRAINING STANDARD**



**It starts with Scouts.**

## **COMPANY WOOD BADGE PART I**

**MAY 2011  
VERSION 2.0**

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## Introduction

This document contains the curriculum and associated material for the Company Wood Badge Part I course. It is understood that it will be used in conjunction with the “Venturer Wood Badge Part I Critical Documents Index” that can be found under separate cover. The “Text Book” for this course is the [Venturer Advisor Handbook](#).

The intended audience for the Company Wood Badge Part I is the Venturer Advisors.

## 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 can be used to judge the response of the participants to the course. This evaluation form will be produced as an editable form on the web so as to have the option of participants completing it at home after the course or printed and completed at the course.

## Topic Outlines

The Topic Outlines contain the expectation of each of the topics listed in the Course Description. The key points or key objectives 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.

## Company Wood Badge I Course Description

<b>Program Name:</b> Volunteer Development		<b>Code:</b> TMS1/V
<b>Course Name:</b> Company Wood Badge Part I Training		1 weekend or 12-16 hrs or E-Learning. (Note: Topic times are minimum requirements. Total course time not to exceed the maximum stated.)
<b>Learner Group:</b> Company Advisors		
<b>Course Learning Outcome:</b> At the completion of a section Wood Badge Part I, the Advisor will be a better contributing member of the leadership team through exposure to the necessary knowledge, skills and attitudes required to help Venturers plan and execute a program as described in the Program Handbook that will comply with the Mission of Scouts Canada and Scouts Canada's By-Laws, Policies and Procedures.		
<b>Course description:</b> Face to face lecture, case study, hands-on activities.		
<b>Evaluation process:</b> Observation, feedback sheet		
<b>Module</b>	<b>Topics</b>	
Module 1	<ol style="list-style-type: none"> <li>1. Program Foundations</li> <li>2. Organization Framework and Program Structure</li> <li>3. Risk Management</li> <li>4. Spirituality</li> </ol>	
Module 2	<ol style="list-style-type: none"> <li>5. Understanding, Communicating, and Working with Venturer Scouts</li> <li>6. The Venturer Company</li> <li>7. The Venturer Advisors' Role</li> </ol>	
Module 3	<ol style="list-style-type: none"> <li>8. Administering the Venturer Company</li> <li>9. The Venturer Scout Program</li> <li>10. Program Planning and Evaluation</li> <li>11. Theme Based Companies</li> <li>12. Linking Activities in the Company</li> </ol>	
Module 4	<ol style="list-style-type: none"> <li>13. Effective Operations</li> <li>14. Recognition and Ceremonies</li> <li>15. Assessing Leadership Opportunities and Organizational Abilities</li> <li>16. Parliamentary Procedures and By-Laws (Running an Effective Meeting)</li> </ol>	
Module 5	<ol style="list-style-type: none"> <li>17. Promoting Outdoor Activities</li> <li>18. Outdoor Essentials</li> <li>19. Local Topics</li> </ol>	
<b>Prerequisites:</b> Member or potential member of Scouts Canada. Read the welcome available at <a href="http://www.scouts.ca/nswk/new/welcome-e.html">http://www.scouts.ca/nswk/new/welcome-e.html</a>		
<b>Dress:</b> Uniform and appropriate outdoor wear		
<b>Participant equipment required:</b> Pen and paper, <a href="#">Venturer Advisor Handbook</a> , The Field Book for Canadian Scouting handbook, and New Scouter Welcome Kit		
<b>Trainer Notes:</b> Separate rooms for each section offered.		
<b>Equipment and Resources:</b> Venturer Advisor Handbook, By-Laws, Policies & Procedures, The Field Book for Canadian Scouting Presentation Support Material (Data projector, flipchart, markers, etc.)		
<b>Course Designers:</b> National Training Network		<b>Dated:</b> May 2011

# Company Wood Badge I Sample Agenda

## MODULE 1- FUNDAMENTALS

Time	Topic	Presenter(s)
45 min	1. Program Foundations	
45 min	2. Organization Framework and Program Structure	
45 min	3. Risk Management	
30 min	4. Spirituality	
5 min	Wind-Up – Revisit Participant Expectations	
170 Min	<b>Total</b>	

## MODULE 2- PROGRAM SUPPORT

Time	Topic	Presenter(s)
60 min	5. Understanding, Communicating, and Working with Venturer Scouts	
60 min	6. The Venturer Company	
45 min	7. The Venturer Advisors' Role	
5 min	Wind-up – Revisit Participant Expectations	
170 Min	<b>Total</b>	

## MODULE 3 –PROGRAM DELIVERY

Time	Topic	Presenter(s)
30 min	8. Administering the Venturer Company	
30 min	9. The Venturer Scout Program	
45 min	10. Program Planning and Evaluation	
15-30 min	11. Theme Based Companies	
20 min	12. Linking Activities in the Company	
5 min	Wind-up – Revisit Participant Expectations	
160 Min	<b>Total</b>	

## MODULE 4 - PROGRAM FRAMEWORK

Time	Topic	Presenter(s)
60 min	13. Effective Operations	
30 min	14. Recognition and Ceremonies	
15 min	15. Assessing Leadership Opportunities and Organizational Abilities	
45 min	16. Parliamentary Procedures and By-Laws (Running an Effective Meeting)	
5 min	Wind-up – Revisit Participant Expectations	
155 Min	<b>Total</b>	

## MODULE 5- THE “OUT” IN SCOUTING

Time	Topic	Presenter(s)
45 min	17. Promoting Outdoor Activities	
60 min	18. Outdoor Essentials	
30 min	19. Local Topics	
15 min	Wind-up – Revisit Participant Expectations and Presentations	
150 Min	<b>Total</b>	

## Evaluation Strategy – Company Wood Badge Part I



Competent and confident leadership is the cornerstone of a high quality and successful youth program that will enable Scouts Canada to attract and retain more members, volunteer and youth alike. The key to providing Scouters with the skills and knowledge they need to deliver high quality programming is access to engaging, consistent, and relevant Wood Badge Training Courses.

As outlined in Scouts Canada's Volunteer Support Strategy, training activities should be undertaken with the aim of achieving the following primary outcomes:

1. 100% volunteers trained with Wood Badge I for their primary role
2. Training quality is measured at each Scouts Canada accredited course; 60% of participants strongly agree with core quality statements

Consistent evaluation of course quality enables continuous improvement of both content and delivery while also supporting sustainment of the learner-focused training system.

The National Training Network (NTN) of Scouts Canada has developed a standard evaluation form that must be used for all Scouts Canada accredited training courses (e.g. Wood Badge, Outdoor Skills, Commissioners' Course). The core quality statements contained within the standard evaluation are standard across all assessments of training quality regardless of delivery method. Course Leaders for in-person training opportunities must forward the collective results of these evaluations to the DCC Training (or appropriate Training Manager).

By employing a standardized approach to training quality assessment, the NTN is better able to understand the overall effectiveness of training opportunities provided within Scouts Canada. The collective results further enable the NTN to ensure that course standards and offerings remain relevant to the Scouters who attend them. Standard measurement of training quality will permit the sharing of best practices as well as identification of focus areas for support and improvement.

The standard training evaluation form is contained within the Volunteer Support Toolkit located at [www.scouts.ca/vstk](http://www.scouts.ca/vstk).

## Topic Outlines

Presenter Name \_\_\_\_\_

Date/Time \_\_\_\_\_

<b>TOPIC NAME:</b>	<b>Program Foundations</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will acquire a better understanding of the foundation of Scouting.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>Outline the Mission which outlines the primary focus of the organization. <i>"The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals and play a constructive role in Society"</i></li> <li>Outline the Principles: Duty to God, Duty to Others, and Duty to Self.</li> <li>Explain how the principles that represent our fundamental beliefs form a "code of ethics" for how Scouting expects all members to conduct themselves while participating in activities.</li> <li>Outline the Scouting Practices &amp; Methods and how they assist in a progressive self-education approach</li> <li>Outline the 3 Position Statements and 7 Strategic Directions as Pillars of our Organization</li> <li>State the Scout Promise, Law and Slogan and compare the progression of the Promise, Law and Motto among the sections and the change and the growth from each section</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	Section Leader's Handbook <a href="#">BP&amp;P Section Introduction - Updated Feb 2009</a> <a href="#">Brand Promise</a> <a href="#">Mission, Principles and Practices</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Spiritual Emphasis
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Polices and Procedures, Section Leaders' Handbook
<b>TRAINER NOTES:</b>	Have the Mission, the Principles, the Promise and Law on display.

<b>TOPIC NAME:</b>	<b>Organization Framework and Program Structure</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will be able to better understand the organizational structure of Scouts Canada and identify the support available to them. Participants will understand all the section programs of Scouting.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Outline the Structure of Scouts Canada. Point out that all these roles support the youth either through working directly with the youth or supporting the adults that work with the youth. <ul style="list-style-type: none"> <li>○ World Council</li> <li>○ National Services</li> <li>○ Council</li> <li>○ Area</li> <li>○ Youth Forum</li> <li>○ Group Commissioner</li> <li>○ Group</li> <li>○ Sponsor/Partner</li> <li>○ Group Committee</li> <li>○ Section</li> </ul> </li> <li>• Explain the Program Structure for youth between ages of five and twenty-six and their parameters or emphasis on age and service and badge framework. <ul style="list-style-type: none"> <li>○ Beaver Scouts</li> <li>○ Cub Scouts</li> <li>○ Scouts</li> <li>○ Venturer Scouts</li> <li>○ Rover Scouts</li> <li>○ ScoutsAbout</li> <li>○ Extreme Adventure</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">BP&amp;P Section 2000 Scouts Canada Structure</a>
<b>QUALITY STANDARDS SECTIONS:</b>	
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Policies and Procedures, Section Leader's Handbook
<b>TRAINER NOTES:</b>	Participants should be able to identify at least one other person who can offer support. Participants should not go away from the course thinking they are on their own.

<b>TOPIC NAME:</b>	<b>Risk Management</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will be able to explain and apply Scouts Canada method of risk assessment to the scouting activities being conducted.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Explain and discuss “What is Risk Management”               <ul style="list-style-type: none"> <li>○ Identify and assess potential risks and hazards associated with regular meeting places.</li> <li>○ Take appropriate measures to minimize or avoid the potential risks and hazards.</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">BP&amp;P Section 7000 Duty of Care</a> <a href="#">National Risk Management for Leaders PowerPoint</a> <a href="#">BP&amp;P Section 20000 Forms</a> <a href="#">BP&amp;P Section 10000 Camping and Outdoor Activities</a> <a href="#">How to Protect Your Child From Abuse: A Parent's Guide</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Training/Leadership
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-Laws, Policies and Procedures, Section Leader Handbook How to Protect Your Child From Abuse: A Parent's Guide
<b>TRAINER NOTES:</b>	Risk management should be incorporated into all appropriate sessions throughout the course such as: Outdoor Skills, Program Planning, Program Activities, etc. This topic is only an orientation to risk management practices and to have participants understand the value and criticality of the “ <b><i>Right people in the right place at the right time with the right equipment.</i></b> ”

<b>TOPIC NAME:</b>	<b>Spirituality</b>
<b>DURATION:</b>	30 Minutes
<b>AIM:</b>	Participants will be able to develop spiritual awareness and respect for faith diversity for and with the youth in their section or group.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Provide examples of activities to help youth express and respond to God's love in their daily lives: Opening &amp; Closing prayers, Grace, Scout's Own, Nature hike and "Do a good turn everyday"</li> <li>• Provide examples of activities to develop respect for others and to increase their appreciation of diversity in our society: Multi-faith event participation</li> <li>• Explain that the purpose of a Scout's Own is to expose youth to multi-faith and spiritual development and as an opportunity in order to teach/reinforce lessons on acceptance, friendship etc.</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<p>Section Leader's Handbook</p> <p><a href="#">Spirituality Award</a> – The Rationale</p> <p><a href="#">Spirituality Award</a></p> <p><a href="#">Religion in Life Awards</a></p> <p>Thoughts for Sharing, Let's Celebrate 2</p> <p>The Best of the Leader's Cut Out Pages</p>
<b>QUALITY STANDARDS SECTIONS:</b>	Spiritual Emphasis
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Policies and Procedures, Section Leader's Handbook <a href="#">Program Builder Online</a>
<b>TRAINER NOTES:</b>	<p>This is not a religious topic but an opportunity to share opportunities for youth to grow within their own spiritual development at their own pace.</p> <p><i>"Duty to God" as defined by the World Organization of the Scouting Movement, means a person's relationship with the spiritual values of life, the fundamental belief in a force above mankind."</i></p>

<b>TOPIC NAME:</b>	<b>Understanding, Communicating and Working with Venturer Scouts</b>
<b>DURATION:</b>	60 Minutes
<b>AIM:</b>	Participants will better understand some of the typical physical, mental and social abilities of Venturer Scouts.
<b>KEY OBJECTIVES:</b>	<p><u>Understanding Venturer Scouts</u></p> <ul style="list-style-type: none"> <li>• Describe the need for interpersonal relations at this age</li> <li>• Creating a supporting environment for Venturers and their lifestyle</li> <li>• Youth and their Rights</li> <li>• Gender and Ethnicity</li> <li>• Moral Development</li> <li>• Spirituality Development and Growth</li> <li>• Consider the importance of their values and experiences</li> <li>• Recognizing their adolescent aspirations and confidence building</li> </ul> <p><u>Communicating with Venturer Scouts</u></p> <ul style="list-style-type: none"> <li>• Youth and Adults</li> </ul> <p><u>Working with Venturer Scouts</u></p> <ul style="list-style-type: none"> <li>• Offer the opportunity for Venturers to be leaders in their events</li> <li>• Offer them the chance to explore their adolescent aspirations and confidence building</li> <li>• Use positive coaching techniques to develop their skills, knowledge and confidence</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">BP&amp;P Section 7000 Duty of Care</a> <a href="#">Venturer Advisor's Handbook</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Spiritual Emphasis, Family/parent involvement, Youth Input
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Policies and Procedures, Venturer Advisor's Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>The Venturer Company</b>
<b>DURATION:</b>	60 Minutes
<b>AIM:</b>	Participants will understand the functioning structure and operation of a Venturer Company.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Identify the different and varied types and make-up of Venturer companies <ul style="list-style-type: none"> <li>○ Vocational/Special Interest (Details in later session)</li> <li>○ Personal Interests</li> <li>○ Minimum and maximum size depending on company type</li> </ul> </li> <li>• Describe the Company organization <ul style="list-style-type: none"> <li>○ Membership requirements</li> </ul> </li> <li>• Explain the makeup of the Company Executive <ul style="list-style-type: none"> <li>○ Size and the power of the Executive</li> <li>○ Company President</li> <li>○ Company Vice-President</li> <li>○ Company Secretary</li> <li>○ Company Treasurer</li> </ul> </li> <li>• Describe the role of activity and project leaders</li> <li>• Explain the requirement for Company By-Laws (Details in later session) <ul style="list-style-type: none"> <li>○ Means to an End</li> <li>○ Drafting By-Laws</li> </ul> </li> <li>• Explain overview of the planning process</li> <li>• Discuss the merits and values of determining: <ul style="list-style-type: none"> <li>○ Setting goals</li> <li>○ Setting guidelines</li> <li>○ Budgeting</li> <li>○ Evaluating</li> <li>○ Business meetings</li> <li>○ Meeting Place</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> – Chapter 3 <a href="#">BP&amp;P S5000 Scouts Canada's Programs</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Program Planning, Youth Input, Training/Leadership, Membership/Retention/Growth, Administration
<b>RESOURCES REQUIRED:</b>	Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>The Venturer Advisors' Role</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will better understand the role and responsibilities of a Venturer Advisor.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Identify various leadership styles and when each style is appropriate</li> <li>• Discuss and/or review the Duty of Care required: <ul style="list-style-type: none"> <li>○ Encourage Positive Behaviour (Discipline)</li> <li>○ General Conduct</li> <li>○ Responsibility to Youth</li> <li>○ Responsibility to Parents</li> <li>○ Responsibility to Self</li> </ul> </li> <li>• Discuss the accountability and the responsibilities to: <ul style="list-style-type: none"> <li>○ Youth</li> <li>○ Program</li> <li>○ Organization</li> <li>○ Advisor</li> <li>○ Parents</li> </ul> </li> <li>• Explain the required training strategy <ul style="list-style-type: none"> <li>○ Expectation and requirement for mandatory Adult Leader Training</li> <li>○ How to train, coach and mentor Venturers in their roles as Venturers</li> </ul> </li> <li>• Discuss the reporting process <ul style="list-style-type: none"> <li>○ Responsibility to Group Commissioner to be kept informed of company's progress and plans</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">BP&amp;P Section 7000 Duty of Care</a> <a href="#">Venturer Advisor Handbook</a> – Chapter 3
<b>QUALITY STANDARDS SECTIONS:</b>	Training/Leadership
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Polices and Procedures, Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Administering the Venturer Company</b>
<b>DURATION:</b>	30 Minutes
<b>AIM:</b>	Participants will be able to understand the roles of the youth in the administration of a Company and how to develop a resource list to aid in the program.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>● Identify the value and need for Youth/Adult registration <ul style="list-style-type: none"> <li>○ Current medical information and emergency contacts available</li> <li>○ Duty of care compliance</li> <li>○ Ensures members are properly registered to reduce risk</li> <li>○ Potential available parent/guardian resources</li> <li>○ Venturer as Youth, Leader as Volunteer</li> </ul> </li> <li>● State the forms in Camping and Outdoor Activity Procedures required for a Company program</li> <li>● Discuss the importance of Financial record keeping according to BP&amp;P</li> <li>● Explain the lines of accountability between sections and Group Committee</li> <li>● Learn what budget requirements are needed to submit to Group Committee per BP&amp;P</li> <li>● Identify acceptable fundraising activities i.e. Popcorn, Scoutrees and acceptable use of funds</li> <li>● Identify how accurate record keeping can aid in group's membership growth</li> <li>● Explain the reason for inventory of assets</li> <li>● Define the accepted use of Logo and intellectual property</li> <li>● Explore ways to retain and grow membership by: <ul style="list-style-type: none"> <li>○ Inviting members back at the beginning of each year</li> <li>○ Those not returning at any time are contacted by the Advisor</li> <li>○ Hosting one activity per year that focuses on increasing membership</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">BP&amp;P Section 3000 Membership &amp; Registration</a> <a href="#">BP&amp;P Section 20000 Forms</a> <a href="#">BP&amp;P Section 10000 Camping and Outdoor Activities</a> <a href="#">BP&amp;P Section 11000 Financial and Fundraising Procedures</a> <a href="#">Venturer Advisor Handbook</a> Venturer Company Logbook Treasurer's Record Book Venturer Executive Workbook
<b>QUALITY STANDARDS SECTIONS:</b>	Administration, Membership/Retention/Growth
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Polices and Procedures , Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>The Venturer Scout Program</b>
<b>DURATION:</b>	30 Minutes
<b>AIM:</b>	Participants will better understand the Venturer Scout program
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Identify typical program content with four basic elements: <ul style="list-style-type: none"> <li>○ Leadership</li> <li>○ Company Organization</li> <li>○ Lifestyle/spiritual</li> <li>○ Activity (with six parts) <ul style="list-style-type: none"> <li>▪ Service</li> <li>▪ Exploration</li> <li>▪ Personal Fitness</li> <li>▪ Vocational</li> <li>▪ Social/Cultural/Spiritual</li> <li>▪ Personal Interest</li> </ul> </li> </ul> </li> <li>• Identify opportunities for Venturers to develop their own and collective goals and objectives for the Venturer Scout program</li> <li>• Discuss opportunities for balanced programs and need for Challenge through effective use of the activity areas</li> <li>• Identify various Awards in the program <ul style="list-style-type: none"> <li>○ Queen's Venturer Award</li> <li>○ Duke of Edinburgh Award</li> <li>○ Amory Adventure Award</li> <li>○ Scout of the World Award</li> <li>○ World Scout Environment Award</li> <li>○ Gifts of Peace</li> <li>○ Other Awards – Blue and Gold; Outdoorsman; Canadian Trails; Venturer</li> <li>○ Program Standards and Awards application</li> </ul> </li> <li>• Identify various Ceremonies (Details in later session)</li> <li>• Address the need to incorporate and develop spirituality for Venturer Scout members</li> <li>• Explain opportunities to develop their personal faith through participation in their religious community and the Religion in Life Award program.</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> <a href="#">The Duke of Edinburgh Award</a> <a href="#">Religion in Life Award Program</a> <a href="#">Spirituality Award</a> <a href="#">World Scout Environment Award</a> <a href="#">New Scouter Welcome Kit</a> <a href="#">Program Standards and Awards Application</a> <a href="#">Program Builder Online</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Program Planning, Outdoors, Community Service, Environmental Awareness, Spiritual Emphasis, Badge/Award Program
<b>RESOURCES REQUIRED:</b>	Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Program Planning and Evaluation</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will understand their role in the program planning process and how they can encourage the Venturers to achieve the objectives of the Venturer Scout Program
<b>KEY OBJECTIVES:</b>	<p><u>Program Planning</u></p> <ul style="list-style-type: none"> <li>• Define and explain the program planning process</li> <li>• Explain who does the Planning – Executive vs. Company</li> <li>• Explain short-range, medium-range and long-range planning</li> <li>• Discuss how to generate program ideas</li> <li>• Discuss how the Venturer Quality Program Standards and Awards aid in well-balance programming</li> <li>• Explore resources available to aid in planning such as calendar of events, faith and cultural calendar, council and area calendars</li> </ul> <p><u>Program Evaluation</u></p> <ul style="list-style-type: none"> <li>• Discuss need for evaluation of program events and risk management both prior and afterwards for the leaders and the youth</li> <li>• Use the Venturer Quality Program Standards and Awards as a measurement tool</li> <li>• Evaluate the merits in badge based program themes to accomplish badge requirements and to provide well-balance programming</li> </ul> <p><u>Planning Exercise</u></p> <ul style="list-style-type: none"> <li>• Conduct a planning exercise</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<p><a href="#">Venturer Advisor Handbook</a> – Chapter 7</p> <p>Venturer Quality Program Standards and Awards</p> <p><a href="#">Program Builder Online</a></p>
<b>QUALITY STANDARDS SECTIONS:</b>	Program Planning, Community Service, Youth Input, Membership/Retention/Growth
<b>RESOURCES REQUIRED:</b>	<p><a href="#">Venturer Advisor Handbook</a></p> <p>Venturer Quality Program Standards and Awards</p>
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Theme Based Companies</b>
<b>DURATION:</b>	15 - 30 Minutes (depending on audience)
<b>AIM:</b>	Participants will be aware of the various theme based (i.e. Vocational/Special Interest Based) Venturer Scout opportunities and understand how they fit within the Venturer program.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Identify goals and objectives of theme-based programs</li> <li>• Discuss the available vocational opportunities <ul style="list-style-type: none"> <li>○ Police, Fire, EMT, Sea Rovers, etc</li> </ul> </li> <li>• Discuss the Special Interest opportunities <ul style="list-style-type: none"> <li>○ Electronic, Computer Research, Health Care, Extreme Outdoor Adventure, lightweight camping, outdoors, media, information management, veterinary medicine, etc</li> </ul> </li> <li>• Identify various partnerships available</li> <li>• Explain the requirement for theme-based training</li> <li>• Identify uniform and variations to Scouts Canada uniform</li> <li>• Discuss open and closed Companies</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> – Chapter 8 <a href="#">Venturer Advisor Handbook</a> – Appendix D – Sample Themed By-Laws
<b>QUALITY STANDARDS SECTIONS:</b>	Youth Input, Badge/Award Program, Training/Leadership
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Polices and Procedures, Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Linking Activities in the Company</b>
<b>DURATION:</b>	20 Minutes
<b>AIM:</b>	Participants will understand the importance of linking activities for the Company
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Explain what a linking activity is</li> <li>• Discuss benefits of linking activities <ul style="list-style-type: none"> <li>○ Younger sections have older role models</li> <li>○ Insight into what they have to look forward to</li> <li>○ Advertising and promotion for the older section</li> </ul> </li> <li>• Discuss how linking activities contribute to the development of youth. <ul style="list-style-type: none"> <li>○ Broadens Venturer's awareness of the other sections</li> <li>○ Involve Venturers in the program of the Rover section</li> <li>○ Involve Scouts in the program of the Venturer section</li> </ul> </li> <li>• Provide examples of linking activities <ul style="list-style-type: none"> <li>○ Multi-section camps</li> <li>○ Linking with Other Venturers</li> <li>○ Offers of service at area, council and national events</li> <li>○ Participation in Venturer Scout planned events</li> <li>○ Selected or limited Venturer participation at Rover planned events</li> <li>○ Progression Ceremonies, Investiture Ceremonies, etc.</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> - Chapter 5
<b>QUALITY STANDARDS SECTIONS:</b>	Linking, Membership/Retention/Growth
<b>RESOURCES REQUIRED:</b>	Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Effective Operations</b>
<b>DURATION:</b>	60 Minutes
<b>AIM:</b>	Participants will understand how to facilitate effective weekly meetings and be able to advise Company Executive how to fulfill their roles.
<b>KEY OBJECTIVES:</b>	<p><u>Leadership</u></p> <ul style="list-style-type: none"> <li>• Explain and discuss situational-based leadership</li> <li>• Describe to executive how to structure a weekly meeting</li> <li>• Describe the value and use of the Company Resource books</li> </ul> <p><u>Decision Making</u></p> <ul style="list-style-type: none"> <li>• Explain and discuss the value for situation decision making i.e. individually, by activity teams, by executives and through the company as a whole</li> <li>• Identify how to get effective decisions</li> <li>• Identify varied decision-making methods <ul style="list-style-type: none"> <li>○ Consensus</li> <li>○ Majority vote</li> <li>○ Minority</li> <li>○ Averaging Individual Opinions</li> <li>○ Force</li> </ul> </li> <li>• List the steps in assessing their decision-making</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> – Chapter 10
<b>QUALITY STANDARDS SECTIONS:</b>	Training/Leadership
<b>RESOURCES REQUIRED:</b>	Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Recognition and Ceremonies</b>
<b>DURATION:</b>	30 Minutes
<b>AIM:</b>	Participants will be able to help the Company Executive recognize achievement and conduct appropriate Ceremonies and be aware of the formal and informal Scouts Canada recognition that is available for the youth.
<b>KEY OBJECTIVES:</b>	<p><u>Ceremonies</u></p> <ul style="list-style-type: none"> <li>• Explain different ceremonies available <ul style="list-style-type: none"> <li>○ Investiture</li> <li>○ Old members leaving</li> <li>○ Installation of officers</li> <li>○ Recognition of achievement</li> <li>○ Opening and Closing of meetings</li> <li>○ Uniform requirements</li> <li>○ Youth Recognition</li> <li>○ Perform an investiture (optional)</li> </ul> </li> </ul> <p><u>Recognition</u></p> <ul style="list-style-type: none"> <li>• Discuss different formal recognition available i.e. Medal of Maple, years of service, etc.</li> <li>• Discuss informal recognition opportunities</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<a href="#">Venturer Advisor Handbook</a> – Appendix 2 – Recognition and Ceremonies <a href="#">BP&amp;P Section 9000 Recognition</a>
<b>QUALITY STANDARDS SECTIONS:</b>	Spiritual Emphasis, Badge/Award Program
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Polices and Procedures , Venturer Advisor Handbook
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Assessing Leadership Opportunities and Organizational Abilities</b>
<b>DURATION:</b>	15 Minutes
<b>AIM:</b>	Participants will be able to help the Company assess their leadership opportunities
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Discuss various leadership opportunities available</li> <li>• Discuss various leadership training available <ul style="list-style-type: none"> <li>○ Wood Badge I for Activity Leaders and Scouters-in-Training appropriate for the section they are volunteering with</li> <li>○ FOCUS , FAST and FLEX training</li> <li>○ Venturer Executive Workshop training</li> </ul> </li> <li>• Discuss strengths of their abilities for various roles and assessment of those abilities</li> <li>• Explain the value of representation on the Youth Forum</li> <li>• Explain the value of youth involvement at the area or council level</li> <li>• Explain the value of a Group Committee Rep for the Venturer Company</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	
<b>QUALITY STANDARDS SECTIONS:</b>	Training/Leadership
<b>RESOURCES REQUIRED:</b>	
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Parliamentary Procedures and By-Laws (Running an Effective Meeting)</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will be able to help the Company run efficient business meetings
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Describe or demonstrate to the Company Executive: <ul style="list-style-type: none"> <li>○ Setting an agenda</li> <li>○ Structure of meeting minutes</li> <li>○ Order of Business</li> <li>○ Motions</li> <li>○ Voting on Motions</li> <li>○ Records retention</li> <li>○ Company Log Book</li> <li>○ Use of Robert's Rules of Order</li> </ul> </li> <li>• Explain value of and the requirement for By-Laws <ul style="list-style-type: none"> <li>○ Provide sample By-Laws</li> <li>○ Creating By-Laws to govern activities of Company Members</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<p>Venturer Advisor Handbook</p> <p>Robert's Rules of Order</p> <p><a href="#">Venturer Advisor Handbook</a> – Appendix 4 – Sample By-Laws</p> <p><a href="#">Venturer Advisor Handbook</a> – Appendix D – Sample Themed By-Laws</p>
<b>QUALITY STANDARDS SECTIONS:</b>	Youth Input
<b>RESOURCES REQUIRED:</b>	<p>Venturer Advisor Handbook</p> <p>Sample By-Laws</p>
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Promoting Outdoor Activities</b>
<b>DURATION:</b>	45 Minutes
<b>AIM:</b>	Participants will know the range of outdoor activities that the Venturer Company can explore and the role the Advisor must play during the planning of these outings.
<b>KEY OBJECTIVES:</b>	<p><u>Discuss the availability of Outdoor Activities</u></p> <ul style="list-style-type: none"> <li>• Awards and council activities</li> <li>• Service activities</li> <li>• Venturees, Jamborees, Group Camps, etc</li> <li>• Sharing Session of Outdoor Activities (optional)</li> <li>• Online sources – Event calendars</li> </ul> <p><u>Planning of Outdoor Activities</u></p> <ul style="list-style-type: none"> <li>• Discuss things to consider when taking the program outdoors <ul style="list-style-type: none"> <li>○ Where to go?</li> <li>○ Why go? - The purpose of the trip</li> <li>○ What to do? – What will be the activities</li> <li>○ What equipment, clothing, food will be required?</li> <li>○ How long to go for? – The duration of the trip</li> <li>○ How far to go? – The distance of the trip</li> <li>○ What is the emergency plan?</li> <li>○ What is the environmental impact?</li> </ul> </li> </ul> <p><u>Discuss managing risk of Outdoor Activities</u></p> <ul style="list-style-type: none"> <li>• Need for assessing level of activities – Green, Yellow, Red</li> <li>• Appropriate use of forms for outdoor activities</li> <li>• Importance of evaluating the outdoor activities</li> <li>• Fulfills the requirement for meeting leader/youth ratio</li> <li>• Appropriate training or expertise required i.e. first aid qualifications</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<p><a href="#">BP&amp;P Section 10000 Camping and Outdoor Activities</a></p> <p><a href="#">Leave No Trace booklet</a></p> <p><a href="#">Survivorman Challenge</a></p> <p><a href="#">World Scout Environment Award</a></p>
<b>QUALITY STANDARDS SECTIONS:</b>	Outdoors, Environmental Awareness
<b>RESOURCES REQUIRED:</b>	Scouts Canada By-laws, Policies and Procedures, Leave No Trace
<b>TRAINER NOTES:</b>	

<b>TOPIC NAME:</b>	<b>Outdoor Essentials</b>
<b>DURATION:</b>	60 Minutes
<b>AIM:</b>	Participants will be aware of the skills that are needed for outdoor activities. This session is not intended to ensure the participants have these skills.
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Explain the necessary knowledge and skills required for outdoor activities for: <ul style="list-style-type: none"> <li>○ Basic personal equipment and its' uses.</li> <li>○ Common knots and their correct use</li> <li>○ Basic camping equipment and cooking equipment</li> <li>○ Map (road and topographical) and compass reading</li> <li>○ Impact of our activities on the environment</li> <li>○ Potential environment conditions and hazards</li> <li>○ Causes and symptoms, signs, prevention, and treatment of the following: <ul style="list-style-type: none"> <li>▪ Dehydration,</li> <li>▪ Frostbite,</li> <li>▪ Hypothermia,</li> <li>▪ Sunburn/sunstroke, and</li> <li>▪ Heatstroke</li> </ul> </li> <li>○ Procedures to prevent getting lost or separated from the group</li> <li>○ Purpose of a personal emergency kit</li> </ul> </li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	<p>Field Book for Canadian Scouting</p> <p><a href="#">BP&amp;P Section 10000 Camping and Outdoor Activities</a></p> <p><a href="#">Venturer Scout Quality Program Standards and Awards</a></p> <p><a href="#">World Scout Environment Award</a></p>
<b>QUALITY STANDARDS SECTIONS:</b>	Outdoors, Environmental Awareness
<b>RESOURCES REQUIRED:</b>	Various resource books on camping, outdoor skills, Leave No Trace booklet, etc.
<b>TRAINER NOTES:</b>	This session is not intended to ensure the participants have these skills. The National Outdoor Skills will be covering the knowledge and opportunity to practice these skills.

<b>TOPIC NAME:</b>	<b>Local Topics</b>
<b>DURATION:</b>	Not to exceed 30 minutes (optional)
<b>AIM:</b>	<p>This session is to be used to cover the local scouting topics. Topics should be specific to the council in which training is provided. This may or may not be applicable to other Councils.</p> <p>The content must be approved by the Council Commissioner and forward to the Deputy Council Commissioner for Volunteer Services.</p>
<b>KEY OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>• Council Direction and Information</li> <li>• Council /Area Activities</li> <li>• Urban vs. Rural topics</li> <li>• Prepared general information on program resources</li> <li>• Special topics which pertain to the training area such as Disabilities, Substance Abuse, ADD and ADHD etc. See special notes below.</li> </ul>
<b>EVALUATION:</b>	Reaction Sheet and Learner Comments
<b>REFERENCES:</b>	
<b>QUALITY STANDARDS SECTIONS:</b>	
<b>RESOURCES REQUIRED:</b>	
<b>TRAINER NOTES:</b>	<p>The content must be approved by the Council Commissioner and forward to the Deputy Council Commissioner for Volunteer Services To be filed with the course report.</p>