# Skills Chart For Colony Scouters



**Provincial Council for Ontario** 

# COLONY SCOUTER SKILLS CHART

## **DUTIES** TASKS ---->

А	A1	A2	A3	A4
CONDUCT CEREMONIES	CONDUCT INVESTITURES	CONDUCT TAIL NIGHT	CONDUCT SWIM-UP	CONDUCT CAMPFIRES
В	B1	B2	B3	B4
PLAN PROGRAM	RUN PLANNING MEETINGS	ASSESS NEEDS OF YOUTH	ASSESS LEADER SKILLS	DEVELOP LONG TERM PLAN
	B10 ENSURE	B11	B12	B13
	PROGRAM ELEMENTS INCLUDED	ESTABLISH RULES & GUIDELINES	KEEP UP TO DATE ON CHANGES	RESEARCH NEW IDEAS
С	C1	C2	C3	C4
CONDUCT MEETINGS	PRACTICE ACTIVITIES	MEET & GREET PARENTS	RUN A GATHERING GAME	RUN OPENING
	C10	C11	C12	C13
	CONDUCT SKITS	CONDUCT STORIES	CONDUCT SONGS	RUN CLOSING
D	D1	D2		
COMMUNICATE INFORMATION	PROVIDE WRITTEN INFO (re. PROGRAM)	TELEPHONE PARENTS		
E	E1	E2	E3	E4
ADMINISTER COLONY	ATTEND MEETINGS (all kinds)	INTERACT WITH GROUP COMM.	CONDUCT REGISTRATION	COMPLETE FORMS
	E10	E11	E12 OVERSEE	E13
	OBTAIN APPROVAL FOR CAMP	MAINTAIN RECORDS & BOOKS	PARTICIPATION IN FUND RAISING ACTS.	MAINTAIN EQUIPMENT & SUPPLIES
F	F1	F2	F3	F4
EVALUATE PROGRAM & PERFORMANCE	OBSERVE YOUTH PARTICIPATION	OBSERVE LEADER PERFORMANCE	EVALUATE EACH MEETING	EVALUATE LEADER PERFORMANCE
G	G1	G2	G3	G4
BUILD A LEADERSHIP TEAM	RECRUIT NEW LEADERS	DELEGATE TO OTHERS (share)	SELECT & TRAIN KEEO	INVOLVE PARENTS
Н	H1	H2	H3	H4
CONDUCT OUTINGS	ORGANIZE TRANSPORT	CHECK EQUIPMENT	CHECK FOR PROPER CLOTHING	CHECK YOUTH PHYSICAL CONDITION
   MAINITAINI	l1	12	13	I4 ENSURE
MAINTAIN SAFETY STANDARDS	SET & MAINTAIN SAFETY STANDARDS	ENSURE FIRST AID AVAILABLE	MAINTAIN FIRST AID KIT	SECURITY OF FACILITY AND YOUTH

# SCOUTER \_\_\_\_\_

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B5	B6	B7	B8	B9	
PLAN SPECIAL EVENTS	DEVELOP SHORT TERM PLAN	IDENTIFY RESOURCES	PLAN MEETINGS	PLAN OUTINGS	
B14	B15	B16	B17		
PLAN MORE ACTIVITIES THAN NEEDED	IMPLEMENT LODGE SYSTEM	IMPLEMENT TAIL SYSTEM	INTERACT WITH OTHER COLONIES AND SECTIONS		
C5	C6	C7	C8	C9	
FEED THE BEAVER	INTRODUCE MEETING THEME	RUN A SHARING SESSION	CONDUCT GAMES	CONDUCT CRAFTS	
C14	C15	C16			
MAKE AND HANDOUT NOTICES	MAINTAIN DISCIPLINE	PROMOTE PROPER USE OF UNIFORM			
E5	E6	E7	E8	E9	
PREPARE MEDICAL FORMS	PREPARE PERMISSION FORMS	COLLECT ALL FORMS	OBTAIN APPROVAL FOR TRAINING	OBTAIN APPROVAL FOR MED. FORMS	
E14					
KEEP UP TO DATE ON CHANGES					
F5					
EVALUATE PROGRAM REGULARLY					
G5	G6	G7	G8	G9	
PROVIDE SUPPORT TO A.L.'s	PREPARE & PROVIDE FOR NEXT ACTIVITY	ASSESS TRAINING NEEDS	ASSESS NEEDS OF LEADERS	CONDUCT <i>OJT</i> FOR NEW LEADERS	
H5	H6	H7			
CONDUCT HEAD COUNT REGULARLY	FEED THE YOUTH	SEND THANK-YOU's			
I5 ENSURE HALL IS FREE OF SAFETY HAZARDS					

### About the chart ....

This chart was designed by a group of section leaders who have been providing a quality program for the youth in their section for some time. Originally, the group set out to develop a tool that Service Scouters could use while following up on the Woodbadge Course (doing Part 3's). The chart can be used in this manner but can also be used to identify needs in the program, training needs of an individual, or set out a development path for new leaders. This is meant to be a self-diagnostic tool for any leader, but it should be shared with someone who can give objective guidance to the user. As you use the chart, we're sure you will find other ways that it is useful to you. As with any tool or resource available in Scouting, we would welcome any comments or suggestions you might have about the value of this chart as a tool for leadership development. Send any questions or comments to the Ontario Provincial Office, Training Department.

### What it is ....

Think of the chart as a filing cabinet. Each shaded duty on the left is one drawer. Each task that a leader needs to perform is listed to the right of the duty. These are the files in that drawer. In each file would be the necessary information, in the way of knowledge of the task and process to complete the task. The chart does not include this background information. These processes and knowledge can be found in various resource books available to leaders in Scouting. The chart also does not include any type of qualitative measurement that describes how well each task is completed. This is where the Service Scouter or Section Leader comes in. It is our belief that all members of Scouting should have a mentor or coach to assist them in their personal development.

We recognize that leadership is provided by teams in Scouting. The chart describes all of the tasks that the leadership team should accomplish. As the responsibilities for various tasks are shared among the team members, it should be remembered that for a person to become competent at all of the tasks over a period of time, they must be given the opportunity to take responsibility for each part of the program, so that they can, with guidance, develop all of the skills.

### To the Section Scouter ....

Start at the upper left of the chart and mark off which tasks you can do comfortably and competently. Work your way through the chart from the top left, to the bottom right. As you get to tasks that you feel you could do better at, look them up in the handbooks and other resource material. If there are tasks that you cannot find enough information about, notify the people who are there to assist you in your role. These would include your Section Leader, Group Committee, and Service Scouter. Have this person initial the tasks that you have demonstrated the necessary skill level in, in the space provided.

### To the Coach or Service Scouter...

Your role in this, is to assist the leader in evaluating their skill level based on tasks described in the chart. Always keep in mind that you are there to help, encourage, and provide resources to the leader. The leader may need on the job training to become competent and comfortable in a number of tasks, or they may simply need someone to show them where to get more information about a certain topic. Also realize that people learn best one step at a time. Try to guide them in their development by identifying which skills need to be developed first.

Name of Coach	Phone	Date	Initial