Skills Chart For Company & Crew Advisors



Provincial Council for Ontario

ADVISOR SKILLS CHART

DUTIES TASKS ----->

A	A1	A2	A3	A4
LEADERSHIP	READ ADVISOR HANDBOOK	STAY ABREAST OF PROGRAM CHANGES	TAKE TRAINING	BE A ROLE MODEL
B PLANNING	B1 DETERMINE YOUTH INTEREST	B2 SET GOALS	B3 TEACH PLANNING PROCESS TO YOUTH	B4 FACILITATE PLANNING PROCESS
c RESOURCES	C1 ENCOURAGE USE OF HANDBOOK	C2 RELAY INFO FROM DISTRICT	RECRUIT RESOURCE PEOPLE	C4 ENCOURAGE TRAINING INVOLVEMENT
D ADMINISTRATION	D1 FACILITATE BUSINESS MEETINGS	D2 FACILITATE BY-LAW PREPARATION	D3 CONDUCT ELECTIONS	D4 ENSURE COMPLIANCE WITH BY-LAWS
E COMMUNICATE INFORMATION	E1 COMMUNICATE WITH PARENTS	COMMUNICATE WITH SERVICE TEAM	COMMUNICATE WITH GROUP COMMITTEE	E4 COMMUNICATE WITH FACILITY MANAGER
F YOUTH DEVELOPMENT	F1 EXPLAIN ROLES TO EXECUTIVE	F2 CONDUCT PROPER CEREMONIES	F3 ENCOURAGE SCOUT TRADITIONS	F4 RECOGNIZE OTHERS

SCOUTER _____

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A5	A6	A7	A8		
ACCEPT NEW CHALLENGES	TEACH SKILLS TO OTHERS	PARTICIPATE IN PROGRAM	SUPPORT AND ENCOURAGE YOUTH		
B5	B6	B7	B8		
LIASE WITH OTHER ORGANIZATIONS	LIASE WITH OTHER SECTIONS	LIASE WITH OTHER COS. OR CREWS	ASSIST IN EVALUATING ACTIVITIES		
D5 REVIEW BY-LAWS ANNUALLY	D6 ENSURE MAINTENANCE OF HISTORICAL RECORDS	D7 ENSURE MAINTENANCE OF FINANCIAL RECORDS	D8 ENCOURAGE YOUTH TO ATTEND G.C. MEETINGS	D9 INFORM DISTRICT OF ACTIVITIES	
COMMUNICATE WITH OTHER ADVISORS					
F5	F6	F7			
ENSURE SHARED RESPONSIBILITY	ENCOURAGE TRAINING (CPR, First Aid)	MEDIATE OR MANAGE CONFLICT			

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