

Skills Chart For Troop Scouters



Provincial Council for Ontario

September, 1996

TROOP SCOUTER SKILLS CHART

DUTIES

TASKS ----->

A PLAN PROGRAM	A1 ATTEND TROOP PLANNING MTG.	A2 PLAN A PORTION OF A MEETING	A3 PLAN A MEETING NIGHT	A4 PLAN A DAY ACTIVITY
	A10 HAVE JOINT ACTIVITIES WITH OTHER SECTIONS	A11 PLAN A COMMUNITY SERVICE PROJECT	A12 PROMOTE & PLAN FOR JAMBOREES	
B BUILD A LEADERSHIP TEAM	B1 SHARE LEADERSHIP ROLE	B2 COUNCIL A PATROL	B3 COACH YOUTH LEADERS	B4 ENCOURAGE TEAMWORK
C CONDUCT MEETINGS	C1 ENSURE A SAFE ENVIRONMENT	C2 RUN A GAME	C3 MANAGE & RECORD INSPECTION & DUES	C4 PRESENT A BADGE OR AWARD
D LEADING	D1 COMMUNICATE WITH YOUTH	D2 TEACH A SKILL	D3 MAINTAIN DISCIPLINE	D4 RECOGNIZE PERFORMANCE & GOOD BEHAVIOUR
E COMMUNICATE INFORMATION	E1 COMMUNICATE WITH PARENTS	E2 COMMUNICATE WITH SERVICE TEAM	E3 COMMUNICATE WITH GROUP COMMITTEE	E4 COMMUNICATE WITH FACILITY MANAGER
F PERSONAL DEVELOPMENT	F1 PLAN FOR CRISIS	F2 TURN BADGE REQUIREMENTS INTO GAMES	F3 IDENTIFY PERSONAL TRAINING NEEDS	F4 SET PERSONAL LEARNING GOALS
G OUTDOOR ACTIVITIES	G1 CONDUCT A DAY EVENT (e.g.hike)	G2 ATTEND CAMP	G3 LEAD AN OUTDOOR ACTIVITY	G4 DEVELOP A CAMP MENU
H CEREMONIES	H1 CONDUCT OPENING	H2 CONDUCT CLOSING	H3 CONDUCT A SCOUT'S OWN	H4 CONDUCT A FORMAL CAMPFIRE
I ADMINISTRATION	I1 FILL OUT FORMS	I2 MAINTAIN ATTENDANCE & DUES RECORDS	I3 MAINTAIN YOUTH PERSONAL RECORDS	I4 MAINTAIN BADGE RECORDS

SCOUTER

A5 DEVELOP A SHORT TERM PLAN	A6 PLAN & CONDUCT OUTINGS	A7 DESIGN BACK-UP PLANS	A8 FACILITATE COURT OF HONOUR	A9 DEVELOP FOUR YEAR PLAN
B5 MOTIVATE OTHER LEADERS	B6 RECRUIT RESOURCE PEOPLE	B7 RECRUIT LEADERS	B8 ASSESS TRAINING NEEDS	B9 TRAIN OTHER LEADERS
C5 RUN A MEETING ACTIVITY	C6 CARRY OUT PROGRAM PLAN	C7 LEAD A TROOP MEETING		
D5 ASSIST YOUTH IN SETTING GOALS	D6 DELEGATE RESPONSIBILITY TO YOUTH	D7 ASSESS PERFORMANCE OF YOUTH		
E5 COMMUNICATE WITH OTHER TROOPS				
F5 DEVELOP NEW SKILLS & KNOWLEDGE				
G5 QUARTERMASTER A CAMP	G6 LEAD A SHORT TERM CAMP	G7 DO LIGHT WEIGHT CAMPING	G8 ASSIST IN LEADING A LONG TERM CAMP	G9 LEAD A LONG TERM CAMP
H5 CONDUCT AN INVESTITURE	H6 CONDUCT A GOING-UP CEREMONY			
H5 CONDUCT HEAD COUNT REGULARLY	I6 MANAGE TROOP EQUIPMENT	I7 MAINTAIN FINANCIAL RECORDS	I8 ATTEND GROUP COMMITTEE MEETINGS	I9 PLAN & CONDUCT A FUND-RAISING EVENT

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