



LEADERSHIP DEVELOPMENT PROGRAM

Personal Leader Adviser Log Book

Leader Name: _____

Membership No.: _____

Address: _____

Phone: _____

Email: _____

PLA: _____ **Phone:** _____

Group Leader: _____ **Phone:** _____

Victorian Branch
Leadership Development Program
Part of Basic Training for Adults in Leadership positions
Personal Leader Adviser Log Book

Published by

Scouts Australia (Victorian Branch)
152 Forster Road
Mount Waverley Vic. 3149

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Change Record Sheet

Change Date	Pages Affected	Change Details
12 Oct 2012	Entire Book	Sourced from Queensland Branch
23 Jun 2013	Entire Book	Reformatted to meet needs of Victorian Branch
30 Jun 2015	Entire Book	Updated to reflect changes to training requirements

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Purpose of this Log Book

This Log Book is for use by those appointed as Personal Leader Advisers (PLA's) or acting as Mentor/Buddy to record Leader details, training outcomes, meetings, etc that are held between new Leaders to the Movement and you; their Adviser.

The Log Book is also a tool for PLA's to use to help new Leaders plan training, keep meeting notes and action items from meetings etc.

This log book may also be used as evidence for Certificate IV in Training & Assessment elective unit of competency 'Mentor in the Workplace'

The role of the Personal Leader Adviser

The Personal Leader Adviser position is designed to foster enthusiasm and provide positive support for adults taking on new responsibilities. The role of adviser is a very important one in Scouting. It is widely recognised that a great deal of personal support is needed for a new Leader coming into the Movement. This is especially true until they have completed Basic Level Training and been presented with their Certificate of Adult Leadership.

When you are appointed as a Personal Leader Adviser your role is that of an **adviser** (one who *indicates* direction and assists others to consider options). It is important that you do not act as a **trainer** (one who trains) or as a **superior** (one who *gives* direction).

Fundamental Principles

It is fundamental to the position that the Personal Leader Adviser's function and purpose is to enable Leaders to:

- (a) meet other Adults in Scouting and feel part of a team
- (b) obtain necessary resource material and training information
- (c) guide Leaders through Basic and Advanced Level training
- (d) encourage and stimulate Leaders to make their own decisions based on fact and expectation
- (e) stimulate a process of self-determination and self-help
- (f) encourage people to share their collective experience, to be aware of the needs and capabilities of others, to learn from others, and to think and act for themselves.

Appointment

Personal Leader Advisers are appointed for up to three years. They may be re-appointed for further periods by the Chief Commissioner on the endorsement by the State Commissioner Adult Training and Development based on a nomination from the State Commissioner - Sectional.

A Personal Leader Adviser will be allocated by the Region or District Commissioner or nominee to Leaders undertaking training within Scouts Australia, Victorian Branch. For Leaders undertaking Basic Level Training this person may not have been appointed a PLA but must hold an appropriate CoAL. For Leaders undertaking Advanced Level Training this person should be an experienced and suitable Wood Badge Leader working in the same role. Another choice could be a member of the Region or District Staff.

Duties and Responsibilities of a Personal Leader Advisor

- (a) To promote leadership, motivation and loyalty to the Movement as a whole.
- (b) To encourage belief in the development of all Adults in Scouting and the completion of the Wood Badge as the accepted standards of effective leadership in the Association.
- (c) To be responsible for encouraging all Leaders to progress through the full Wood Badge Program.
- (d) To be responsible for, or assist with, the assessment of Leaders in achieving and maintaining the standards set by the Association.
- (e) To organise Leaders to seek the formal training specified.
- (f) To maintain liaison with Leaders attending formal training courses and to support continuity.

The Personal Leader Adviser's role is to assist individuals assess their particular needs. The Personal Leader Adviser must therefore be familiar with all aspects of the Leader's role. It is the Personal Leader Adviser's responsibility to ensure the need is identified and met in an appropriate way. Leaders must not be left frustrated (in particular by a simple academic discussion of their problem) and without effective help.

The role of the Personal Leader Adviser is important to the support of the system within The Scout Association of Australia. Understanding of all aspects of the role and care in carrying out the duties will contribute much to the success of Scouting.

The First Meeting between the PLA and the New Leader.

- 1 Consider inviting the Group Leader to the first meeting. If this is not possible, make contact with the Group Leader to determine specific dates and meeting times for groups to enable new Leaders to complete Technical Training Tasks.
- 2 Create a great first impression - be organised.
- 3 Consider wearing your uniform then advise the new leader about it and acquiring one if they have yet to do so.
- 4 Have some photos and/or mementoes of some of your great Scouting times to share and assist in conversation.
- 5 Select a 'non-threatening' venue, e.g. the Scout Hall or the Group Leader's home.
- 6 Limit the use of Scouting terms and abbreviations.
- 7 Follow a program for this first meeting, e.g.:
 - (a) introductions, share appropriate experiences
 - (b) explain your Scouting role and your role as a Personal Leader Adviser (not one of testing, but available for support and guidance)
 - (c) seek the reasons why the new Leader has joined the Movement – what is motivating them.
 - (d) if a former Scout, indicate changes that have occurred, stressing that adult leadership is a position of responsibility
 - (e) discuss uniform and where to acquire it
 - (f) discuss the investiture of the new Leader
 - (g) explain the Training Program and expectations of a new Leader
 - (h) explain your role as a Personal Leader Adviser in assisting the Leader to gain a Wood Badge as this is the ultimate goal
 - (i) discuss skills and knowledge the new leader brings and recognise this prior learning when considering In-Service Training and Technical Tasks
 - (j) set Task Schedule for Basic and Advanced Training
 - (k) question time
 - (l) advise new Leader of your contact details
 - (m) set date, time and venue for the next meeting.

Leader Details

Leaders Name		Scouting Name	
Section		Primary Role	
Group Name		District	
Region		Branch	

Contact Details

Home		Work	
Mobile		Fax	
Email			

Group/District Contact Details

Group Leader's Name		Phone	
Email			
District Commissioners Name		Phone	
Email			

Notes.

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PLA Contact Record

Use the table below to keep a record of meetings with your assigned Leader
Minimum three meetings and one visit

Meeting Record

	Date	Meeting Location Home/Scout Hall/Other	Time
1			
2			
3			
4			
5			

Visitation Record

	Date	Meeting Location Home/Scout Hall/Other	Time
1			
2			
3			
4			
5			

Notes.

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Training Plan.

Use this plan to detail training courses for the trainee.

Training Outcome	Date	Location	Completed	Notes/Comments
Basic eLearning Modules	Use the table below to cross off as they are completed			
Technical Skills				
In-Service				
Basic Practical				
Basic Outdoors <i>Scout/Venturer/Rover/Activity</i>				
WorkBooks completed & submitted <i>where Certificate III sought</i>				
PLA Appointment reassessed after issue of CAL.				
Advanced eLearning Modules	Use the table below to cross off as they are completed			
Advanced Practical				
WorkBooks completed & submitted <i>Where Certificate IV sought</i>				
Advanced Training Project				
Advanced Evaluation				
Wood Badge Awarded				

Basic E-Learning Modules

All	Joey Scouts	Cub Scouts	Scouts	Venturer Scouts	Rovers	Leaders of Adults
Intro to Basic Leadership Training	Basic Sectional Knowledge	Basic Sectional Knowledge	Basic Sectional Knowledge	Basic Sectional Knowledge	Basic Sectional Knowledge	Basic Sectional Knowledge
How Scouting Began	Basic Programming	Basic Programming	Basic Programming	Basic Programming	Basic Programming	Basic Programming
Basic Scouting Fundamentals	Basic Organisational Management	Basic Organisational Management	Basic Organisational Management	Basic Organisational Management	Basic Organisational Management	Basic Organisational Management
Personal Skill Development	Basic Outdoors and the Environment	Basic Outdoors and the Environment	Basic Outdoors and the Environment	Basic Outdoors and the Environment	Basic Outdoors and the Environment	Basic Outdoors and the Environment
Basic Leadership			Operate Communication Systems and Equipment	Operate Communication Systems and Equipment	Introduction to Rovers	Basic Leader of Adults
Intro to the Patrol System			Use and Maintain a Temporary Site	Use and Maintain a Temporary Site	Operate Communication Systems and Equipment	
The USP of Scouting			Demonstrate Bushwalking Skills in a Controlled Environment	Demonstrate Bushwalking Skills in a Controlled Environment	Use and Maintain a Temporary Site	
Basic ScoutSafe			Equipment for Lightweight Activities	Equipment for Lightweight Activities	Demonstrate Bushwalking Skills in a Controlled Environment	
WHS & Scouting			Elementary Navigation	Elementary Navigation	Equipment for Lightweight Activities	
Child Safe Scouting			Navigation for Adventurous Activities	Navigation for Adventurous Activities	Elementary Navigation	
					Navigation for Adventurous Activities	

Advanced E-Learning Modules

All	Joey Scouts	Cub Scouts	Scouts	Venturer Scouts	Rovers	Leaders of Adults
Intro to Advanced Training	Advanced Organisational Management	Advanced Organisational Management	Advanced Organisational Management	Advanced Organisational Management	Advanced Organisational Management	The Fundamentals of Scouting and the Leader of Adults Role
Advanced Scout Fundamentals						Educational Methods of Scouting
Advanced Personal Skill Development						Advanced Leader of Adults
Advanced ScoutSafe						Elective 1
Programming for Personal Growth						Elective 2
Grow Your Group						
World Scouting & Cultural Diversity						

Meeting 1 - Introduction/Training Plan

Date	Meeting Location Home/Scout Hall/Other	Time

Discussion Points

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Meeting 2 – Pre Training Meeting

This meeting is to take place after the Leader has met the pre-requisites to attend a Basic Practical Course.

Feedback from the Leader is to be sought based on their training needs

Date	Meeting Location Home/Scout Hall/Other	Time
Training Required		
Training Date		
Training Venue		
Confirmed Booking on Course		

Discussion Points

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Follow Up Notes

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Meeting 3 – Post Training Meeting

*This meeting is to take place after the Leader has attended training
Feedback from the Leader is to be sought based on their training experience*

Date	Meeting Location Home/Scout Hall/Other	Time
Training Attended		
Training Date		
Training Venue		

Discussion Points

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Follow Up Notes

Is completion of In-Service still outstanding?

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Meeting 4 – General FollowUp

This meeting is a general follow up meeting to discuss issues etc. that the leader may have.

Date	Meeting Location Home/Den/Other	Time

Discussion Points

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Follow Up Notes

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Section Visit

PLA is to attend the assigned Leaders section night.

The program observed is to be developed and run by the assigned leader.

A copy of the program is to be attached to this log book for future reference and evidence.

Date	Section	Meeting Location	Time

Observation Notes

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Feedback Notes (things done well/areas of opportunity)

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Any Follow Up

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General Notes for PLA

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Feedback for Group Leader

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Feedback for District Commissioner

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Record of visit to be used for Sectional Leaders

Date visited / /

Skill	Yes	No	Comments
1 Show an understanding for the different age groups, interests and capabilities			
Program caters for the different age groups interests and capabilities			
Able to communicate with youth members at their level			
2 Uses the Methods of the section			
The main basis for the programs are activity based			
Different leadership styles, according to ability, are used to suit situations			
3 Demonstrates an understanding of the need for strong relationship with other leaders			
Functions well in Leadership team			
Participants in meetings / activities of Group / District / Region with emphasis on Group Council and Training Meetings			
4 Has knowledge and skills in the Youth Program			
Program relates to the Award Scheme			
Makes appropriate use outdoors and outdoors themes			
All facets of the Section are covered within the program			
5 Demonstrates an understanding and practice of programming for the section			
Fun is an important part of program			
Variety of activities are included in the program			
Program exists for night and term, cover, covering award scheme, action and learning by doing, with evidence of preparation			

General Comments: _____

Further action / support required: _____

Discussed with GL/DC/RC: / / Signature _____

Personal Leader Adviser / / Signature _____

Record of visit to be used for Sectional Leaders

Date visited / /

Skill	Yes	No	Comments
1 Show an understanding for the different age groups, interests and capabilities			
Program caters for the different age groups interests and capabilities			
Able to communicate with youth members at their level			
2 Uses the Methods of the section			
The main basis for the programs are activity based			
Different leadership styles, according to ability, are used to suit situations			
3 Demonstrates an understanding of the need for strong relationship with other leaders			
Functions well in Leadership team			
Participants in meetings / activities of Group / District / Region with emphasis on Group Council and Training Meetings			
4 Has knowledge and skills in the Youth Program			
Program relates to the Award Scheme			
Makes appropriate use outdoors and outdoors themes			
All facets of the Section are covered within the program			
5 Demonstrates an understanding and practice of programming for the section			
Fun is an important part of program			
Variety of activities are included in the program			
Program exists for night and term, cover, covering award scheme, action and learning by doing, with evidence of preparation			

General Comments: _____

Further action / support required: _____

Discussed with DC / RC: / / Signature _____

Personal Leader Adviser / / Signature _____

RECORD OF VISIT FOR LEADER OF ADULTS – (GL, Comm, Activities)

Type of Activity _____ Date visited _____

Skill	Yes	No	Comments
1 Show an understanding of the purpose of the meeting / activity			
Meeting / activity held to fulfill a particular need			
Meeting / activity held at an appropriate time and place			
Notification or invitations made available to all interested / eligible parties			
2 Uses Scouting procedures when conducting the meeting / activity			
Agenda / program prepared and followed			
Group Plan / Scout Plan sighted (where appropriate)			
Program is activity based			
Different leadership styles, according to ability, are used to suit different situations.			
3 Demonstrates an understanding of the need for relationship with other Leaders			
Functions well in Leadership team			
Participants in meetings / activities relating to Group / District / Region, with emphasis on those relating to role.			
Has the ability to delegate where appropriate			
4 Has knowledge and skills in the Youth Program			
Program relates to the Award Scheme (where appropriate)			
Program makes use of outdoors and outdoor themes (where appropriate)			
Program caters for all Sections (where appropriate)			
5 Demonstrates an understanding of the importance of completing all necessary paperwork relating to the activity			
All relevant forms completed and submitted			
Permission received (where necessary) before conducting the activity			
All money relating to the activity handled appropriately			

General Comments: _____

Further action / support required: _____

Discussed with DC / RC: / / Signature _____

Personal Leader Adviser / / Signature _____

RECORD OF VISIT FOR LEADER OF ADULTS – (GL, Comm, Activities)

Type of Activity _____ Date visited _____

Skill	Yes	No	Comments
1 Show an understanding of the purpose of the meeting / activity			
Meeting / activity held to fulfill a particular need			
Meeting / activity held at an appropriate time and place			
Notification or invitations made available to all interested / eligible parties			
2 Uses Scouting procedures when conducting the meeting / activity			
Agenda / program prepared and followed			
Group Plan / Scout Plan sighted (where appropriate)			
Program is activity based			
Different leadership styles, according to ability, are used to suit different situations.			
3 Demonstrates an understanding of the need for relationship with other Leaders			
Functions well in Leadership team			
Participants in meetings / activities relating to Group / District / Region, with emphasis on those relating to role.			
Has the ability to delegate where appropriate			
4 Has knowledge and skills in the Youth Program			
Program relates to the Award Scheme (where appropriate)			
Program makes use of outdoors and outdoor themes (where appropriate)			
Program caters for all Sections (where appropriate)			
5 Demonstrates an understanding of the importance of completing all necessary paperwork relating to the activity			
All relevant forms completed and submitted			
Permission received (where necessary) before conducting the activity			
All money relating to the activity handled appropriately			

General Comments: _____

Further action / support required: _____

Discussed with DC / RC: / / Signature _____

Personal Leader Adviser / / Signature _____