

Helping a Leader with their training

Checklist for training mentors and supporters

Who is this checklist for?

This checklist is for the team leader of a Leader undertaking training. For a Leader working in a Unit, their team leader will be their Group Leader or an experienced Leader that the Group Leader has delegated to.

Sometimes a Leader can be provided with an additional Training Mentor from outside the Group who can help as well, particularly with the On The Job training. It's important that Training Mentors stay in touch with the Leader's team leader.

Where do I go to for more help

Your District Leader Adult Training Support (DLATS) should be your local expert. If you don't have a DLATS or you and your DLATS need help together, you can draw on your Assistant Region Commissioner for Adult Support if you have one, or contact memberservices@scoutsvictoria.com.au to lodge a ticket and your query will be directed to whoever at the State-level is best able to help. Try to resolve locally if possible.

Checklist for supporting a new Leader

Trainee Leader name: _____

Set up the induction chat

- Schedule a time for a comfortable chat about the Leader's **induction** and training without distractions.

The induction chat

- Talk the Leader through the [role description](#) for their role, and all the resources for their role such as pr.scouts.com.au and their District Training Meetings. A solid induction conversation is golden!
- Complete Phase 1 of the [Individual Adult Volunteer Plan \(IAVP\)](#) with the Leader, with the Leader agreeing to undertake training for the role within the required timeframe.
- Review the simple **training plans** attached to the IAVP, or for a bit more explanation go to the full [training plans](#). (The Youth Program Leader training plan is for Leaders working in a Unit, and the Program Support Leader training plan is for Leaders principally supporting other Leaders).
- Looking at the **Training Course calendar** on the [training page](#), identify which Scouting Essentials course the Leader wants to aim for (remembering that the On Demand module pre-requisites need to be completed before signing up to the course, usually 3 weeks out from the course).
- For Youth Program Leaders, identify which **Scouting Adventure** course you want to aim for, which must be after the Scouting Essentials course. (If your Leader has existing outdoors experience, they may not have to complete the course - have a look at the [Recognition of Proficiency form](#) and email scoutingadventure@scoutsvictoria.com.au with a completed form or any questions.)

Helping a Leader with their training

Checklist for training mentors and supporters

- For Program Support Leaders, identify which **Scouting Management** course you want to aim for, which must be after the Scouting Essentials course.
- Help the new Leader login to the [On Demand Learning platform](#) and set a reasonable goal to complete the On Demand eLearning modules required before applying for each course.

Supporting the Leader to achieve their Certificate of Proficiency

- Check in with the Leader on their training **progress**. If you are the Group Leader, you should be able to monitor completion of On Demand modules through email notifications, their [Extranet](#) record and your Extranet workflows.
- Help the Leader access the [On The Job training](#) checklists - these can be started at any time, but they apply skills learned on the courses. If the team leader is not listed correctly, prompt the Leader to use the 'request change of team leader' button.
- Help the Leader apply the skills practised on course in the Unit/Group environment, helping them achieve the **On The Job checklist** for their role (Youth Program Leaders or Program Support Leader). Experienced youth members, other section Leaders and District Leaders can help with individual skills.
- Once the Leader has completed the On The Job checklist, you should receive an email notification to **verify** its completion - you can either accept, or send it back with comments. Once accepted, if all required training is complete, the Leader should be emailed their Certificate of Proficiency and a Certificate of Appointment confirming that they are no longer a Trainee. Congratulations!
- Set up a simple **ceremony** to recognise the Leader for being awarded the Certificate of Proficiency, which is symbolised by being able to wear the Gilwell Woggle. Involve youth, make it special, but keep it simple as it's the halfway point in the training program that we expect all leaders to complete.

After the Certificate of Proficiency is awarded

- Set up a comfortable chat without distractions and complete Phase 2 of the [Individual Adult Volunteer Plan \(IAVP\)](#) with the Leader, agreeing to complete the requirements of the Wood Badge training.
- Looking at the **Training Course calendar** on the training page, identify which Scouting Leadership course the Leader wants to aim for.
- Set a reasonable goal to complete the [On Demand modules](#) required before applying for the Scouting Leadership course.
- Before the course, help the Leader brainstorm **ideas for a Wood Badge Project** that help develop the Leader in skills that are relevant to their role and support the Scouting Fundamentals. Don't come up with fixed ideas though as they may need to change when they are refined on course!

Helping a Leader with their training

Checklist for training mentors and supporters

- Once the Leader has completed the Scouting Leadership course and has completed the **Project**, you as team leader will verify that they have completed this, using the Project scope form signed by their Scouting Leadership course leader. This is a simple verification that they have done what they have set out to do; nothing intimidating.
- Support the Leader to complete the Scouting Leadership **On The Job checklist**, and submit this for verification by their "Next Level Up Team Leader" (who should be your own team leader).
- Liaise with the "Next Level Up Team Leader", and inform them that the Project has been completed, as this forms part of the checklist.
- Once this is complete, the Wood Badge components will be mailed to the District Commissioner with the Certificate of Advanced Adult Leadership. Use the [guidance for Wood Badge presentations](#) to organise a presentation **ceremony**. It's a special occasion, but again, it's also one that we expect all Leaders to reach.

After the Wood Badge is awarded

- Set up a comfortable chat without distractions and complete Phase 3 of the [Individual Adult Volunteer Plan](#) (IAVP) with the Leader. This is an exciting stage because, now that the Wood Badge training has been completed, the Leader can prioritise other forms of development that interest them and are useful for their role. Consider:
 - Outdoor Adventure Skills training, potentially pursuing a Guide qualification
 - First Aid
 - Diversity and inclusion-related training
 - On Demand module electives in (e.g.) conflict management, delegation, etc.
 - 'Train the trainer' pathways

Checklist for supporting an existing Leader changing to a different role

If the Leader is still a Trainee, you can use the checklist for new Leaders above.

- For Leaders who have trained previously, you will need to carefully review the relevant [training plan](#) for Leaders transitioning roles. The Leader will need to update their On Demand modules and On The Job training, but may have historical training courses treated as equivalent to current courses.
- Complete the **Individual Adult Volunteer Plan** Phase that's relevant for the stage of training that they need to complete (i.e. Phase 1 if they have a historical Certificate of Adult Leadership but need to complete modules/On The Jobs to bridge to a Certificate of Proficiency. Skip to Phase 2 if they already have a Certificate of Proficiency)
- Monitor, support and celebrate as per a new Leader. A second Wood Badge is not awarded, but a second Certificate of Advanced Adult Leadership is awarded where relevant, and this can still be celebrated.