

FUNdamentals of Training, BSA

Presented by: Essie Hicks
Assistant Scout Master Troop 570, Assistant Cub Master/Den Leader Pack 564

Gathering Games



Ice Breaker

I have never...

- ◆ Everyone take 10 tokens
- ◆ Starting with the person whose Birthday is closest to today's date and go around the circle to the Right
- ◆ Come up with something that you think everyone else in the group has done, but you **HAVE NOT**.
- ◆ If you have done the activity, put one of your tokens in the container.
- ◆ The activity is done when there is only one person left with tokens, or we are **OUT** of TIME!

Why and How we Train Leaders (BSA)

By the end of this session you should be able to:

- ◆ Explain why we train leaders
- ◆ Describe the four BSA Training Strategies
- ◆ See pages 17-19 in *“Guide to Leader Training”*
- ◆ 1.pd https://www.scouting.org/wp-content/uploads/2018/04/721-92018_Leader-Training_FPOf
- ◆ 4 strategies: Small Group, Personal Coaching, Self Study, Centers of Excellence

Characteristics of a “Good Trainer”

- ◆ Break into 2 groups
- ◆ Create your “Wanted Poster” for a “Good Trainer
- ◆ Spend 5-10 minutes in small group
- ◆ Share what your characteristics with the larger group

How People Learn

- ◆ What are some of the different ways people learn?
- ◆ How can you as a trainer make sure you are accommodating different learning styles in your courses?
- ◆ Participants in your courses should understand *why* the material is useful to them.
- ◆ When is the best time to train a new leader?

Take a 15 minute break

During the break think about your favorite forms of media for learning.

Presentation Media

- ◆ Flip Charts
- ◆ Power Point Presentations
- ◆ White Boards
- ◆ Handouts

Flip Charts

- ◆ Develop an Idea
- ◆ Collaboration
- ◆ Highlight Key points
- ◆ Add variety to discussions
- ◆ Visual – increase retention of material

Flip Chart Tips

- ◆ Space letters appropriately
- ◆ Use Block letters and Dark Ink
- ◆ Use Wide Pens
- ◆ Use an adhesive pad, or painter's tape to protect walls
- ◆ Keep it simple – main ideas will stand out!

Power Point Presentations

- ◆ DEATH BY POWER POINT
- ◆ Keep design basic. PP should not distract the viewer from the message.
- ◆ Easy to read font
- ◆ Decorate Sparingly and use images with lots of space
- ◆ Be consistent!

Power Point Presentations

- ◆ Use 36 point font for titles
- ◆ 28 point for primary bullets
- ◆ 24 for subordinate bullets.
- ◆ 6x6 rule generally: 6 lines 6 words per slide
- ◆ Use contrast colors so readers and see easily.

White Boards

- ◆ Have all materials prepared and working!
- ◆ Good for Small Group Work
- ◆ Print large clear and consistent with neutral, cool colors like blue or green. Black stands out well. Avoid Red
- ◆ Erase unrelated material that might be distracting
- ◆ Keep erasers clean, otherwise they streak.

White Boards

- ◆ Keep message material simple.
- ◆ Plan board layouts in advance, cover with paper before your group meets
- ◆ Make sure the board is visible for everyone, and check in with people.
- ◆ Don't erase your board until everyone has recorded or taken a photo of the work the group produced.

Handouts

- ◆ Supportive to your message
- ◆ Use sparingly
- ◆ Plenty of white space, bullet points
- ◆ Contain information they can use to research further on their own

Six Principles of Cognitive Overload Theory

1. Multimedia: People learn better from word and pictures than from words alone.
2. Coherence: People learn better when extraneous material is removed.
3. Contiguity: People learn better when words and pictures are presented at the same time or next to each other on the screen.

Cognitive Overload Cont..

4. Modality: People learn better from animation with spoken text than printed text.
5. Signaling: People learn better when the material is organized with clear outlines and headings.
6. Personalization: People learn better from conversational style rather than formal

Training Methods

- ◆ Reference: Trainer's EDGE (another train-the-trainer available through BSA)
- ◆ Information should be delivered in a variety of ways to accommodate different learning styles.
- ◆ The following methods are most often used in Scouting...

Lecture

- ◆ One person conveys information to a group by talking to them...little participant interaction, feedback or collaboration.
- ◆ When is it appropriate to use lecture?
- ◆ Advantages?
- ◆ Disadvantages?

Informal Talk

- ◆ Similar to lecture but learners are more involved. Learners are encouraged to find answers.
- ◆ When is it appropriate to use an informal talk?
- ◆ Advantages? Disadvantages?

Demonstration Method

- ◆ Instructor is teaching a skill and the team performs a task. Followed up with the participants doing the task on their own.
- ◆ Best used in small groups to allow learners to go at their own pace.
- ◆ Requires individual attention from instructors. Reinforces EDGE method in Scouting

Case Study Method

- ◆ Realistic situation involving a judgment call. Presented to learners orally or by handout for an analysis or resolution.
- ◆ Case studies should be relevant to lives and experiences of the learners in order to be relevant.

Role Play

- ◆ Leaders or learners act out roles in an open ended situation. Role play does not have predetermined outcomes.
- ◆ Role play allows participants to examine multiple points of view.
- ◆ What are some of the ways case studies differ from role play?

Simulation

- ◆ Training method that has a potential for presenting a complete message to a group.
- ◆ Complex form of role playing and case study.
- ◆ Recreate environments where participants experience potential situations.
- ◆ What are some simulations you've experienced in BSA training?

Some more tips to training: Course Syllabus

- ◆ What is a Syllabus?
- ◆ Obtain it in plenty of time to understand the flow of the course.
- ◆ Use recommended media, delivery methods in syllabus.
- ◆ Contact other people who have delivered the same course and ask for guidance.

Setting the environment

- ◆ Ask participants what they need: wheelchair access, special dietary needs, C-pap machine etc.
- ◆ Know where you are teaching, have prepared materials ahead of time
- ◆ Know your media.
- ◆ Arrange participants in comfortable learning space.

Setting the Environment

- ◆ Go over House Keeping
- ◆ Ground Rules
- ◆ Read your audience
- ◆ Create Agenda and post it
- ◆ Keep yourself on track and ask participants to help keep the agenda.

Final Thoughts

- ◆ Be yourself-relax.
- ◆ Believe in your message
- ◆ Change fear of public speaking to EXCITEMENT
- ◆ Pattern breaks: change tone of voice move-use props, media and music – change the pace.
- ◆ Practice, practice, practice!
- ◆ Promote: make flyers, ask people to take your training!
- ◆ Take care of paperwork! –Budgets, Reports, receipts, attendance reports so everyone gets credit.

Final Thoughts

- ◆ Stick to your syllabus. You may not understand why certain things are included, but your participants may need it.
- ◆ Trust your staff.
- ◆ Have a replacement for yourself and your staff members.
- ◆ Have FUN! Trainings that are full of fun are well remembered.

Q & A

Questions?

Thank you for Coming!