

Managers & Supporters Personal Learning Plan

**Information for Managers &
Supporters working towards their
Wood Badge**

January 2022

Your Details

Name:		Date:	
Role Description:		Appointment Date:	
Group		District	

Line Manager Details

Line Manager:		Phone:	
Mobile:		Email:	

Training Manager Details

Local Training Manager (LTM):		Phone:	
Mobile:		Email:	

My Learning Plan

Getting Started

Due Date: (Due 5 months from date of appointment)	Learning Required (Y/N)	Validation (Y/N)	Validation Date
Personal Learning Plan (02)			
Essential Information (01)			
Tools for the Role (Managers & Supporters) (04)			

Woodbadge Modules

Due Date: (Due 5 months from date of appointment)	Learning Required (Y/N)	Validation (Y/N)	Validation Date
Delivering a Quality Programme (12a)			
Fundamentals of Scouting (05)			
Scouting for all (07)			
First Aid (10)			
Administration (11)			
Changes in Scouting (06)			
LMM – Managing your time and personal skills			
LMA – Achieving Results			
LMP – Providing Direction			
LMW – Working with People			
LME – Enabling Change			
LMU – Using Resources			
LMS – Safety for Managers & Supporters			

Independent Learning

	Method	Completion Date
Managing time and Personal Skills	e-Learning	
Finding, Appointing and Welcoming Volunteers	e-Learning	
Dealing with Difficult Situations	Video and Learning Guide	
Planning for Growth	Video and Learning Guide	
Enabling Change	Video and Learning Guide	
Safeguarding for Managers and Supporters	e-Learning	
Getting the word out	e-Learning	
Financial and Physical Resources	Video and Workbook	
Building Effective Teams	Video and Learning Guide	
Leading Local Scouting	e-Learning	
Executive Committees and Being a Trustee	e-Learning	
Project Management	e-Learning	
Decision Making	e-Learning	
Support the Adult Training Team	Workbook	
Safety for Managers and Supporters	Workbook	

Skills Courses

	Completion Date
Skills of Management	
Meeting the Challenges	
Achieving Growth	

Module 2

Personal Learning Plan

Aim:	To develop a Personal Learning Plan to allow you to complete the training requirements for your role, taking into account your existing knowledge and skills				
To validate this module, you will need to:	To develop and agree a Personal Learning Plan with your TA to allow you to complete the training requirements for your role, taking into account your existing skill and knowledge.				
Validation Completed					
TA Signature		Name		Date	

Module 1

Essential Information

Aim:	To ensure that you have the basic information that all adults in Scouting need to know				
Learning Methods	Course, One to One, Small Group, e-Learning				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need to:</p> <p>Discuss your responses to the questions in the 'Check your Knowledge' chart with a TA and reflect on the Fundamentals and key Policies of Scouting to demonstrate your understanding and confidence to act in accordance with each core area.</p> <p>And complete two of the following:</p> <ol style="list-style-type: none"> 1. Carry out a risk assessment of a meeting place. 2. Create and deliver an activity to explain the Promise and Law and how they relate to the Fundamentals of the Association, to young people or to adults new to Scouting. 3. Work with Young People to create and implement an anti-bullying code and explain how it may help to prevent bullying within the section 4. Any other ideas, as agreed with your Training Adviser 					
Validation Completed					
TA Signature		Name		Date	

Module 4

Tools for the Job - Managers

Aim:	To provide key information about your role, areas of responsibility and where you can find further information and support.				
Learning Methods	Course, One to One, Small Group, e-Learning				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need complete the following</p> <p>Discuss your understanding of your role, including specific role responsibilities, who you are responsible for, and who you are responsible to.</p> <p>And complete <u>one</u> of the following:</p> <ol style="list-style-type: none"> 1. Outline the six areas of leadership and management and explain how you are incorporating at least two of the areas into your role. 2. Explain how you manage your time effectively, giving examples of how you do this and methods that you use to keep on top of tasks and projects. 3. Demonstrate where you can find further information and support for your role. 4. Explain your role in creating the development plan for your Group, District or County and highlight why development planning is important. 5. Any other ideas in agreement with your TA <p>And complete <u>two</u> of the following:</p> <ol style="list-style-type: none"> 1. As a Manager, outline the Group, District or County structure that you have put in place, giving examples of the role responsibilities that you have delegated to other team members, and discuss how this has helped you to manage the role. 2. As a Manager describe the responsibilities of your role in ensuring a quality programme and give examples of how you could resolve issues with the programme if you were to spot them. 3. As a Supporter describe the responsibilities of your role in ensuring a quality programme and give examples of how you fulfil these responsibilities. 4. As a Supporter outline how you support and manage teams in your Group, District or County, giving examples of how you this 5. Any other ideas, as agreed with your TA. 					
Validation Completed					
TA Signature		Name		Date	

Module 12a

Delivering a Quality Programme

Aim:	To provide you with information about how we deliver Scouting to young people/young adults and how we ensure it meets their needs.				
Learning Methods	Course, One to One, Small Group, e-Learning				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need complete the following</p> <ol style="list-style-type: none"> 1. Discuss your responses in the 'Check your Knowledge Chart' with a TA and reflect on the fundamental principles and key policies of Scouting to demonstrate your understanding and confidence to act in each core area. 2. Any other ideas, as agreed with your Training Adviser <p>And complete <u>one</u> of the following:</p> <ol style="list-style-type: none"> 1. Complete a programme review with a section leadership team and outline the adaptations made to ensure a high-quality balanced programme. 2. Complete a review for an event or project proposal initiated by a Scout Network member or Programme Coordinator. 3. Take part in a planning session with a Section Leadership Team or a Scout Network Project Planning Team, ensuring they cover the key elements of the programme. 4. Show evidence of how you are providing and or promoting Youth Shaped Scouting as part of your role. 5. Show evidence of how you are supporting the delivery of a high-quality balanced programme as part of your role. 6. Any other ideas as agreed with your TA 					
Validation Completed					
TA Signature		Name		Date	

Module 5

The Fundamentals of Scouting

Aim:	To explore the Fundamentals of Scouting and the Religious policy and consider their relationship with the high quality Balanced Programme delivered to Young People.				
Learning Methods	Course, One to One, Small Group, e-Learning				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need complete <u>two</u> of the following</p> <ol style="list-style-type: none"> 1. Show how the Values, Purpose and Method of Scouting have been incorporated into the Programme to meet the needs of youth members of all sections. 2. Deliver an activity to demonstrate the integration of spiritual development of young people within the programme. Provide practical examples of how faiths, beliefs and attitudes were explored. 3. Create a presentation or activity to explain the Religious Policy of the Scout Association to either adults new to Scouting or young people. 4. Deliver a Scouting event (e.g. camp, Scouts Own) accessible to people representing different faiths and beliefs. 5. Produce an action plan detailing how you would or have supported another adult in implementing the Values of Scouting in their role. 6. Any other ideas in agreement with your TA 					
Validation Completed					
TA Signature		Name		Date	

Module 7

Scouting for All

Aim:	To promote the policies of the Scout Association that encourage inclusion and to consider how you, in your role, can help make Scouting accessible to all.				
Learning Methods	Course, One to One, Small Group, e-Learning				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need to complete <u>one</u> of the following:</p> <ol style="list-style-type: none"> Outline the Equal Opportunities Policy of the Scout Association Explain how you re making Scouting a diverse and inclusive organisation, showing evidence of how you are making Scouting accessible to one or more of the following: <ul style="list-style-type: none"> Those with additional needs, Girls and young women, Those of minority ethnic communities, Those of a variety of religious backgrounds, Those of a variety of socio-economic backgrounds. Any other ideas as agreed with your TA <p><u>And</u> as a Manager</p> <p>Produce a plan to make your group/district better reflect the community it serves and give examples of how you are putting it into action. (This could relate to any of the strands of diversity and inclusion)</p>					
Validation Completed					
TA Signature		Name		Date	

Module 10

First Aid

Aim:	To cover the skills and knowledge necessary to enable you to manage an incident and provide basic First Aid.				
Learning Methods	First Response Course, External Course				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need to:</p> <p>Hold a current First Aid Certificate that meets or exceeds the minimum standard of First Response.</p>					
Validation Completed					
TA Signature		Name		Date	

Module 11

Administration

Aim:	To provide information and best practice on how to manage administrative tasks in Scouting.				
Learning Methods	Course, One to One, Small Group, Workbook				
Learning Required? (Y/N)		Target Date:			
<p>To validate this module, you will need to:</p> <ol style="list-style-type: none"> 1. Demonstrate accurate administrative and financial records relevant to your role, in accordance with POR and the Data Protection act. 2. Any other ideas in agreement with your TA 					
Validation Completed					
TA Signature		Name		Date	

LMM

Managing your Time & Personal Skills

Learning Methods	Course (Including independent learning)				
Learning Required? (Y/N)		Target Date:			
Key	OJ: On the Job		IL: Independent Learning		
	MC: Meeting the Challenges		SM: Skills of Management		AG: Achieving Growth
<p>To validate this module, you will need to complete all of the following</p> <ol style="list-style-type: none"> 1. Provide your personalised role description in which you have agreed realistic goals and targets with your line manager for the development of local Scouting, that work towards The Scout Association's strategic objectives. Describe the process and how you came to that agreement. OJ 2. Demonstrate and explain how you have considered the future requirements of your role, identified the skills and knowledge that you need to develop or improve and the steps you will follow to do so. OJ 3. Outline several tips and techniques useful for managing time effectively. MC 4. Demonstrate and explain how you have reviewed how you use your time and identified possible improvements so that you can focus on the goals and priorities that you have agreed with your line manager. MC 5. Give examples of how you have used feedback from others to improve the way you carry out your role. SM 6. Outline the ways in which you keep up to date with developments in Scouting generally. OJ 					
Validation Completed					
TA Signature		Name		Date	



Achieving Results

Learning Methods	Course (Including independent learning)				
Learning Required? (Y/N)		Target Date:			
Key	OJ: On the Job		IL: Independent Learning		
	MC: Meeting the Challenges		SM: Skills of Management		AG: Achieving Growth
<p>To validate this module, you will need to:</p> <ol style="list-style-type: none"> Describe the importance of continually improving the performance of all elements of local Scouting relevant to your role. Provide examples of goals you have set for them and your team. SM Give an example of a project or development plan, for which you are responsible, covering: <ul style="list-style-type: none"> How it was or is being regularly reviewed, How the plan was or is being adapted to overcome barriers, The outcome of the plan, or if not fully completed, a review of current progress. AG Outline the key communication channels available to you and explain how they can be used effectively to promote local Scouting (relevant to your role and/or project.) Detail how you have used at least one of these channels and describe the outcome. AG <p>And the following, relevant to your role:</p> <ol style="list-style-type: none"> Describe your role in ensuring all the initiatives in local Scouting are managed appropriately and explain how you would deal any inappropriate actions and/or management. AG Build up a profile of the young people in your local area and use it to create a plan that ensures that Scouting is promoted effectively, covering: How this focuses on your expectations of young people and who you would involve in delivering the plan. AG Demonstrate how you monitor and review the progress that people who report to you are making against their targets and/or development plans. AG 					
Validation Completed					
TA Signature		Name		Date	

LMP

Providing Direction

Learning Methods	Course (Including independent learning)				
Learning Required? (Y/N)		Target Date:			
Key	OJ: On the Job		IL: Independent Learning		
	MC: Meeting the Challenges		SM: Skills of Management		AG: Achieving Growth
<p>To validate this module, you will need to:</p> <ol style="list-style-type: none"> 1. Create a vision appropriate to the role that is relevant, achievable, and inspirational. OJ 2. Develop a plan to realise your vision which includes: <ul style="list-style-type: none"> • Specific, Measurable, Achievable, Realistic, Relevant and Timely outcomes, • Who was consulted • How it will be communicated • How it will be regularly reviewed and evaluated and why this is important • How it compliments other relevant Scouting visions and plans. OJ 3. Provide two different examples, relevant to your role, of situations when you have led, inspired, and motivated adult volunteers, detailing the outcomes. SM 4. Provide an example, relevant to your role, of how you ensure that everyone follows the policies and rules of The Scout Association. MC 5. Outline the ways in which your role is responsible for or contributes to the growth of Scouting. AG 					
Validation Completed					
TA Signature		Name		Date	



Working with People – All Roles

Learning Methods	Course (Including independent learning)		
Learning Required? (Y/N)		Target Date:	
Key	OJ: On the Job MC: Meeting the Challenges	IL: Independent Learning SM: Skills of Management	AG: Achieving Growth
<p>To validate this module, you will need to:</p> <ol style="list-style-type: none"> 1. Identify which useful individuals and organisations, external to Scouting, you should build and maintain relationships with and explain why this is important. SM 2. Outline the factors that contribute to building an effective team. If you lead a team, you should be able to give examples of when you have: <ul style="list-style-type: none"> • Led by example to promote a cooperative culture of working, • Supported the development of the team as a whole, • Recognised different personality types and encouraged positive working relationships. SM 3. Outline your preferred style of leadership. Describe other styles of leadership and how you might use them in different situations in Scouting. SM 4. Outline the principles of active listening and give an example of where you have used active listening to improve a situation. SM 5. Describe how you would reduce the likelihood of conflict happening and give an example, without breaking confidence, of a time where you have managed conflict, detailing what went well and what, if anything, you would do differently. SM 6. Give an example where you have acknowledged good work carried out in local Scouting and list the opportunities available to reward adults in Scouting. OJ 			



Working with People – Role Specific

Learning Methods	Course (Including independent learning)			
Learning Required? (Y/N)		Target Date:		
Key	OJ: On the Job		IL: Independent Learning	
	MC: Meeting the Challenges		SM: Skills of Management	
	AG: Achieving Growth			
<p>You need to validate all the following – relevant to your role</p> <ol style="list-style-type: none"> Describe how you would or have recruited adults into new Scouting roles. AG Explain the Adult Training Scheme and your role in supporting those you manage through the scheme. Mod 25 Assessing Learning Provide an example of how you have delegated a task to someone; include what happened and what was the outcome. OJ State the importance of succession planning and produce a succession plan for all roles you manage, including recruitment to any vacancies. AG Describe how you have helped an adult in Scouting develop. Include details on how you: <ul style="list-style-type: none"> Identified a development need or interest Provided coaching, mentoring and support to encourage development, Identified and/or facilitated suitable opportunities to develop. OJ Explain how to run effective team meetings. SM Explain your role as a trustee and provide an example of how you participate fully in the local Executive Committee. Trustee Information Module Describe The Scout Association's dispute, suspension, and complaints procedures in particular as it relates to your role. MC Explain The Scout Association's safeguarding procedures as related to your role. Include details of: <ul style="list-style-type: none"> Your role, Confidentiality, Escalation procedures, Support to adults and young people involved and/or affected. MC Provide an example of an effective review you have carried out and detail the reasons for the outcome decision. Describe situations where it would be appropriate to re-assign or retire people from roles. SM Explain the benefits of the effective induction of adults, for both the individual and your team, and: <ul style="list-style-type: none"> Outline how you have taken an adult through the process of induction or, the process you would follow. Provide an example of a personalised role description that you have created. AG 				
Validation Completed				
TA Signature		Name		Date

LME

Enabling Change

Learning Methods	Course (Including independent learning)			
Learning Required? (Y/N)		Target Date:		
Key	OJ: On the Job	IL: Independent Learning		
	MC: Meeting the Challenges	SM: Skills of Management	AG: Achieving Growth	
<p>To validate this module, you will need to complete the following:</p> <ol style="list-style-type: none"> 1. Explain how you support and encourage adults to think of new and creative ways to improve local Scouting, you should cover how you: <ul style="list-style-type: none"> • Give constructive feedback on those ideas. • Encourage and support further work on them. 2. Describe how to effectively manage change and give examples of situations and circumstances in which change management is required in local Scouting. 3. Describe the reasons behind people's resistance to change and how you would lead them successfully through the change, where possible using a real example. 				
Validation Completed				
TA Signature		Name		Date



Using Resources

Learning Methods	Course (Including independent learning)				
Learning Required? (Y/N)		Target Date:			
Key	OJ: On the Job		IL: Independent Learning		
	MC: Meeting the Challenges		SM: Skills of Management		AG: Achieving Growth
<p>To validate this module, you will need to complete the following:</p> <ol style="list-style-type: none"> 1. Give two examples of decisions you can make and two examples of decisions you would need to refer. Describe the process including: <ul style="list-style-type: none"> • The information needed to inform your decision, • Who else should be involved in the decision-making? IL 2. Explain how you ensure that key knowledge, relevant to your role, is captured, stored, and used to improve the operation of local Scouting, both during and following your appointment. AG 3. Demonstrate how you ensure that all adults in local Scouting have the right information provided in a timely manner and in the most effective way. AG 4. Explain which resources you are responsible for providing to enable adults in local Scouting to work effectively. AG <p>And where relevant to your role:</p> <ol style="list-style-type: none"> 1. Demonstrate and describe your contribution, as part of the local Executive Committee, in ensuring that appropriate financial measures are in place. 2. Demonstrate and describe your contribution, as part of the local Executive Committee, in ensuring that there is an adequate income for local Scouting including the identification of other income sources such as grants. 3. Demonstrate and describe your contribution, as part of the local Executive Committee and/or other teams, to minimise the negative impact and maximise the positive impact that local Scouting has on the environment. 5. Demonstrate and describe your contribution, as part of the local Executive Committee, in ensuring that local Scouting has sufficient physical resources to support its work with youth members. 					
Validation Completed					
TA Signature		Name		Date	

LMS

Safety for Managers

Learning Methods	Independent learning			
Learning Required? (Y/N)		Target Date:		
Key	OJ: On the Job		IL: Independent Learning	
	MC: Meeting the Challenges		SM: Skills of Management AG: Achieving Growth	
<p>To validate this module, you will need to:</p> <ol style="list-style-type: none"> 1. Give Detail your duties and responsibilities for the safe operation of local Scouting. IL 2. Describe the emergency and reporting procedures to be followed in the event of an accident or incident, including the reporting of near misses. Explain your role in relation to these procedures. IL 3. Outline those activities that require specific activity permits, and where to find more detailed information. IL 4. Provide an example of and explain a risk assessment that you have created for a Scouting activity or event. IL 5. Explain the importance of creating a culture of safety within your area and describe the measures you have taken to promote this. IL <p>And where relevant to your role:</p> <ol style="list-style-type: none"> 1. Describe your role in approving and/or supporting activities that do not require formal activity permits. IL 2. Explain how you have used Policy, Organisation and Rules and activity factsheets to provide guidance for a range of Scouting activities. IL 3. Explain the InTouch system, medical details, age restrictions and other safety and welfare requirements for the range of activities available in Scouting. IL 4. Describe the insurance requirements of The Scout Association and state those events and activities for which additional steps must be taken. IL 5. Explain the requirements and procedures necessary to gain an activity permit and describe your role in the process. IL 6. Explain the requirements and procedures necessary to gain a night's away permit and describe your role in the process. IL 7. Explain the role and responsibilities of the leader in charge. IL 				
Validation Completed				
TA Signature		Name		Date