



D3.4

Leadership Training Material Documentation





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Introduction

The SYSPUC project aims at creating and reinforcing capacities of partner youth organisations and extending the impact for the development of the youth field in the Western Balkans.

By reaching out to underrepresented communities and minorities, the partner organisations will give an opportunity to young adults to become trained local youth leaders providing non-formal education activities to young people and children with fewer opportunities.

Therefore, this document (D3.4) provides you with a leadership training material including learning objectives, session and activities overview, and a training methodology designed to train and empower young leaders.

The leadership training material here presented, has the strength to offer a replicable toolkit for partner organizations to implement context-specific leadership trainings as well as suitable for participants of different age groups.





1. Leadership Training Methodology



TRAINING	What	How	Achieve by
 (Leadership School 1)	Combine with Soft Leadership Skill and Basic Scout Skills: This training Develops 6 core Soft Leadership skills, covers a variety of Basic Scout Skills and Prepare Scouts with Transferable Job Skills that are use in Scouting.	14yrs+	- Attend LS1 Training - Plan and Execute Workshop; for Summer/Winter Camp, DION, Founders Day, or Scout Caravans
 (Leadership School 2)	Leadership School 2 develops scouts Skills to execute Projects by learning about SDGs, how to obtain Sustainable Resource, Salesmanship, and Advance Project Planning Skills.	16yrs+ - Achieve LS1	- Attend LS1 Training - Plan and Execute; a Camp, Scout League, or Community Action for Scout Unit
 (Training of Trainers)	Training of Trainers Scouts will develop Scouts' Trainer Skills by learning how to give Constructive Feedback, Methods of Training, Training Aids, Planning/Delivering Training, and Evaluating Training	18yrs+ - Achieve LS1 - Achieve LS2	- Attend TOT Training - Execute Workshop LS1 or LS2
 (Wood Badge)	Wood Badge is a Scouting leadership program and the related award for adult leaders in the programs of Scout associations throughout the world. Wood Badge courses aim to make Scouters better leaders by teaching advanced leadership skills, and by creating a bond and commitment to the Scout movement.	21yrs+ - Achieve LS1 - Achieve LS2 - Achieve TOT	Base on Wood Badge Course

Leadership Training Framework

Code	Training	What	Why	Who	How	When
BSS	Basic Scout Skills	Skills to Teach other Scouts: Basic Camping Knowledge, Outdoor Ethics, Knots, First Aid, Fire Building, Outdoor Cooking, Orientation, Packing/Hiking Tips etc.	For Youth who did not have a Scout experience to learn Basic Scout Skills	16yrs+	Only Age Requirement	Fall and Spring Course



LS1	Leadership Soft skills I	Skills to Apply to Teaching Others: Communication, Team building, Motivation, Positive Thinking, and Basic Project Planning Skills.	For Scouts w/ Experience who are ready for more responsibility	13-16yrs	Must have 3yrs Scout Experience	Fall and Spring Course
			For Youth needing soft skills to lead a patrol	16yrs+	Basic Scout Skills	
LS2	Leadership Soft skills II	Skills to execute Projects: SDGs, Sustainable Resource, Salesmanship, and Advance Project Planning Skills.	For Rovers to learn soft skills and project planning skills to execute Community Actions and Unit Activities	18yrs+	Basic Scout Skills Leadership Soft skills I	Once a Year
TOT	Training of Trainers	Skills to teach Trainers: Constructive Feedback, Methods of Training, Training Aids, Planning/ Delivering Training and Evaluating Training.	For leaders ready to "pay it forward" to future leaders	18yrs+	Basic Scout Skills Leadership Soft skills I & II	Once a Year
WB1	Wood badge I	Wood Badge is a Scouting leadership program and the related award for adult leaders in the programs of Scout associations throughout the world. Wood Badge courses aim to make Scouters better leaders by teaching advanced leadership skills, and by creating a bond and commitment to the Scout movement. Topic to cover: strategic framework, communication, advocacy, public image, youth program, growth potential	For leaders ready to do more Scout Projects to help their community, the association, and Scouting Movement	21yrs+	Basic Scout Skills Leadership Soft skills I & II	Every 2 Years
NUT	New Unit Training	How to gather Support, Grassroot Resource, Municipality support, Parent Communication, Transparency best practice. Topic to cover: SIM institutional requirements, good governance, integrity management, resources allocation, growth potential, structure of the organization, strategic goals, volunteer management.	For adults who want to start their own Unit in their community	18yrs+	Basic Scout Skills Leadership Soft skills I	Once a Year

2. Leadership Training Guidelines

Basics of Scouting	
Place: /	
Basics of scouting - beginners level	
For scouts	
3-day training - local/regional level	





Basic scout skills such as:

- Raising/lowering tents
- Orientation in nature
- Lighting a fire
- Food preparation
- First aid
- Pioneering/Bivouac and Knots
- Use of tools
- Skills (in the COMPASS program)

Leadership Training

Place: /

New Leaders training- basics

New Leaders training- advanced

For ventures

For ventures/rovers

3-day training - national level

3-day - national level

Methods of work (scout method)
Communication with members
Why scouting?
Activities and program
Education
Demonstration
Leading
Implementation

Organization
Planning daily meetings
Planning 3-day events (locally)
Planning/implementation of initiatives (local)
Event planning / event participation (national)
Communication with stakeholders
Evaluation
Mentorship

Leadership Training– Leadership Academies

Place: /

Condition:

Training for new leaders

Target group:

For explorers and rovers

Duration:

3 – 5 days, national level

Annual thematic trainings, current processing topics (examples)
Sustainable Development Goals
Climate changes
Initiatives
Democracy
Civic Education
National projects

The sessions will be thematic and will convey new methods, activities and exercises that the participants will be able to implement at the local level.

Training of Trainers

Place: /

Condition:

Training for new leaders

Target group:

For rovers

Duration:

4 – 5 days, national level





Participants will gain knowledge to teach and be trainers in trainings for smaller target groups.
Body language
Presentation skills
Speech
Teamwork
Communication skills
Soft skills
Great emphasis as the next trainers will be placed on evaluation and monitoring processes.
Result: member of the group of trainers of the Scouts Association of Macedonia, coordinated by a commissioner.

Scouting Leadership Program – Wood Badge

Place: /	
Condition:	/
Target group:	+17
Duration:	5+ days (national/international level)
Explanation on wood badge - http://woodbadge.org/ Personal values Mapping the personal role in scouting A Vision of Scouting Personal goals Diversity and inclusion Evaluation Leadership skills and abilities Annual project (local) Annual project (national) Continuous education Certification	

Training for New Scout Units

Place: /	
Condition:	/
Target group:	+16
Duration	3-5 days
Introduction to Scouting Management of the Unit Growth Scouting Structure at local and national level Methods and principles/ program Managing volunteers Working with stakeholders Finances Sustainability Planning activities Strategic planning and action plans Attracting volunteers Target groups (research, analysis) Target group market Communications and Marketing Mentoring and evaluation	





3. Examples of Training Programme

Training for New Scout Units				Comment section
Day 1	Day 2	Day 3	Day 4	
	Breakfast	Breakfast	Breakfast	
	*KPI *Scouting pyramid	*Finance and working with stakeholders *Strategy	*Sustainability *Evaluation	
Lunch	Lunch	Lunch	Lunch	
*Team building *History *Evaluation	*Compass- scouting program *Recruiting volunteers and members *Evaluation	*Marketing and recruitment/ growth *Communication and target groups *Evaluation		
Dinner	Dinner	Dinner		
Scouting movie	Campfire/ party	Free night		

Leadership Training I				Comment section
Day 1	Day 2	Day 3	Day 4	
	Breakfast	Breakfast	Breakfast	
*Arrival	*Leadership I 1. Task 2. Process	*Leadership II 1. Lecture on the concept of the event 2. Task 3. Process	*Making of 3-month plan	
Lunch	Lunch	Lunch	Lunch	*30 people maximum preferably equal to all determined *Except for skills there should be other topics
*Scouting - Principles - Laws - Methods	3. Presentation *Feedback	4. Presentation * Communication skills	*Leaving	
Dinner	Dinner	Dinner	Dinner	



Leadership Training II			
Day 1	Day 2	Day 3	Day 4
	Breakfast	Breakfast	Breakfast
*Arrival	* Responsibilities of the leader *Role of the leader	*Organization of meeting	*Pedagogy *Communication with parents
Lunch	Lunch	Lunch	Lunch
*Introduction to the program *Ice-breaking games	*Basics of Scouting *Spirituality	*Psychology of the leader *Presentation of basic program	*Evaluation
Dinner	Dinner	Dinner	

Scouting Skills			
Day 1	Day 2	Day 3	Day 4
	Breakfast	Breakfast	Breakfast
*Arrival *Accommodation and dividing in groups *Opening ceremony	* Tidying and checking rooms *EG - shake up game *Fireplaces *Mockup of fireplace and presentation *Cooking * Meal preparation	*Hike *First Aid-practical learning *Shelter	*Packaging *Closing *General evaluation
Lunch	Lunch	Lunch	Lunch
*History * Laws *Preparation and presentation *Methods and principles	*Cleaning up after lunch *Pioneering *Construction and presentation	*Presentation *Knots *Practical learning * Game	
Dinner	Dinner	Dinner	
* Game *Evaluation *Communication	*Alternative orientation *Practice-theory constellations *Evaluation	*Cultural and fun program *Evaluation	



Wood Badge				Comment section
Day 1	Day 2	Day 3	Day 4	
	Breakfast	Breakfast	Breakfast	
*Arrival	*Energy *Team building *Creation of symbols	*Start of hike *Five stories for Baden Powell		
Lunch	Lunch	Lunch	Lunch	
*Grand opening *what is Wood Badge *5 messages *Global dimension *Recruitment and staying *Personal development *Quality shape *Significant learning	*Structure -Unit - SIM *Scout Laws *Preparation for a hike *Making a Woggle	*List of 20 missions *To leave traces and riddles *Song dedicated to the event *To create their own team history that evening	*Team building 15-20 min. *Scout methods and elements *Spirituality	*Two times, each time for about five days *About 20 people
Dinner	Dinner	Dinner		
*Three parts - Formal-informal - Theory - Practice *Division of groups *Equipment sharing *A promise in front of a camp-fire	*Evaluation	*Reflection	*Comparing experiences from the hike *Explanation about personal projects * Mentor *At the local level *Announcement for next training (autumn) *Allocation of emblems	



4. Examples of Training Sessions

Leadership Training	
Trainers:	[Add name of facilitators/ trainers]
Date: Day:	[dd/mm/yyyy] [DAY number, e.g. DAY 1]
Session: Time:	[Add session number] [Start and end time and total duration]
Objectives:	[Add specific objectives of the training]
Duration:	Activity Description:
10 min 30 min	Energizer: Making pizza Roleplay game with cards boss vs leader Printed cards with drawings with opposites acts bosses and leaders acts. We stick all the cards in the room and ask all the participants to take one and then find the opposite drawing. After they found each other and made team they needed to make small act so the others can guess which situation they have.
40 min	LEGO challenge Activity A team-building activity in which groups must work together to build a structure out of Lego, but everyone has a secret "assignment" which makes the collaborative process more challenging. It emphasizes group communication, leadership dynamics, conflict, cooperation, patience and problem-solving strategy. 1. Organize participants into groups of 10. Each group sits around a table with a box of Lego. Ask participants not to touch the Lego until the activity begins. Prepare the assignments in step 3 beforehand. 2. Give the instructions: Your task, as a group, is to build a structure with these Lego bricks. In a moment, each of you will get a piece of paper, where your individual assignment is written. You may not show or tell your assignment to the rest of the team. You will have 20 minutes to build your structure. You may not speak during the building process. You must continue building until the time is up. I will announce when the time is up. 3. Hand out the "assignments," one per participant. Remind participants that they must not show their assignment to anyone else. You are the only one allowed to build (put bricks together) in the first 3 layers of the building.



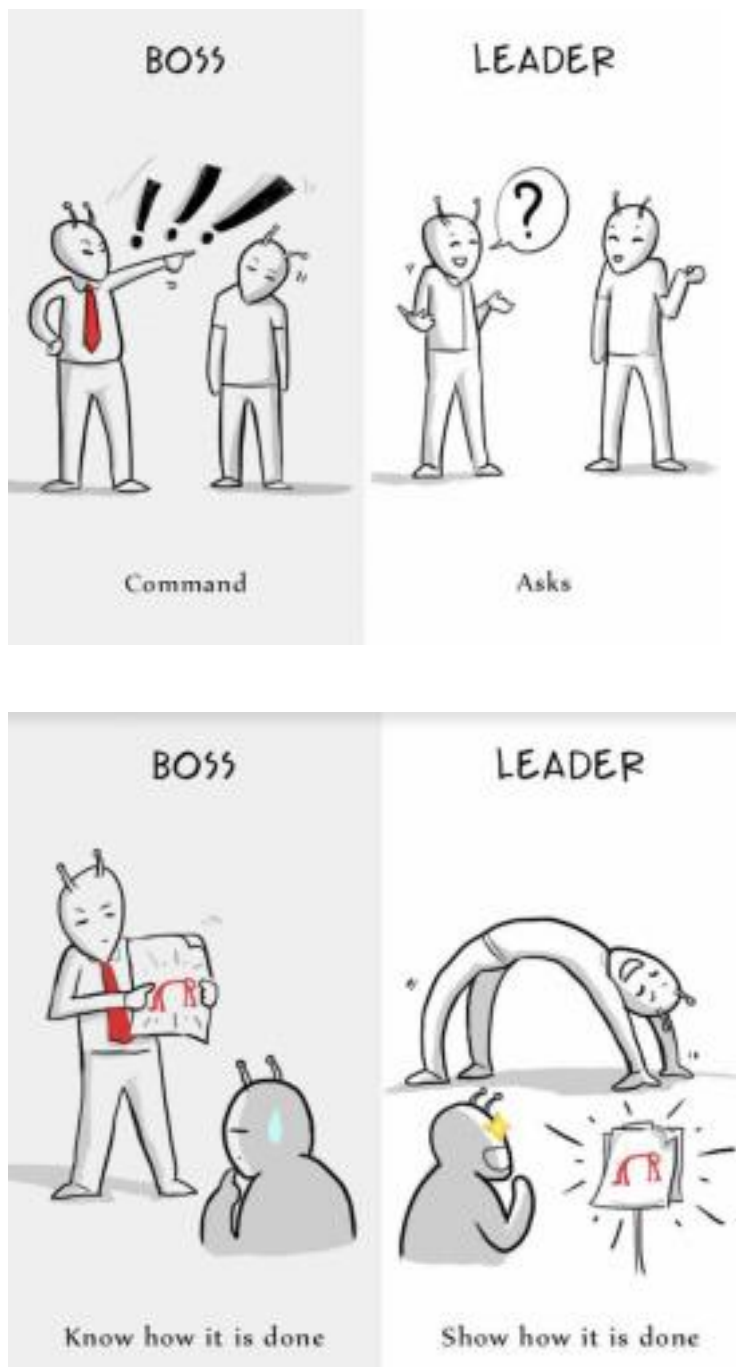


	- You must make sure that layers 3 and 4 only consist of yellow bricks. - You must make sure that layers 2 and 6 consist of exactly eight bricks. - You are the only one allowed to build (put bricks together) in rows 5 and 6 of the building. - You must make sure that a maximum of eight bricks are used in the 3rd and 5th layers of the building. - You must make sure that the building is no higher than a maximum of eight layers. If people stop building when they have reached the eighth layer, you must make sure they continue building in the layers below. - You must make sure that the bricks that are next to each other in layers 1, 6 and 8 do not have the same colour. - You must make sure that there are, together with you, two others and only two others who build in layers 4 and 8. - You have to make sure that only a maximum of 3 participants builds (put bricks together) in layers 4 and 7. - You must make sure that there are only red bricks in the 2nd and 5th layers of the building. - You must make sure that the first layer (layer 1) of the building consists of exactly 10 bricks. Debriefing What happened during the task? How did we work as a group? How did the experience make me feel? How did I behave / respond / react? What did I learn about myself? What did I learn about groups? How can I apply insights from this activity?
Preparations for the session:	Printing the cards and putting them in the work room. Printing the Lego challenge chart with the roles, preparing 5 tables with Legos and dividing role cards to the participants. Monitor all the participants to make sure they follow the instructions. Debriefing with the group.
List of materials:	Printed materials, duct tape, box of Lego, 5 long tables, things to mark the groups (face masks in different colours).
Evaluation of the session (brief):	Excellent activity that brought all team members to work together and collaborate without using verbal communication which is one of the crucial part of building a strong team. The participants were excited and happy while working and solving problems with nonverbal communication and along that to have a product that can be shared and visible.

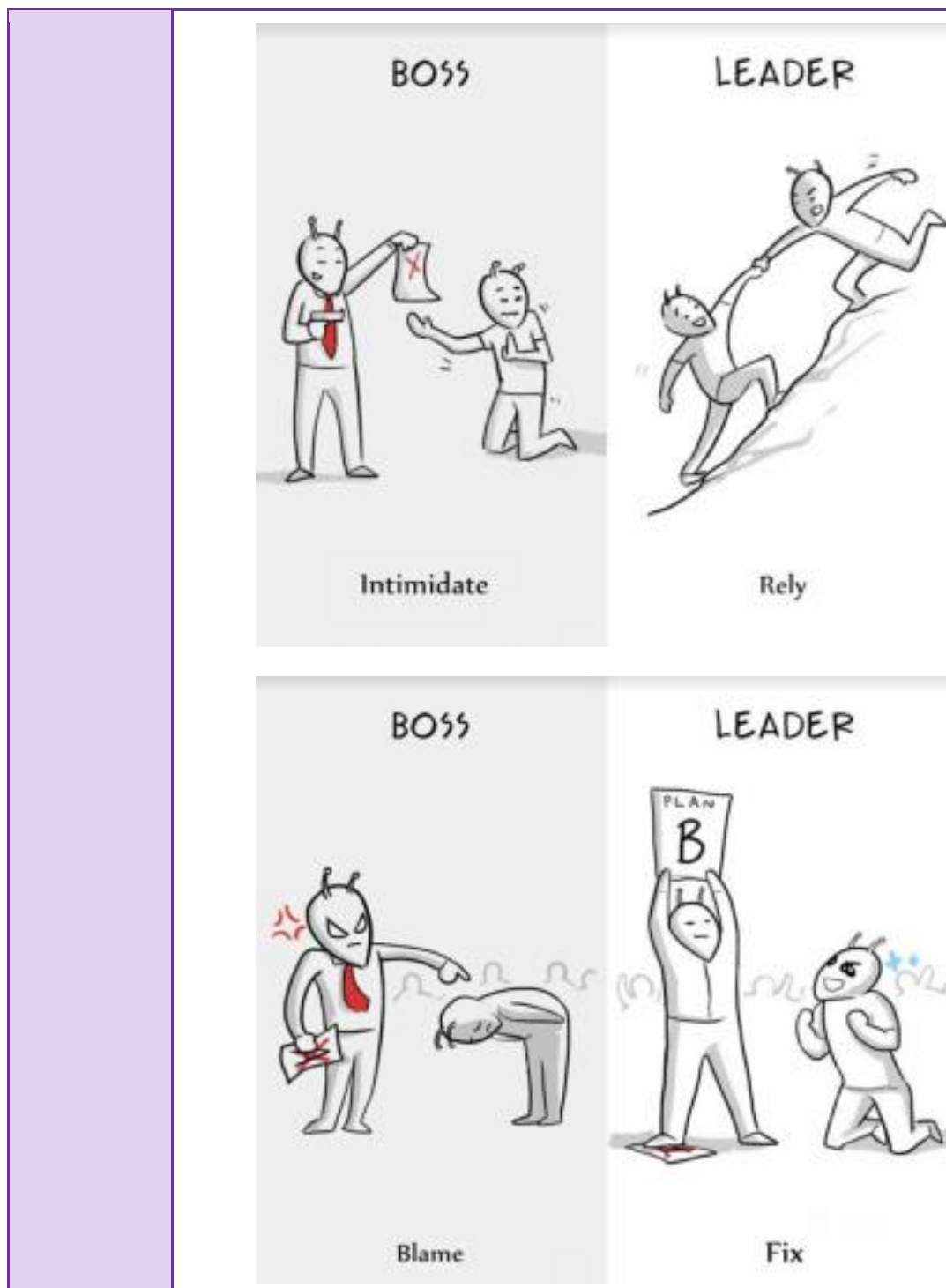
Cards Activity

- Cards for LEGO challenge
- Cards for boss and leader pairs







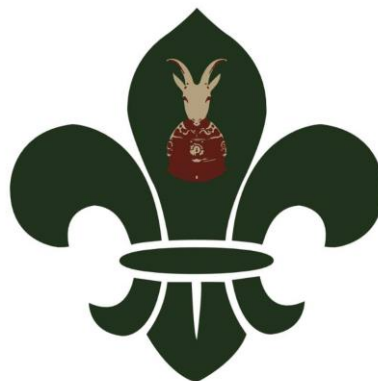


A comprehensive outline of the different training sessions can be found here:
[Leadership Training, Sessions Outline](#).

In addition, the annexes below offer further examples of training material:

1. [Scout Induction, Power Point Presentation](#)
2. [Scouting DNA, Power Point Presentation](#)
3. [Scout Method, Power Point Presentation](#)
4. [Phases of Team Development, Power Point Presentation](#)
5. [Safe from Harm, Training Material](#)

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