13 May 2011

**Subject: APR Basic Management Course for Professional Scout Executives**

Dear Colleagues,

Greetings from Manila!

As decided by the Regional Scout Committee on the recommendations of the APR Management Sub-Committee, the future Basic Management Course (BMC) will be organized for 11 days. While the first 4 days of the course will be exclusive for professionals, volunteers can join from the 5th day onwards. Course contents from then on will be of common interest to both volunteers and professional in Scouting.

All participants either professionals or volunteers will be provided with course participation certificates. Professionals will be provided the Professional Career Medallion upon submission of their performance report. Volunteers may receive the medallion only upon joining the professional service.

It is also recommended that NSOs ensure that general Scouting Courses and pre course assignments are completed by professionals in their home country before attending the APR BMC.

We also attach for your information the notes of the APR Management Sub-Committee on redesigning of the APR Basic Management Course.

With best regards,

Abdulliat Rasheed
Regional Director

*Encl: Notes on redesigning the APR Basic Management Course.*
NOTES ON THE REDESIGNING OF APR BASIC MANAGEMENT COURSE

Background

1. The course first established in 1971, originally for professional Scout Executives.
2. In recent years the course appears to have been trying to cover too many target audiences, Professional Scout Executives, volunteer Scouters.
3. Numbers have had to be boosted by bringing volunteers into the course, and many from the host NSO.
4. Length of the course (2 weeks) is too long for many volunteers who have to take time from work.
5. However many volunteers are interested in attending for the "management" training elements.
6. Is the course redundant?

Recommendations

1. If the BMC is to continue, separate it into two sections.
   • Topics in the first section for the new Professionals covering basic Scouting subjects related to their role. However NSO’s should also ensure that general Scouting courses have been completed in home country prior to attending the BMC
   • Management subjects in the second section of the course is for both the professionals and the volunteers
   • Course Objectives may need to be revised
   • The written course materials may need to be revised
2. The draft BMC Program reduces the total number of days from 14-15 days to 10/10 & half days.
3. Professionals have the program to themselves for the first 4 days with the Volunteers joining on the fifth day. This reduces the number of days for volunteers to 6 or 7 days.
4. The educational tour reduced to period from lunchtime – so half a day plus possibly some time at night.
5. In future the course should be conducted on a needs basis – perhaps every 2 or 3 years. Avoid the “bums on seats” approach just to fill the course numbers.
6. Running the course should depend on the number of “new” staff in NSO’s. Ask numbers and levels in each NSO.
7. Ensure NSO’s send the Professional Scout Executives to domestic “Scout” courses before they attend the Basic Management Course.
8. The BMC to make use of "distance learning” so participants have completed the appropriate pre-reading. This will save time on the course. The appropriate papers will need to be prepared for this.
9. Send copy of the pre-reading and requirements to both the NSO and the individual.
10. Have the work signed off by the relevant NSO.
11. Being the Basic Management Course, it is felt that more in depth discussions on some topics would be more appropriate in the Advanced Management Course.
12. The number of hours for several topics have been reduced. These include Strategic Planning and its Processes; Event Planning and Management (how many participants at this level will be involved in lengthy and complex events?); Membership Growth should have discussion being
more generic rather than detailed discussion and presentation with regard to participant’s own NSO membership information which they often don’t have; WOSM strategies and Policies should be subject of pre-reading prior to attending the course which can reduce time required for backgrounding these topics.

13. Introduce a “recap of the previous day’s topics” each morning after the reflections as this is important element in adult training.

14. Avoid nights that are too late. As the course progresses, participants will grow tired and may lack interest. Try to finish by 8.00 – 8.30.

15. Make sure the BMC venue is appropriate – particularly as the course is relatively long. Should be good quality environment, accommodation and food.