

**Session Length: 50 Minutes**

Through this session, you will:

**Explain** what is meant by year round training.

**Demonstrate** knowledge of evaluating a program

**Guide** participants through the stages of the year round training program.

**Enable** participants to continually improve the programs of their lodges.

This session will help the Lodge with the Journey to Excellence Requirement(s) #7, #16

The theme of NOAC 2015 is “It Starts With Us”. This session will relay this theme in the following ways:

* Allowing each member to contribute to improving lodge trainings and maximizing each Arrowman’s potential



**Introduction 10 Minutes**

* **Slide 1**
* Introduce session and trainers
* **Slide 2**
* Present Learning Objectives:
  + Understand what is meant by year-round training
  + Know the process of conducting year-round training
  + Know how to evaluate lodge programs and trainers
* “While training in the lodge is not actually conducted year-round, the lodge leadership needs to be properly prepared to serve their roles in the best way possible and lodge members need to learn how to accomplish their goals.”
* Ask “How is training conducted year-round?” and gather answers on flipchart
* “Some ways are through elections, ordeals, ceremonies, and leadership events, or by having a position of responsibility such as event staff and lodge or chapter leadership positions.”
* “The BSA and OA both promote the concept of lifelong learning. This means that you should be continually learning, and that there is always something new to learn. Year-round training is a way that lifelong learning is achieved.”
* **Slide 3**
* “An acronym used for year-round training is TERRA: Train, Evaluate, Retrain, Reevaluate, and Accomplish.”

**Train 15 Minutes**

* **Slide 4**
* “The first step in the TERRA process is Train. Train means to teach skills and knowledge to lodge members. The 1st step is the Lodge Leadership Development Course, which you have been learning about.”
* Ask “What other topics are included in training program?” and gather answers on flipchart
  + “Some topics include unit elections, an Elangomat program, ceremonies, event planning workshops, training events, dance practices, etc. Personal development topics can be included depending on the level of the participants. These can be about team development, committee management, goal setting, planning, motivation of members, conflict resolution, problem solving, member retention, etc.”
* Ask “How do your lodges conduct these various events?” and gather answers on flipchart
  + “Some ways are planning committees, older Scouts, or a Lodge Vice Chief of Training.”
* Give example of own lodge’s program
* Ask “Is there such thing as too much training? Let us do an activity and find out!”
* **Slide 5**
* Activity:
  + Ask for 8 volunteers
  + Instructions: The group is arranged in a circle. The presenter gives them a ball to pass around to each other. Periodically, another ball is added to the cycle. The activity ends when the group can’t handle any more balls.
  + “This group represents the leadership of a lodge and the balls represent training events that it puts on.” Start with one ball. “As you can see, one activity is easily manageable by the lodge, there are enough people to distribute responsibilities and no one is having difficulty.” Add three more balls until the total is four balls. “Now the lodge is getting busier, and each person has to do more work, but it is still manageable.” Add three more balls until the total is seven balls. “Now we see that balls are being dropped, which means that there are too many activities for the lodge to handle.”
* “The purpose of this activity is to show that while we do want to have many great training opportunities for arrowmen, we also want them to be quality programs that are well delivered.”

**Evaluate 5 Minutes**

* **Slide 6**
* “The next stage in the process is Evaluate. It means to assess your own performance as trainers as well as the quality of the event.”
* Ask “What are some good evaluation questions?” and gather answers on flipchart
* Give suggestions:
  + Did the intended audience understand the material?
  + Was the material appropriate?
  + Were the learning objectives accomplished?
  + Were the presenters well prepared and knowledgeable?
  + Was the audience engaged?
  + Was the material accurate?
  + What were good activities that should be kept?
  + What were bad activities that should be eliminated?

**Retrain 5 Minutes**

* **Slide 7**
* “The Retrain step is similar to the initial Train step. You use the results from the Evaluate stage to retrain members and improve your teaching in areas that were lacking.”
  + “An example of something to consider at this stage is making sure that the material is relevant to both younger scouts and older scouts.”
* “Communication is key to success - as a trainer you want to know what others want to be improved.”

**Reevaluate 5 Minutes**

* “Again, you assess the training using adapted questions. This is because training can always be improved and you need to decide whether more training is needed.”
  + “You should ask yourself: are the scouts trained enough for their responsibilities?”
* “Another purpose of this step is to plan next year’s program using the knowledge you gain of what needs to be improved.”

**Accomplish 5 Minutes**

* “Finally we reach the last step of TERRA. Through a successful program, you and the lodge can accomplish goals and set new ones. An example is that because of trainings, you can have better staff for summer camp and other events.”
* “Remember, have fun! Also be sure to take advantage of resources, both print and online.”

**Conclusion 5 Minutes**

* **Slide 8**
* “You can fulfill your goals through the process of teaching, learning, and evaluating.”
* “Remember to incorporate your lodge’s programs in a year-round training calendar.”





Trainer should be well versed in the Lodge Leadership Development Program as well as have been a participant or staff member of advanced leadership training programs.

**Appendix Resources:**

* PowerPoint
* Computer and projector
* Flipchart and markers for presenter
* 8 tennis balls for activity