



Cell Name: Conclave Host Lodge Training

Session Length: 45 Minutes

Through this session, you will:

Explain: Guests will be introduced to conclave host lodge training and expectations.

Demonstrate: The instructor will break down the selection and training process for lodges.

Guide: Guests will participate in an open forum of questions and answers during session.

Enable: Guests will leave with networking connections and conclave hosting expectations.

Learning Outcomes: [create a brief list of what participants should take away with them]

- Participants will leave with a list of expectations for host lodge duties.
- Participants will establish time frames in which, host lodge duties will need to be completed.
- Participants will gather and evaluate the resources and needs required to host a conclave.

Theme Connection:

The theme of NOAC 2018 is “Decide Your Destiny,” emphasizing the message that today’s decisions shape tomorrow’s reality. This session will relay this theme in the following ways:

- Decide Your Destiny = Planning for your hosting of a conclave
- Have clear and realistic expectations of both the pros and cons that come with selecting a host lodge staff and training those members.

This session will help the ****Lodge/Chapter/Section**** with the Journey to Excellence Requirement(s): (Possible JTE Opportunities)

Service projects:

Complete Scout Executive approved service project(s) on council property and in the community.

Complete project(s) equal to at least 4.5 hours of service per lodge member

Section and national event attendance:

Attend section and national events.

Set and achieve a lodge attendance goal at scheduled section and national events



Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- Projector
- Access to computer/access to connect computer to show Power Point

TRAINER PREPARATION

Trainer needs to review the included lesson plan and power point prior to presenting. Make sure to take proper attendance at the beginning of the presentation if required to do so. Follow all required policies of the training staff.

Session Narrative

Trainer Instructions: Use the power point as a guide, make sure each power point is read completely and expanded on. Provide examples on each of the major topics and allow for participants to take notes or ask questions. During the Q & A, prompt the participants to ask questions that apply to their situations.

Introduction

5 minutes

Trainer Introduction.
Explain the goals of the session.
Outline the topics for discussion.

First topic (Host Lodge Staffing)

10 minutes

Defining Expectations (Host Lodge Staff vs. Section Staff vs. Participant)
Host Lodge Leadership Structure
Host Lodge Committee Chairman and Advisors (Example Roles)
Host Lodge Committee Members
Lodge Contingent (Participants NOT on Host Lodge Staff)



Second topic (Evaluation, Selection & Training)

10 minutes

Defining Positions – What roles will you be filling?

Evaluation – What skills does that person need to have to be successful?

Opportunity – Is this a chance to try out a new person or in a new area?

Selection – How to announce, recognize and communicate?

Training – What work needs to be done? What skills are you expecting to pass on?

Third topic (Promotion, Potential & Problems, Problems, Problems.) 10 minutes

Promotion – Who, What, Where, When, How?

Potential – Expect Growth, Prepare For It

Problems... - Problems will arise, what back up plans will you devise to ensure success?

Question and Answer Forum

10 minutes

This section will be the remaining 10 minutes of the session and allow for any questions or discussion to occur with the participants in the forum. (If any questions need additional discussion, invite those members to stay after the session.)

Takeaway Challenge

3 minutes

1. Create clear expectations with the conclave leadership on the lodge and council level.
2. Provide an opportunity for clear communication to better the entire conclave experience.
3. Recognize those who completed their assign tasks and debrief after the event to ensure everyone involved has the ability to give input on their experience.

Please take out your notebook and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets / plans programs [something appropriate for your session]. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- 2008 Lodge Finance Manual, available online at <http://www.oa-bsa.org/pages/content/publications#lfm>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>
- [or whatever materials are relevant for participants in your session]