



# Lodge Leadership Development

## **PLANNING GUIDE**

In planning an engaging, impactful Lodge Leadership Development event, it is imperative to give attention not only to the curriculum itself as described in lesson plans, but to treat it like any other successful lodge event- with a well-prepared staff, all necessary resources, and a plan of action from step one to event review.

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## Resources

- **People**

You may have found yourself responsible for planning your lodge's Lodge Leadership Development event through appointment to the position by your Lodge Chief and Adviser, or serving as the Lodge Officer or Adviser over this event. Regardless, the team you work with to plan and enact this event is critical to its success. Each LLD staff will be made up of staff members in two categories: **facilitators** and **support staff**.

**Facilitators** are the individuals who lead individual sessions throughout the event. These Arrowmen will be comfortable presenting the sessions to learners and able to guide discussion around their session. Ideally, they will be something of an expert over the given topic. They can be current or past lodge officers, guests from other lodges or section/national leadership, or adult advisers capable of captivating youth in a training scenario. This staff group should have meetings before each set of program hours to discuss preparations.

**Support staff** are those behind the scenes of your event. This includes the kitchen staff, registration team, representatives from the host facility, and anyone who helps to make the weekend successful without facilitating sessions. These individuals can be active adult advisers in the lodge, youth with positions indicating their work in this area, or Arrowmen given the specific responsibilities over these areas for this sole event.

All staff members should be assigned well in advance of the event, and aware of the full expectations of their performance as well.

- **Facility**

A Lodge Leadership Development event should be held at a location that is **accessible** for all participants (ideally less than a four hour drive for a weekend event, less than two hours for a day-long event), has **housing** accommodations for participants if needed (youth, adults, male, female, disabled, showers, etc.), has enough **physical space** to comfortably and effectively host the event, and has options for **access to technology** and, if needed, **cooking**. If your council owns a property that fits this description, whether a camp or council office, this would be a great facility given the connection. However, if the local council does not have such facilities, other camps, civic centers, conference centers, etc., will be excellent options.

- **Supplies**

When selecting sessions for your curriculum, take note of any listed supplies. Generally, though, a **projector, writing surface** (whiteboard), **writing utensils, food supplies, paper, and registration equipment** (Lodgemaster equipped laptop, extra medical forms and dues cards, etc.) are needed.

- **Budgeting**

Just like any other lodge event, budgeting for an LLD is critical in preparation. Things to factor into this budget are the number of projected attendees, food costs, supply costs, and facility fees. The LEC should determine if certain costs for this event will be absorbed to maintain a lower attendee fee and/or staff fee. If so, setting the cost of the event will be done separate from the projected costs. However, if the event is expected to pay for itself, the total expected expenses will be divided by the total number of attendees to set the fee. The LLD sessions **9A** and **9B** can provide insight into budgeting for events.

## Curriculum

- Lesson Descriptions

**The Role Of An Adult Through The Eyes Of A Youth:** *Youth leaders in the Order of the Arrow are paired with adult advisers to ensure their success- this isn't just about program success, it includes mentorship and relationship building.*

**Building Relationships:** *The brotherhood of cheerful service is just that- a brotherhood, connected throughout. This session focuses on how to effectively create and foster relationships in the Order.*

**Budgeting for Success:** *Understanding financial information and using it effectively can make or break lodge performance. This session breaks down budgeting with a workshop that makes it easy for any Arrowman to understand the financial needs of a lodge.*

**Conversion:** *Brotherhood conversion is a critical component in membership retention and an Arrowman's journey. This session teaches about conversion rates and how to improve them.*

**Council and District Relations:** *The OA exists on all levels to support Scouting. Most often, we see this on the chapter and lodge level, where we work for and with our councils and district.*

**Tools for Thinking Creatively:** *Oftentimes, success is found while thinking and acting outside the box. This session focuses on finding that ingenuity.*

**Fundamentals And Terminology Of The OA:** *Every new Arrowman faces the same questions: what do all of these new words mean? Focusing on OA structure and terminology, this session is a must for new members.*

**Sharing The OA Message:** *How do we tell others about the Order? Through displaying our principles for all to see and being an effective representative.*

**How To Plan:** *Whether its events or your personal goals, planning is the first step to reaching success.*

**Leading vs. Serving – A Relationship:** *Servant leadership is at the core of an Arrowman’s call. This session highlights that concept.*

**One-On-One Communication:** *It all starts with a conversation. Whether its youth-to-youth, adult-to-youth, or adult-to adult, we communicate regularly in the Order on a personal level, so it is important to understand it.*

**Performing Effectively In Your Role:** *Everyone from the Elangomatt to the National Chief has a role in the Order. Understanding and performing in that role will define the success that Arrowman has on the job.*

**Membership Retention:** *Inductions aren’t the hardest part- more often than not, it is keeping new and old members alike active in the Order.*

**Cheerful Service In The Community:** *Outside of service to council camps, we have many opportunities to serve in the name of the Order. This session highlights those opportunities.*

**SURGE:** *How to conduct unit elections and build relationships with LDS units.*

**Goal Setting And Time Management:** *Defining goals and how to achieve them, as well as the timeframe to make it happen, can initiate the early stages of success.*

**Unit Relations:** *Our ability to get youth Arrowmen to events and induct new members is based upon our relationship with their units. Here is a session on maximizing and improving that relationship.*

**Visions And How To Share Them:** *Before we can reach success, we have to define it and share that definition with our team. This session is about creating visions and communicating them throughout teams and the Lodge.*

**Where Are My Resources:** *Support can come from many places- websites, people, and the organization itself- this will teach Arrowmen about finding and utilizing these resources.*

- **Building Your Event**

- **Identify Audience**

Some LLD events will have a different focus- in some cases, they may only be held to engage members of the LEC. Other times, they may include the general lodge membership or a select group from across the lodge. Some sessions may not be relevant for the general membership (*Budgeting For Success*, for example) but are for the leadership team. Knowing the audience (youth: adult ratio, LEC/membership, etc.) can help identify curriculum and staff members.

- **Identify Needs**

Every lodge faces a different series of challenges, and these obstacles can change year to year. As such, no two LLD events should ever be the same. Based off self-identified problems from JTE metrics and program issues, your planning team can identify the most valuable sessions to impact your lodge.

## Scheduling

Depending on the number of sessions you hope to deliver at your event, you may find that a one day seminar or a full weekend event fits your needs better. If going for a **weekend long event**, it should follow a similar structure to other lodge events; Friday night should begin with **registration**, leading into a fellowship **activity**, and then an **opening session** or series of sessions. Saturday morning should begin with an early **breakfast** and lead into four hours of **training** (including **breaks**), followed by **lunch**. After an hour of lunch, another three hours of **training** should occur, followed then by a fellowship **activity**, **dinner**, and another two hours of **training** before **fellowship** until bedtime. Sunday morning begins with a **breakfast** and no more than two hours of **training** with a half hour **review** of the weekend, leaving participants plenty of time to get home at an earlier hour.

A **one day event** has a much more condensed schedule; an **opening session** quickly leads into a few **training** sessions before lunch, followed by four hours of **training** in the afternoon, a **closing session over dinner**, and departure.

Obviously, these event outlines can be adjusted based off of the needs of the lodge and the desire for more or fewer training sessions or fellowship activities, and open discussion.