



Thank you for booking onto the Skills of Management course on the **26th & 27th March 2022.**

How should I prepare?

1. Make sure you are available for the following times:

Saturday

- **9:15am - 12:00pm** (Online activity) - 10 min break at approx 10:30am
- 12:00pm - 12:30pm (Self-led activity)
- **1:45pm - 4:30pm** (Online activity) - 10 min break at approx 3:15pm
- 4:30pm - 5:00pm (Self-led activity)

Sunday

- **9:15am - 12:30pm** (Online activity) - 10 min break at approx 10:30am
- 12:30pm - 1:00pm (Self-led activity)
- **2:00pm – 5:00pm** (Online activity) - 10 min break at approx 3:30pm

Please note times are a little subject to change and are affected by punctuality.

2. Have completed as much of the Independent learning units as is possible.

This course BUILDS on the learning covered in the Independent Learning Units as part of the Manager and Supporter Training Scheme. It is important that you **take time before attending to complete the Independent Learning Units** related to the following skills:

- Managing Your Time and Personal Skills
- Building Effective Teams
- Project Management
- Getting the Word Out
- Leading Local Scouting
- Finding, Appointing and Welcoming Volunteers
- Keeping, Developing and Managing Volunteers
- Supporting the Adult Training Scheme
- Financial and Physical Resources
- Executive Committees and Being a Trustee
- Decision Making

You can access them all at the Scouts Website [here](#). It is helpful to have your findings, thoughts and outputs from the ILUs handy during the course. In particular, please have to hand your personality type which is in "Building effective teams"

3. Think about your technology.

We will be using an online tool to deliver this course (e.g. Zoom, Adobe connect or Microsoft Teams). The tool will be selected, and instructions share with you nearer the time.

In preparation, it is helpful if:

- You use a computer, laptop or PC
- You have a headset with in-built microphone
- You can take part in an area which is reasonably quiet



- You are able to use your camera
- You have any additional resources (e.g. Notebook and pen) that can aid your learning.

We will send you more instructions before the course begins, usually 1 week before the course.

We really are looking forward to working with you all.

See you soon.

Mark