



Thank you for booking on to the Skills of Management course, taking place at **Cranham Scout Centre**. This email contains further instructions and the pre-workshop learning which you will be asked to undertake before the workshop starts. Please read it all.

How should I prepare?

The course aims to help Managers and Supporters develop the skills you need in order to carry out your role effectively and support others in doing the same. It will allow you to build upon knowledge gained from the Independent Learning and apply this to real life Scouting situations.

To enable you to make the most of the weekend it is **important** that you complete some online learning before attending. You will be able to find all of the **Independent Learning Units** [here](#)

To enable you to make the most of the weekend, please complete the following Independent Learning Units:

- Managing time and personal skills – Complete the elearning (approx.. 14 mins)
- Building effective teams - watch the video and work through the learning guide (approx. 30 mins)
- Getting the word out – watch the video and complete the review the learning guide (approx. 30 mins)
- Leading local scouting – complete the elearning (approx. 14 mins)
- Keeping, developing & managing volunteers - watch the video (approx. 10 mins)

What should I bring?

- Dress code for the weekend is comfortable. To improve ventilation, we may have windows and doors open throughout the weekend so please dress with layers for warmth.
- A notepad and pen. Some handouts will be provided.

Course timings

We will be starting promptly at 9:30am on the **Saturday**, so please aim to arrive **before 9:15am** for registration and a cup of tea or coffee.

We will be aiming to be finished by approx. 5:30pm on Saturday.

On **Sunday**, if you are staying over, a simple breakfast will be provided. If not, please arrive again for **9:15am** so we can start promptly at 9:30am and we will aim to be finished by 4:00pm.

We would really appreciate if you could stay and help clear up afterwards for a short while afterwards.

Food

Refreshments and lunches will be provided on both days and breakfast on Sunday will be provided for anyone who is staying over (in bedrooms or tents).



I will share a copy of the proposed menu shortly. Please advise if there are any issues with anything on it.

You have stated your dietary and additional needs on your booking, thank you for doing so. If anything has changed please update your booking using the original confirmation you will have received when booking.

Accommodation

If you are staying in the indoor accommodation:

- You *may* have to share a room with one other person.
- You will need to bring bedding and pillow (e.g. Duvet or sleeping bag). You may want to bring a sheet for the single bunk mattress.
- Don't forget your teddy and anything that you may wish to enjoy in regards to refreshments or entertainment (e.g. pack of cards, board games)
- A meal will be provided on Saturday evening and breakfast provided on Sunday morning.

Course format

The course will cover all of the skills as per the Manager and Supporter Training Scheme. It will involve;

- Some plenary sessions
- Lots of group discussions and exercises
- Personal reflection

During the weekend, you will be building and action plan for use when you are undertaking your Scouting Manager / Supporter role following the course.

If you have any questions, please do let me know. I look forward to working with you all.

Yours in Scouting

Mark Spiller

Course leader

CTM@GScouts.org.uk