



Thank you for booking on to the Skills of Management course, taking place at **Cranham scout Centre**.

This email contains 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 (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 and casual with Smart Casual and Neckers, on Saturday evening.
- Any refreshments you wish to consume
- A notepad and pen. Some handouts will be provided

Course timings

Dates: Saturday 8th January & Sunday 9th January

We will be starting promptly at 9:30am on 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, 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 will be provided for anyone who is staying over (in bedrooms or tents)



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.

On Saturday night, we would like for you to join us for a more formal dinner and entertainment (e.g, a quiz). This will be served from 7:30pm and dinner will be finished by approx. 9:15pm with the entertainment starting afterwards.

If you are NOT able to stay for dinner, please let email CTM@GScouts.org.uk **before 30th December** so I can advise the caterers.

Accommodation

You are welcome to stay over, we have a choice of indoor accommodation and outdoor camping areas

If you are camping, please be aware that there will be limited opportunity to pitch your tent during the day so you may not be able to pitch until the end of the training day.

If you are staying in the indoor accommodation

- You may be sharing with one or two others
- You will need to bring bedding and pillow (e.g. Duvet or sleeping bag). You may want to bring a sheet for the mattress.
- Don't forget your teddy!!

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

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