



# Introduction to Leadership Skills for Troops

**“ILST”**

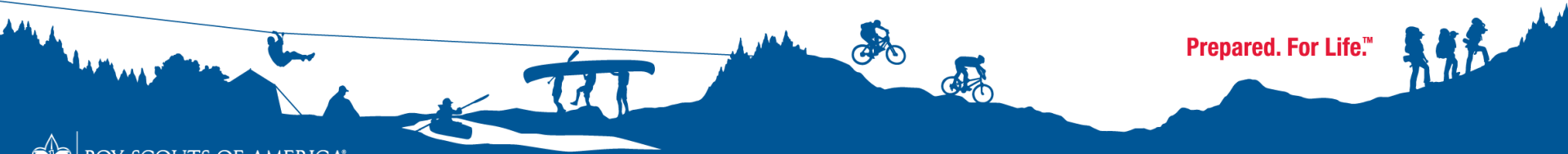
**March 4, 2023**

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# Flag Salute



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# Introduction

- **Leadership in Scouting**

- Leadership is a vital part of the Scouting program
- Opportunities to develop leadership skills are a key part of Scouting – *every bit as important as rank!*
- Key activities of youth leaders...
  - ▶ Organizing the troop
  - ▶ Planning and organizing activities and meetings
  - ▶ Assigning duties to others
  - ▶ Planning menus and figuring out food costs
  - ▶ Encouraging advancement
  - ▶ Guiding a troop's involvement in problem-solving
  - ▶ Teaching outdoor, sports, or craft skills
  - ▶ Ensuring the troop's safety during meetings and outings
  - ▶ Handling the troop's finances
  - ▶ Helping other Scouts make the most of their own leadership opportunities
  - ▶ Encouraging participation

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# Module One – Unit Organization

- **Module Overview**
  - Introduction to the Training
  - Introduction to Vision
  - Troop Organization
  - The Team-Based Troop
  - Introduction to Servant Leadership

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# Introduction

- **The purpose of this training**
- **Logistics**
  - Food
  - Restrooms
  - Breaks
  - Phone calls and cell etiquette
- **Where ILST fits in to Scouting's Training Continuum**
  - ILST to NYLT to NAYLE

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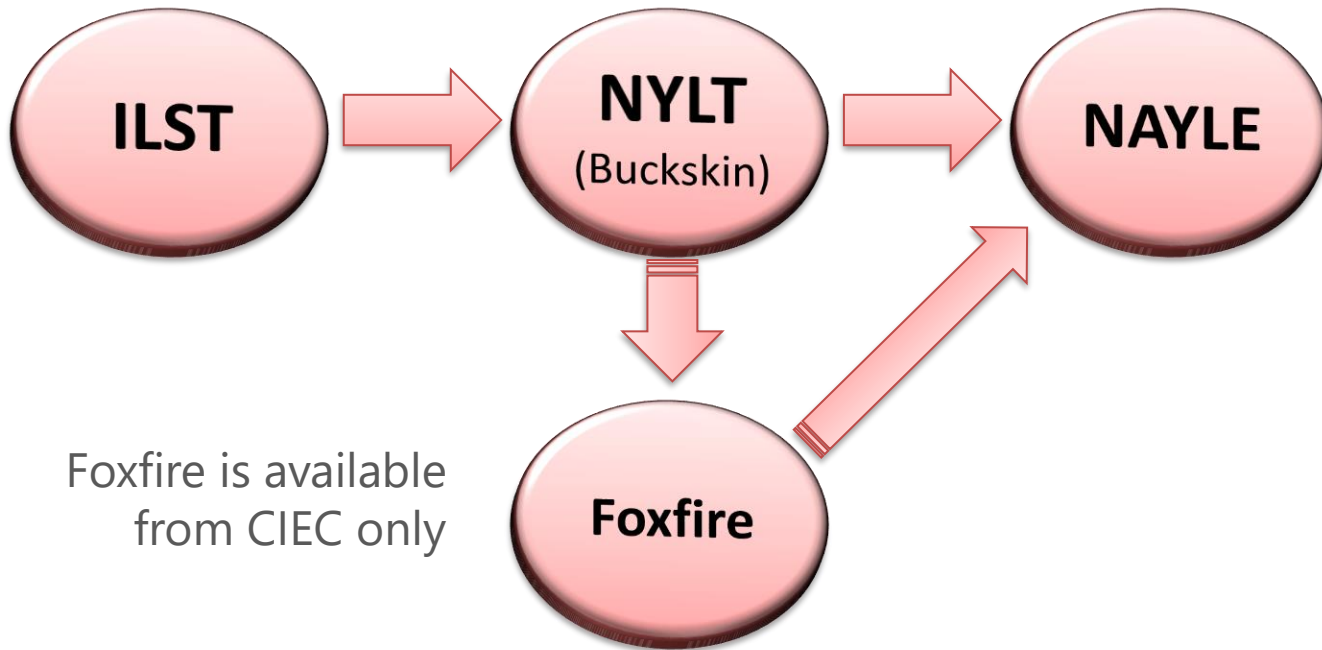


# Youth Training Continuum

Taught at the  
Unit Level

Taught at the  
Council Level

Taught at the  
Regional/National  
Level



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from CIEC only

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# Introduction to Vision

- **Vision is critical to success in any role or project**
- **Developed and shared by all members**
- **Share and discuss the vision of the SPL and SM**

Troop 777 shall be driven by a strong sense of faith in the BSA's traditions and values, demonstrated through character and leadership, and an unbending commitment of selfless service to others.

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# Troop Organization

- **Organization chart**
  - Note youth alignment to adult positions
  - Note that youth positions have responsibilities to others
  - Youth positions are both elected and appointed

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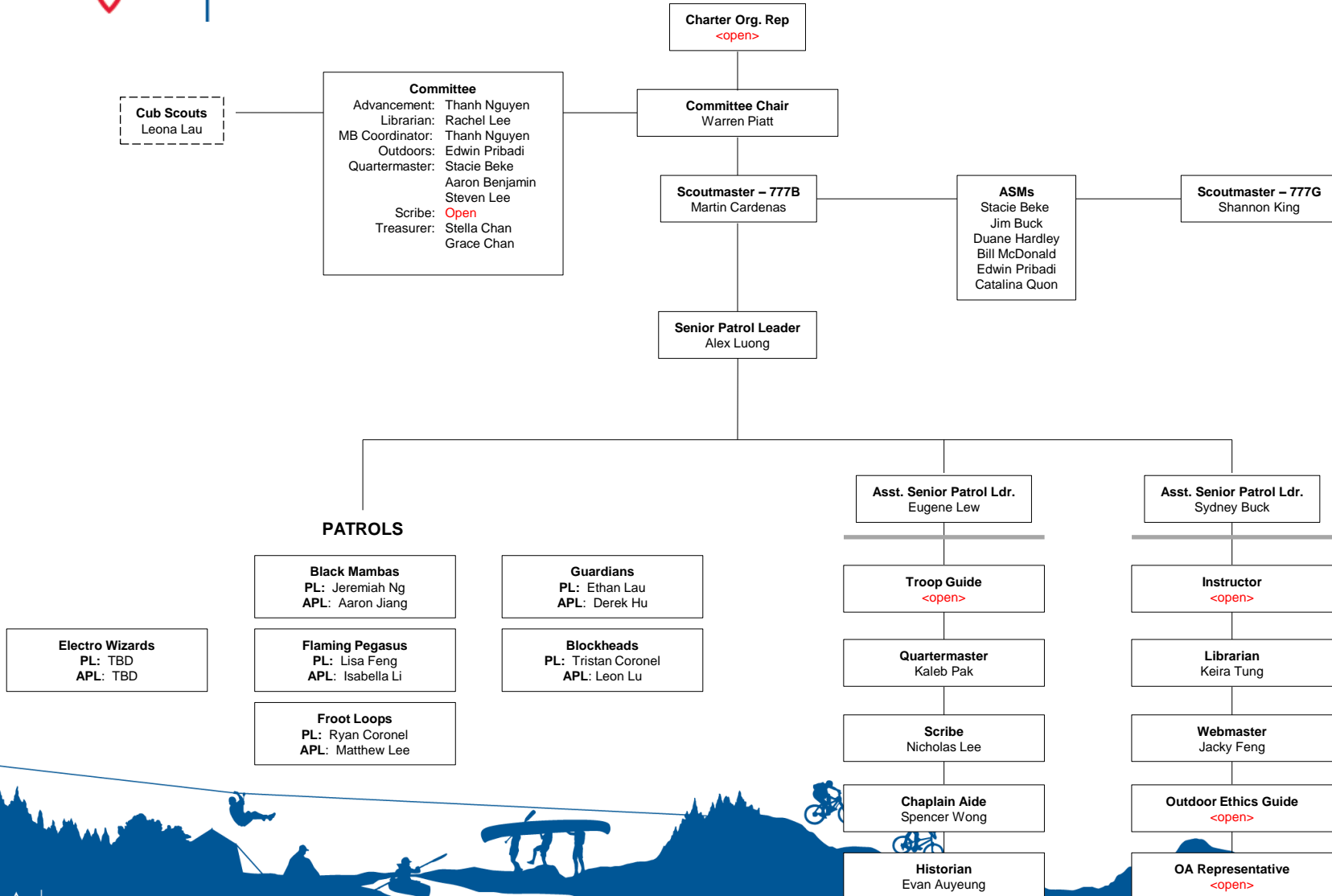






# Troop Organization

Revised: March 4, 2023





# Scout Positions

- Senior Patrol Leader
- Assistant Senior Patrol Leader
- Patrol Leader
- Assistant Patrol Leader
- Troop Guide
- Den Chief
- Historian
- Librarian
- Order of the Arrow Representative
- Quartermaster
- Scribe
- Instructor
- Chaplain Aide
- Webmaster
- Outdoor Ethics Guide
- Junior Asst. Scoutmaster

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# Senior Patrol Leader



- **Preside at all troop meetings, events, activities, and annual program planning conference**
- **Chair the troop leaders' council.**
- **Appoint Scout leaders with the advice and consent of the Scoutmaster.**
- **Assign duties and responsibilities to other Scout leaders.**
- **Work with the Scoutmaster in training Scout leaders.**
- **Set and enforce the tone for good Scout behavior within the troop.**
- **Set a good example.**
- **Wear the Scout uniform correctly.**
- **Live by the Scout Oath and Scout Law.**
- **Show and help develop Scout spirit.**

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# Asst Senior Patrol Leader



- **Be responsible for training and giving direct leadership to the following appointed Scout leaders:**
  - historian,
  - Order of the Arrow troop representative,
  - scribe,
  - librarian,
  - instructor,
  - quartermaster, and
  - chaplain aide
- Help lead meetings and activities as called upon by the senior patrol leader.
- Guide the troop in the senior patrol leader's absence.
- Perform tasks assigned by the senior patrol leader.
- Function as a member of the troop leaders' council.
- Help set and enforce the tone for good Scout behavior within the troop.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

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# Patrol Leader



- Plan and lead patrol meetings and activities.
- Keep patrol members informed.
- Assign each patrol member needed tasks and help them succeed.
- Represent the patrol at all troop leaders' council meetings and the annual program planning conference.
- Prepare the patrol to take part in all troop activities.
- Show and help develop patrol spirit.
- Work with other troop leaders to make the troop run well.
- Know what patrol members and other leaders can do.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.

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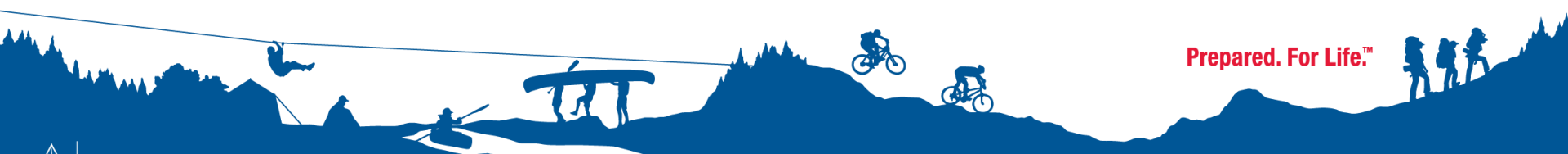




# Assistant Patrol Leader



- Help the patrol leader plan and lead patrol meetings and activities.
- Help the patrol leader keep patrol members informed.
- Help the patrol leader prepare the patrol to take part in all troop activities.
- Lead the patrol in the patrol leader's absence.
- Show and help develop patrol spirit.
- Represent the patrol at all troop leaders' council meetings in the patrol leader's absence.
- Work with other troop leaders to make the troop run well.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.



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# Troop Guide



- Introduce new Scouts to troop operations.
- Guide new Scouts through early Scouting activities.
- Help set and enforce the tone for good Scout behavior within the troop.
- Ensure older Scouts never harass or bully new Scouts.
- Help new Scouts earn the First Class rank in their first year.
- Coach the patrol leader of the new-Scout patrol on his duties.
- Work with the patrol leader at troop leaders' council meetings.
- Attend troop leaders' council meetings with the patrol leader of the new-Scout patrol.
- Assist the assistant Scoutmaster with training.
- Coach individual Scouts on Scouting challenges.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout

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# Den Chief



- **Serve as the activities assistant at den meetings.**
- **Meet regularly with the den leader to review the den and pack meeting plans.**
- **If serving as a Webelos den chief; help prepare Cub Scouts to join Scouts BSA.**
- **Project a positive image of Scouting.**
- **Set a good example.**
- **Wear the Scout uniform correctly.**
- **Live by the Scout Oath and Scout Law.**
- **Show and help develop Scout spirit.**

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# Order of the Arrow Troop Representative



- **Serve as a communication link between the lodge or chapter and the troop.**
- **Encourage year-round and resident camping in the troop.**
- **Encourage older-Scout participation in high-adventure programs.**
- **Encourage Scouts to actively participate in community service projects.**
- **Assist with leadership skills training in the troop.**
- **Encourage Arrowmen to assume leadership positions in the troop.**
- **Encourage Arrowmen in the troop to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members.**
- **Set a good example.**
- **Wear the Scout uniform correctly.**
- **Live by the Scout Oath, Scout Law, and OA Obligation.**
- **Show and help develop Scout spirit.**

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# Historian



- Gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files.
- Prepare a presentation at Courts of Honor.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

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# Librarian



- Establish and maintain a troop library.
- Keep records on literature owned by the troop.
- Add new or replacement items as needed.
- Have literature available for borrowing at troop meetings.
- Maintain a system to check literature in and out.
- Follow up on late returns.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

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# Quartermaster



- Keep records of patrol and troop equipment.
- Keep equipment in good repair.
- Keep equipment storage area neat and orderly
- Issue equipment and see that it is returned in good order.
- Suggest new or replacement items.
- Work with the troop committee member responsible for equipment.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

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# Scribe



- Attend and keep a log of troop leaders' council meetings.
- Record attendance of all troop members.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.
- Handle correspondence appropriately.

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# Instructor



- **Instruct Scouting skills as needed within the troop or patrols.**
- **Prepare well in advance for each teaching assignment.**
- **Set a good example.**
- **Wear the Scout uniform correctly.**
- **Live by the Scout Oath and Scout Law.**
- **Show and help develop Scout spirit.**

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# Chaplain's Aide



- Keep troop leaders apprised of religious holidays when planning activities.
- Assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities.
- Encourage saying grace at meals while camping or on activities.
- Lead worship services on campouts.
- Tell troop members about the religious emblems program for their faith.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

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# Webmaster



- Establish and maintain a safe and secure troop website.
- Ensure the troop website is a positive reflection of Scouting for the public.
- Manage the troop's electronic communication tools.
- Work with the Scouts to provide up-to-date troop information.
- Post relevant information on the Troop's Facebook page
- Establish a Troop Instagram account?
- Work with the scribe.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

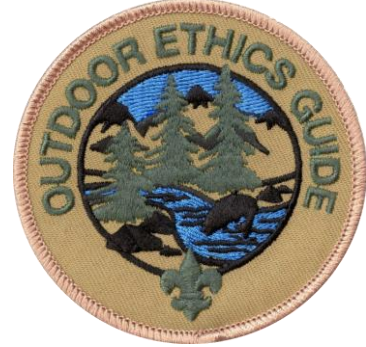
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# Outdoor Ethics Guide



- **Have a thorough understanding of and commitment to Leave No Trace.**
- **Successfully complete the Leave No Trace Trainer training course.**
- **Help minimize the troop's impact on the land by teaching Scouts the principles of Leave No Trace.**
- **Help ensure that the troop follows Leave No Trace principles on outings.**
- **Set a good example.**
- **Wear the Scout uniform correctly.**
- **Live by the Scout Oath and Scout Law.**
- **Show and help develop Scout spirit.**

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# Junior Assistant Scoutmaster



- Function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older).
- Accomplish any duties assigned by the Scoutmaster.
- Set a good example.
- Wear the Scout uniform correctly.
- Live by the Scout Oath and Scout Law.
- Show and help develop Scout spirit.

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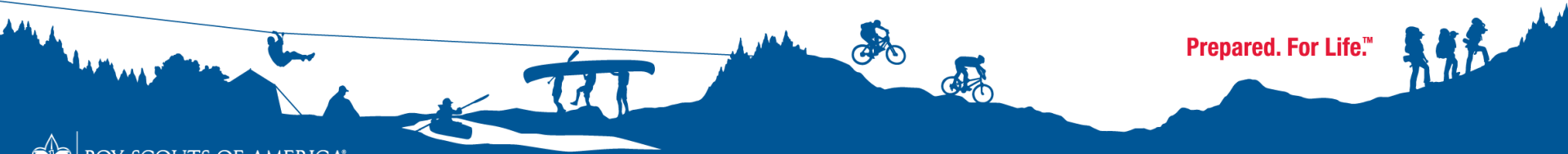
Take 5 minutes...

**BREAK!**

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# Adult Troop Positions

- Adults in the troop are responsible for providing training to troop leadership and enabling them to carry out their duties.
- They also provide resources for the troop leaders and serve as mentors to all Scouts in the troop.
- The number of adult leaders and committee members needed is dependent on the size and needs of the troop.

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# Scoutmaster

- Train and guide youth leaders.
- Work with other responsible adults to bring Scouting to youth.
- Use the methods of Scouting to achieve the aims of Scouting.
- Meet regularly with the troop leaders' council for training and coordination in planning troop activities.
- Attend all troop meetings or, when necessary, arrange for a qualified adult substitute.
- Attend troop committee meetings.
- Conduct Scoutmaster conferences for all rank advancement.
- Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
- Provide a systematic recruiting plan for new members and see that they are promptly registered.
- Delegate responsibility to other adults and groups (assistants, troop committee) so they have a real part in troop operations.
- Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and BSA.

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# Assistant Scoutmasters

- To fulfill his or her obligation to the troop, the Scoutmaster, with the assistance of the troop committee, recruits assistant Scoutmasters to help operate the troop.
- Each assistant Scoutmaster is assigned specific program duties and reports to the Scoutmaster.
- They also provide the two-deep leadership required by the BSA (there must be at least two adults present at any Scout activity).
- An assistant Scoutmaster may be 18 years old, but at least one in each troop should be 21 or older so he or she can serve in the Scoutmaster's absence.

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# Committee Chair

- Supervises the Scoutmaster and committee members.
- Recruits and approves Scoutmasters and committee members.

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# Committee Member

- Serves as a resource to the troop.
- Works with an assigned officer.
- Recruits consultants.
- Potential Roles
  - Webmaster
  - Treasurer
  - Secretary
  - Merit Badge Coordinator
  - Quartermaster
  - Eagle Scout Coordinator
  - Camping Coordinator

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# Chartered Organization Representative

- Serves as the liaison between the troop and the chartered organization.
- Recruits the troop committee; approves Scoutmasters and committee members.
- Participates in district leadership.

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# Roles & Responsibilities - Breakout

- **Role Balancing – Juggling (Balls in the Air)**
  - Reflection...

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# The Scout-Led Troop

- **Group Discussion:** *Leadership in Scouting*
  - Discuss leadership in Scouting and the value of the Scout-led troop
- **Game: Yurt Circle**
  - Reflection:
  - Key teaching points:

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# The Scout-Led Troop

- **Group Discussion:** *Troop Leader's Council*
- **Game: Helium Stick**
  - Reflection:
  - Key points:

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# The Scout-Led Troop

- **Group Discussion:** *Define leadership*
- **Group Discussion:** *Tips for Being a Good Leader in the Troop*
- **Game:** *Willow in the Wind*

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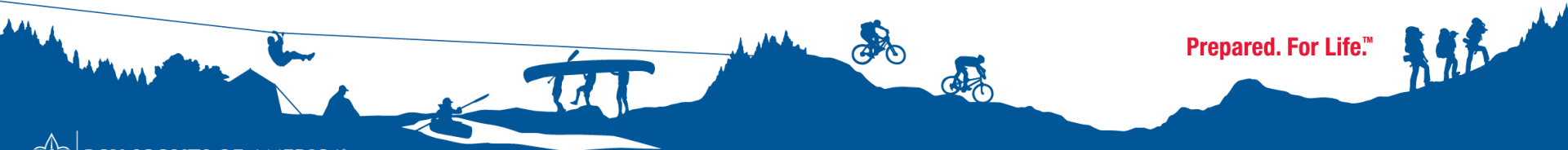




# Introduction to Servant Leadership



- **Group Discussion:** *Why Should Scouts Choose to Be Leaders?*
  - Reflection:
  - Key points:



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Take 5 minutes...

**BREAK!**

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# Module Two– Tools of the Trade

- **Module Overview**

- Introduction to the Tools of the Trade Session
- Communications
- Planning
- The Teaching EDGE

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# Introduction to the Tools of the Trade

- **Communications** – The skills of being an effective listener and an effective communicator are valuable tools for any leader.
- **Planning** – Proper planning makes the difference in almost all Scouting activities.
- **Teaching EDGE** – The Teaching EDGE method can be used any time a leader is helping others learn.

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# Communications

- **Basic Parts of ANY communication:**
  - **A sender** → **A message** → **A receiver**
  - It applies to all forms of communication: verbal, written, music, film, signaling, pantomime, teaching, etc.

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# Key Listening Tips:

- Listen with your eyes as well as with your ears. Watch for nonverbal cues.
- Avoid distractions, both physical and mental. Give the speaker your full attention.
- Try to see things from the speaker's point of view. In other words, try to put yourself in the speaker's shoes.
- Apply the ideas to yourself. Think about how the speaker's message relates to you and your experiences.
- Ask questions if you are unclear about anything.
- Review the speaker's points and think what logically might come next in the message.
- Curb your desire to talk until the speaker has finished.
- Respond nonverbally (nod your head or smile) to the speaker.
- Practice listening with respect for the speaker. Work hard not to interrupt even when you have a burning desire to make a point.

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# Effective Messages

- **Sharing:** *Insurance Claims*
  - Reflection:

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# Effective Messages - Tips

- Organize your thoughts
- Minimize distractions
- Get the audience's attention first
- Speak clearly and make eye contact
- Repeat facts such as dates, times, and places.
- Distribute notes

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# Planning

- **Second only to communicating, good planning is an essential skill for every effective leader.**
  - At its core, planning is really just thinking ahead
- **Ask questions – develop answers**
- **After initial planning, start asking “what if” questions**
  - Adjust your plan to accommodate the unexpected
  - Next add the “who” – the resources to make it happen

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# Planning

- **Group Exercise:** *Planning*
  - Plan as a group a sample troop service project
  - Scenario: On a Saturday, six weeks from now, the troop will conduct a service project at a local city park. The project involves:
    - Installing 50 feet of split-rail fence around a tree (to protect it)
    - Removing old plants and undergrowth from a nearby area (approximately 500 square feet in area). Laying down weed block in the cleared area. Spreading 6 cubic yards of mulch in the area just cleared and under the fenced-in tree
    - Planting 15 to 20 small plants and shrubs in a small garden in a third area nearby

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# Planning (exercise)

- **Task:**

- Plan what equipment you need for the project and how you're going to get it. Plan how to use and manage your team on the day of the project.
- Reflection – *about the planning session*
- Reflection – *about the project*
- Key points:

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# Teaching EDGE

- **The EDGE (Explain, Demonstrate, Guide, Enable) method is the primary training method to teach skills in the troop.**
- **EDGE should be used for all teaching opportunities. Make it a habit.**
- **It can be used anytime a leader is helping others learn.**

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# The Four-Step EDGE Process

1. **Explain** -The trainer explains how something is done.
  2. **Demonstrate** - After the trainer explains, the trainer demonstrates while explaining again. This gives the learner a clear understanding of what success looks like.
  3. **Guide** - The learner tries the skill while the trainer guides him through it. The trainer gives instant feedback as the learner practices the skill.
  4. **Enable** - The learner works independently under the watchful eye of the trainer. The trainer helps remove any obstacles to success, thus enabling the learner to succeed.
- **Sample skill instruction**
  - **Reflection:**

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# Tools of the Trade (Wrap-up)

- **Communications, planning, and teaching** - are core skills leaders can use any time they are working with their team
- **Good planning is foundational to everything**
- **As you grow in Scouting and take on more leadership roles, your leadership skills and strengths will continue to grow over time.**

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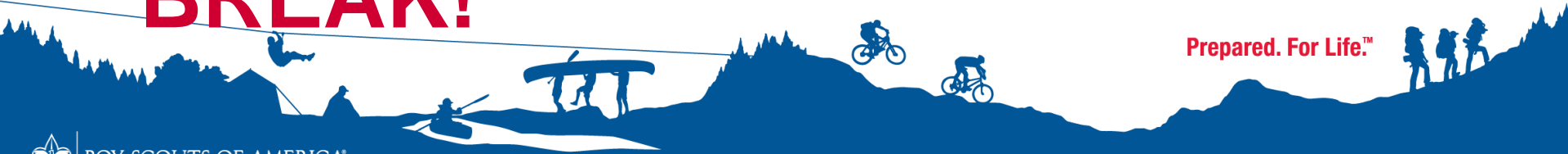
Take 10 minutes...

**BREAK!**

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# Module Three – Leadership & Teamwork

- **Module Overview**

- Introduction to Leadership and Teamwork Session
- Teams and Team Characteristics
- Stages of Team Development and Styles of Leadership
- Inclusion
- Leadership Ethics and Values
- Vision
- Wrap Up the Introduction to Leadership Skills for Troops

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# Introduction to Leadership and Teamwork Session

- **Discussion:** *What do we mean by “team”?*
  - Characteristics of effective teams? *(list on a board)*

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# Where the Group Is

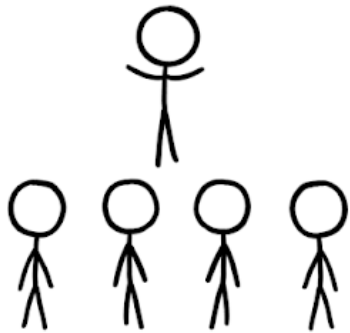
- **Stages:**
  - **Starting out** (skills are low, enthusiasm is high)
  - **Becoming discouraged** (skills and enthusiasm are low)
  - **Making progress** (skills and enthusiasm is rising)
  - **Finding success** (skills and enthusiasm are high)
- **Team Skill Level and Enthusiasm**
  - Skill Level – rises over time
  - Enthusiasm – varies as the team develops

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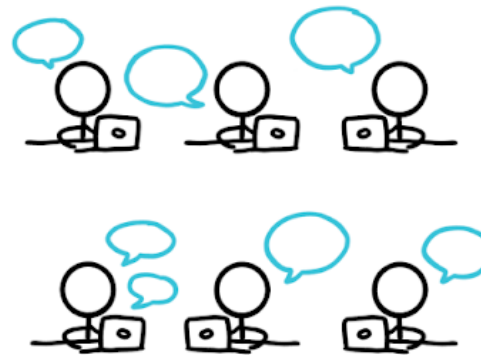
# Team Development Model



1. FORMING



2. STORMING

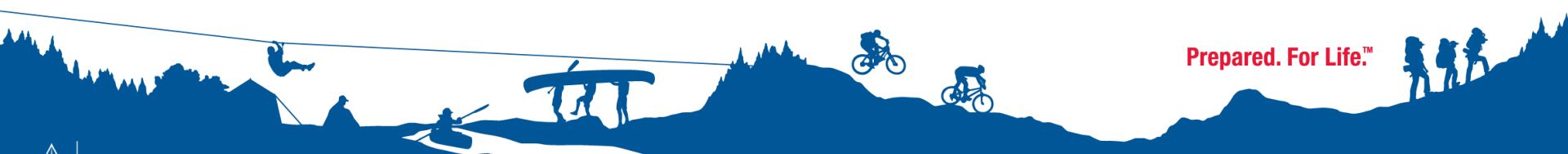


3. NORMING



4. PERFORMING

🕒 clockwise



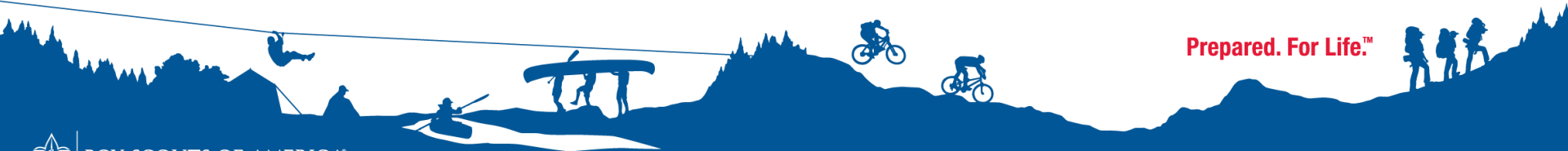
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# Team Development

- **Discussion:** *How can the leader affect the team's development?*



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# Inclusion

**Us**  
~~**Them**~~

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# Leadership Ethics and Values

- **Discussion: Scout Oath**

- “On my honor...”
- “...I will do my best...”
- “...to do my duty...”
- “...to God and my country...”
- “... and to obey the Scout Law...”
- “...to help other people at all times...”
- “...to keep myself physically strong...”
- “...mentally awake...”
- “...and morally straight.”

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# Leadership Ethics and Values

- **Discussion: Scout Law**
  - **A Leader is... Trustworthy,**
  - **A Leader is... Loyal,**
  - **A Leader is... Helpful,**
  - **A Leader is... Friendly,**
  - **A Leader is... Courteous,**
  - **A Leader is... Kind,**
  - **A Leader is... Obedient,**
  - **A Leader is... Cheerful,**
  - **A Leader is... Thrifty,**
  - **A Leader is... Brave,**
  - **A Leader is... Clean,**
  - **A Leader is... and Reverent.**

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# Vision

- **Discussion:** *What is YOUR Vision of Success for Troop 777?*
  - How will we use our leadership skills to reach this success?
  - How can we support our new Scout leaders achieve their goals and be successful?

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# Wrap-Up to the Training

- Thanks for attending!
- Bring this new enthusiasm and training to your roles and your patrols
- Use the other leaders around you
- *Make a difference!*

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"Lifes most persistent  
and urgent question is  
'What are you  
doing for others?' "

-Dr. Martin Luther King, Jr.

**Make a difference!**

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# You're trained!



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Questions?

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