



Staff Development Plan

Introduction

The Wood Badge experience provides participants with firsthand knowledge regarding how teams develop and achieve excellence. Participants take part in an active learning process through involvement in the planning, development, presentation, and assessment of a patrol project. This process gives participants the opportunity to enjoy a world-class learning experience that will strengthen their long-term commitment to Scouting and provide them with valuable leadership skills. The staff development will help prepare staff members of an upcoming Wood Badge course to support this process.

Recognizing the course director's commitment to make the most efficient use of every volunteer's time, this Staff Development Plan should be closely followed. Scouters are volunteers with families, careers, and busy lives. They may give more serious thought to serving as a Wood Badge staff member when they learn that staff development for the course will be completed within a 90-day period.

While the formal staff development process begins 90 days before the opening session of a Wood Badge course, a great deal can be accomplished before then. The selection and approval of the course director and scheduling for the course on council calendars should occur about a year prior to delivery of the course. Through extensive planning, the course director can create a meaningful experience not only for course participants but for the staff as well. Each staff development session should be enjoyable and provide staff members with the knowledge they need to deliver a quality course.

It is expected that the staff will develop into a high-performance team. It's up to the team leader to assess every stage of team development and adjust the leadership style as the team progresses. In keeping with the goal of the staff becoming an empowered high-performance team, every staff member should receive a link to the Wood Badge online resources.

Key Events in Wood Badge Staff Development

- | | |
|---|-----------|
| • Course approval/course director selection | –360 days |
| • Staff recruitment and assignments | –270 days |
| • Participant recruitment | –270 days |
| • Staff orientation meeting | –120 days |
| • Staff development meeting 1 | –90 days |
| • Staff development meeting 2 | –60 days |
| • Staff development meeting 3 | –30 days |

Note: Schedules for the staff orientation meeting and for the three staff development meetings can be found in the Staff Development Meeting Schedule.



WOOD BADGE

Staff Recruitment and Assignments (–270 Days)

Once the council training chairperson and council Scout executive give approval to conduct a course, the course director can immediately begin the important task of assembling a list of prospective staff members with an eye toward recruiting a highly diversified staff. At a minimum, the staff should include adult volunteers from Cub Scouting, Scouting BSA, and Venturing. About 270 days prior to the course (but only after the Scout executive's approval), the course director may communicate with prospective staff members and invite them to serve on the Wood Badge staff.

During this initial contact, course directors should talk at some length with each prospective staff member and communicate expectations for the course and for the staff and invite qualified candidates to join the Wood Badge staff. The course director should follow up those discussions with a formal letter of appointment to confirm acceptance. The letter of appointment should be accompanied by information regarding the Staff Development Plan, staff orientation meeting, uniform requirements, equipment requirements, recruitment plans, and a staff roster.

When a staff member accepts an appointment for a role in the Wood Badge course, he or she should receive the *Wood Badge Curriculum and Administration Manual* to begin their development process. It is never too early to start to absorb all that must happen before and during a course. Each staff member needs to be familiar with the entire schedule and curriculum, and of course, the sessions and duties for which they are directly responsible. Everyone needs to review the “Develop Individuals and Teams” session as a reminder that the staff is a team that will go through those stages.

The course director and staff members should also begin to have conversations within their district and council areas in which they are involved so that the needs in those areas can be incorporated into a collection of possible ticket goal items for participants.

Participant Recruitment (–270 Days)

The course director will help the staff advisor develop a plan to recruit 48 participants (for eight patrols of six participants each). This plan should involve all Wood Badge staff members in the recruitment effort immediately after they have formally accepted appointments to serve during a Wood Badge course. Each staff member should take personal responsibility for recruiting at least two course participants.

The course director can provide staff members with information regarding potential participants they can contact and information about the course that will assist them in their recruitment efforts. An incentive for all staff members is the fact that at no later than 30 days before the opening of the Wood Badge course, at least 30 participants must have committed to attend and paid the fees in full. If recruitment falls short of that number, the course will be canceled.

Staff Orientation Meeting (–120 Days)

About 120 days before the course, staff members should assemble at a staff orientation meeting to meet one another and commit themselves to the expectations of the course director. The course director may also review the recruitment plan in place to encourage



WOOD BADGE

potential participants to sign up for the course. The course director will lead a staff session on the expectations of modeling servant leadership throughout the course.

Staff Development Meeting 1 (–90 Days)

The first formal staff development meeting is conducted about 90 days before the course begins. During this daylong meeting, the staff will review the status of recruitment efforts and participate in several team development activities and sessions that the participants will experience during the course. Sessions will be practiced with staff members serving as course participants.

Staff Development Meeting 2 (–60 Days)

The second staff development meeting takes place about 60 days before the beginning of the course. This meeting will help the staff gain a greater understanding of what participants will experience and learn during the course. More troop and patrol sessions will be presented, with staff members serving as course participants.

Staff Development Meeting 3 (–30 Days)

The final gathering for staff development occurs about 30 days before the course and highlights the curriculum elements for the final day of the course.

Additional Staff Development

All presentations require a top-notch presentation from whatever staff member is tasked to present. Special attention should be given to the presentation skills of every presenter. Often, it may be necessary to schedule extra time for practicing presentations with a staff member who is an effective presenter and coach. Course directors should consider scheduling extra time **before** staff development begins. It is easier to cancel a prescheduled time if it is not needed than to schedule a needed time at the last moment.

Troop guides are the primary counselors to participants in developing tickets but often have only the experience gained writing their own tickets. Consider using small groups of troop guides, working with the assistant Scoutmaster for troop guides and other experienced staff to draft a vision and a goal or two for several Scouting positions as practice.

Set some time for all staff to go through each of their presentations at least once in front of a small but knowledgeable audience of individuals who can help coach them. **All presenters may need extra time beyond the three scheduled weekends to prepare and polish their presentations.**

Wood Badge Staff as a Team

The responsibility for the delivery of a world-class course rests on the shoulders of all staff members acting together as a highly productive team. While the course director provides overall leadership and guidance, it is up to staff members to master all aspects of their responsibilities and to develop a thorough understanding of the intent, framework, and content of Wood Badge.