



## Staff Development Schedule

(See also the *Schedule of Course Reports and Transmittals*)

360 days before the course begins:

Days Before the Course	Action	Notes
-360	Local council or group of councils decides to host a Wood Badge course.	<ul style="list-style-type: none"> <li>Schedule course in the host council calendar.</li> <li>Reserve the site.</li> <li>Include Wood Badge in the annual operating budget.</li> </ul>
-360 to -270	<ul style="list-style-type: none"> <li>Select and notify the course director.</li> <li>Submit <i>Request for Authorization to Conduct a National Training Course</i>.</li> </ul>	
-360 to -270	<ul style="list-style-type: none"> <li>With the council Scout executive, Council Training Chairman, review the list of potential staff members.</li> <li>Receive approval for prospective staff from Scout executive and Council Training Chairman.</li> </ul>	The course director conducts the review, noting expected roles for each potential staff member.
-270	<ul style="list-style-type: none"> <li>The course director recruits staff members.</li> <li>All staff gather ideas at district and council levels for ticket goal ideas.</li> </ul>	The course director notifies staff members with letters of invitation/acceptance and any applicable informational packets.
-270 to -240	The staff begins recruiting participants.	Remind staff members about the goal of recruiting 30 to 48 participants.



## WOOD BADGE

Days Before the Course	Action	Notes
-130	The course director meets with assistant Scoutmasters, senior patrol leader, scribe, and quartermaster.	Discuss staff development, facility, and equipment issues.
-120	Staff Orientation meeting	Anticipated length of meeting: 3.5 hours
-90	Staff Development Meeting 1	Anticipated length: one full day
-60	Staff Development Meeting 2	Anticipated length: one evening plus one full day
-30	Staff Development Meeting 3	Anticipated length: one full day
-30	Confirm 30 to 48 participants.	Advise the area training chair or area Wood Badge coordinator of the number of participants signed up and paid.
-30	Send 15-question pre-course assignment to participants.	See appendix for pre-course assignment.
-30	Hold participant orientation (optional).	Anticipated length: 1 hour
-15	Review staff readiness.	The course director and assistant Scoutmasters, quartermaster, scribe, and troop guides
-1	Staff members arrive at the program site.	<ul style="list-style-type: none"><li>• Set up camp (lodging, learning areas, meal area).</li><li>• Review participants' data.</li><li>• Assign participants to dens and patrols.</li></ul>
Day One	Wood Badge course begins.	



## WOOD BADGE

**Safety note:** Before all orientation and development meetings, make sure to have the emergency contact information at hand. This information is often not gathered until a course begins, but these meetings away from home warrant having such information ready with the hope of not needing it.

---

### STAFF ORIENTATION

---

120 days before the course begins: 3 ½ hours duration

This is the first gathering of the full staff. The purpose is to begin developing the staff into a high-performance team.

Action	Responsible Staff Members / Notes
Arrival—Sign in and set up room	<ul style="list-style-type: none"> <li>• Scribe and quartermaster are responsible.</li> <li>• Provide snacks and drinks (part of course budget).</li> </ul>
Welcome and introductions	<ul style="list-style-type: none"> <li>• The course director and senior patrol leader are responsible.</li> </ul>
Discuss expectations of staff members. See Staff Expectations (Appendix A14).	<ul style="list-style-type: none"> <li>• The course director is responsible.</li> <li>• Discuss servant leadership through positive role modeling, living by the Scout Oath and Scout Law, and participant satisfaction.</li> </ul>
Review the recruitment requirements and schedule.	<ul style="list-style-type: none"> <li>• The course director is responsible.</li> <li>• Review the status of recruitment and next action items.</li> </ul>
Review the Course Connections (Appendix A16) with staff. Make preliminary assignments for sessions, if not already done.	<ul style="list-style-type: none"> <li>• The Course Director is responsible.</li> <li>• Staff members should review the Develop Individuals and Teams by the first Staff Development meeting.</li> </ul>
Provide the link to the online folder for Wood Badge course directors.	<ul style="list-style-type: none"> <li>• The course director is responsible.</li> <li>• Explain that each staff member should read the entire curriculum and administration and have begun preparations <b>before</b> Staff Development Meeting 1 at –90 days.</li> <li>• Staff members should review the <b>Develop Individuals and Teams</b> session (by –90 days).</li> </ul>



## WOOD BADGE

Action	Responsible Staff Members / Notes
Conduct a Question and Answer session.	The course director is responsible.
<ul style="list-style-type: none"> <li>• Confirm assignments.</li> <li>• Practice “The Gilwell Song” and depart. There will be <b>no</b> staff verse sung at Wood Badge.</li> </ul>	The course director is responsible.

The progression of practice sessions through staff development is designed to help staff members understand their own development in preparing to deliver the course. Most presentations during Wood Badge training are scheduled for 60–70 minutes. When modeling presentations during staff development meetings, allow enough time to fully practice the essential parts of the session. Following the curriculum, the troop sessions to be completely presented during staff development meetings are

- Drive Vision, Mission, and Values;
- Develop Individuals and Teams;
- Apply Interpersonal Savvy;
- Know Thyself; and
- Include and Optimize Diverse Talent.

These will help the staff understand the importance of these topics to their own personal and team development as well as give them a better foundation on which to help the participants grasp the concepts. Other troop presentations at staff development meetings should be abbreviated. Troop guides should fully practice their patrol presentations with a variety of staff.

---

### STAFF DEVELOPMENT MEETING 1

---

90 days before the course begins. Full day.

Time	Action	Responsible Staff Members / Notes
7:30 a.m.	Arrival—Sign in and set up room.	<ul style="list-style-type: none"> <li>• Quartermaster and scribe are responsible.</li> <li>• Provide snacks and drinks.</li> </ul>
7:15 a.m.	<ul style="list-style-type: none"> <li>• Conduct welcome.</li> <li>• Review the day’s schedule.</li> </ul>	The course director is responsible.
8:00 a.m.	<b>Servant Leadership</b> review/activity.	The course director is responsible
8:30 a.m.	Question and Answer session.	The course director is responsible.



## WOOD BADGE

Time	Action	Responsible Staff Members / Notes
9:00 a.m.	Review the <b>Gathering Games session</b> .	Assistant Scoutmaster for program is responsible.
9:20 a.m.	Conduct the <b>Drive Vision, Mission, and Values</b> session.	The staff member who will deliver the session is responsible for this session.
9:50 a.m.	Break	
10:00 a.m.	<ul style="list-style-type: none"> <li>Logistics</li> <li>Safety and health procedures</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Scoutmaster for logistics is responsible.</li> <li>Discuss equipment, food and water needs, travel, health and safety, emergency procedures.</li> </ul>
10:20 a.m.	Conduct the <b>Know Thyself</b> session.	<ul style="list-style-type: none"> <li>Troop guides are responsible.</li> <li>Everyone participates.</li> </ul>
11:05 a.m.	Break	
11:15 a.m.	Conduct <b>Apply Interpersonal Savvy</b> session.	The staff member leading this session responsible.
12:10 p.m.	<p>Brown bag lunch</p> <p>Talk Time. Overview and flow of Course</p>	<ul style="list-style-type: none"> <li>Course director should use this time to review staff assignments.</li> <li>Discuss the importance of each staff member, individual responsibilities, requirements, and standards.</li> <li>Discuss role-modeling, the attitude of servant leadership expected, the Scout Oath and the Scout Law.</li> <li>Point out the need for teamwork and being accessible and open with participants.</li> </ul>



## WOOD BADGE

Time	Action	Responsible Staff Members / Notes
1:00 p.m.	Conduct the <b>Develop Individuals and Teams</b> session.	The staff member who will deliver this session is responsible.
2:05 p.m.	Break	
2:20 p.m.	Conduct <b>Learn to Listen, Listen to Learn</b> session.	Troop guides are responsible.
3:05 p.m.	Break	
3:15 p.m.	Conduct overview of <b>Plan with a Bias for Action</b> session.	The staff member who will deliver the session is responsible. Everyone participates.
4:00 p.m.	Review the project planning exercise (rockets or Newton cars).	The course director and assistant Scoutmaster for program are responsible.
4:30 p.m.	Break	
4:45 p.m.	Conduct the <b>“Getting to Know You” Game</b> .	Troop guides are responsible.
5:20 p.m.	<ul style="list-style-type: none"><li>• Review assignments.</li><li>• Practice “The Gilwell Song”—There will be <b>no</b> staff verse at Wood Badge.</li></ul>	The course director and senior patrol leader are responsible.
5:30 p.m.	Dismiss	



## STAFF DEVELOPMENT MEETING 2

60 days before course begins.

Evening, overnight, plus full day.

Time	Action	Responsible Staff Members / Notes
<b>Day One: Evening</b>		
7:30 p.m.	Arrival—Sign in and set up room.	<ul style="list-style-type: none"> <li>• Quartermasters and scribes are responsible.</li> <li>• Provide snacks and drinks.</li> </ul>
7:45 p.m.	<ul style="list-style-type: none"> <li>• Conduct a welcome.</li> <li>• Review the day's schedule.</li> </ul>	The course director is responsible.
8:00 p.m.	Review recruitment procedures and progress.	<ul style="list-style-type: none"> <li>• The course director is responsible.</li> <li>• Have staff members present their reports.</li> <li>• Set plans for the next recruitment phase.</li> </ul>
8:15 p.m.	Discuss the daily newsletter, <i>The Gilwell Gazette</i> .	<ul style="list-style-type: none"> <li>• Scribe is responsible.</li> <li>• Distribute sample copies of <i>The Gilwell Gazette</i> and explain the production schedule for the first issue.</li> <li>• Discuss how to collect information for stories from staff and participants.</li> </ul>
8:30 p.m.	Conduct the <b>Create a Culture: "Train Them, Trust Them, Let Them Lead!"</b> session.	Staff member facilitating this session is responsible.
9:30 p.m.	Complete a dress rehearsal of the staff portions of the campfire.	The staff member organizing the campfire is responsible.
10:15 p.m.	Cracker barrel	Quartermaster is responsible.
11:00 p.m.	Lights out	



## WOOD BADGE

Time	Action	Responsible Staff Members / Notes
<b>Day Two</b>		
7:15 a.m.	Breakfast	Quartermaster is responsible.
7:50 a.m.	Review the course for Days One and Two.	The course director and senior patrol leader are responsible.
8:25 a.m.	Practice crossover ceremony and skit for <b>Blue and Gold Banquet</b> .	Course director, senior patrol leader, and assistant Scoutmaster for program are responsible.
8:45 a.m.	Break	
9:00 a.m.	Practice the Day One <b>Gilwell Field Assembly</b> .	The assistant Scoutmaster for program, course director, and senior patrol leader are responsible.
9:20 a.m.	Practice the <b>Front-end Alignment</b> game.	<ul style="list-style-type: none"> <li>• The course director and troop guides are responsible.</li> <li>• Review purpose, standards of play, and debrief.</li> </ul>
9:45 a.m.	Set up <b>Know the Territory</b> game area.	
10:00 a.m.	Conduct the <b>Know the Territory</b> game.	<ul style="list-style-type: none"> <li>• The staff member who will deliver this session is responsible for this session.</li> <li>• Because this is a dress rehearsal, the facilitator should utilize all materials that will be used during the actual Wood Badge course.</li> </ul>
10:50 a.m.	Break	
11:00 a.m.	<ul style="list-style-type: none"> <li>• Discuss the opening luncheon for the Wood Badge course.</li> <li>• Question/answer session covering Days Three and Four of the course.</li> </ul>	<ul style="list-style-type: none"> <li>• The course director and senior patrol leader are responsible.</li> </ul>





## WOOD BADGE

Time	Action	Responsible Staff Members / Notes
Noon	Lunch Talk Time	<ul style="list-style-type: none"><li>• Quartermaster is responsible</li><li>• Course director is responsible</li></ul>
1:00 p.m.	Conduct <b>Include and Optimize Diverse Talent</b> session.	<ul style="list-style-type: none"><li>• The staff member who will deliver this session is responsible.</li><li>• All staff members participate.</li></ul>
2:10 p.m.	Conduct the <b>Manage Conversations</b> session.	Troop guides are responsible for this session.
3:20 p.m.	Break	
3:30 p.m.	Conduct <b>Communicate Effectively</b> session.	The troop guides are responsible.
4:45 p.m.	<ul style="list-style-type: none"><li>• Question/answer session—general.</li><li>• Review assignments for recruitment, session development, equipment, and logistics.</li></ul>	The course director and entire staff are responsible.
5:00 p.m.	<ul style="list-style-type: none"><li>• Make assignments.</li><li>• Sing “The Gilwell Song” and depart. There is <b>no</b> staff verse at Wood Badge.</li></ul>	The course director and senior patrol leader are responsible.



## STAFF DEVELOPMENT MEETING 3

This is the final training and development meeting for staff.

(30 days before the course begins)

Time	Action	Responsible Staff Members / Notes
8:00 a.m.	Arrival—sign in and set up room.	<ul style="list-style-type: none"> <li>Quartermaster and scribe are responsible.</li> <li>Provide snacks and drinks.</li> </ul>
8:15 a.m.	<ul style="list-style-type: none"> <li>Discuss the day's agenda.</li> <li>Discuss status of recruitment efforts.</li> </ul>	The course director is responsible.
8:30 a.m.	Conduct an overview of Day Five of the course.	The course director is responsible.
8:45 a.m.	Review the Patrol Leadership Quest.	The course director and senior patrol leader are responsible.
9:15 a.m.	Conduct Question and Answer session about all five days.	The course director is responsible.
10:00 a.m.	Discuss the purpose and scope of the <b>Leadership Connections</b> .	The course director is responsible.
10:30 a.m.	<ul style="list-style-type: none"> <li>Review <b>The Ticket</b> session.</li> <li>Discuss the ticket forms, helpful ideas, and approval process.</li> </ul>	The course director and staff member presenting the session are responsible.
11:30 a.m.	Discuss equipment needs and logistics of the Wood Badge course.	The quartermaster and assistant Scoutmaster for logistics are responsible.
Noon	Brown-bag lunch  Talk Time	<ul style="list-style-type: none"> <li>Quartermaster is responsible.</li> <li>Course director is responsible.</li> </ul>
1:00 p.m.	Practice <b>Leadership Connections</b> .	Troop Guides are responsible.



## WOOD BADGE

Time	Action	Responsible Staff Members / Notes
1:45 p.m.	Review schedules for Days Four and Five of the course.	<ul style="list-style-type: none"><li>• The course director and assistant Scoutmaster for logistics are responsible.</li><li>• Review in detail the overnight experience (including locations of patrol sites and the troop assembly area, the return of the staff to base camp, and communications and safety requirements).</li><li>• Review the closing luncheon and <b>Summary Session</b>.</li></ul>
2:15 p.m.	Question and Answer session.	<ul style="list-style-type: none"><li>• The course director is responsible.</li><li>• Troop guides should practice facilitating these.</li></ul>
2:30 p.m.	<ul style="list-style-type: none"><li>• Conduct the <b>Use the Tools</b> session.</li><li>• Review the purpose of using tools to represent the competencies.</li></ul>	The course director and senior patrol leader are responsible.
3:00 p.m.	Conduct the <b>Inspire the Heart</b> session.	<ul style="list-style-type: none"><li>• The course director is responsible for this session.</li><li>• Because this is a dress rehearsal, the facilitator should utilize all materials that will be used during the actual Wood Badge course.</li></ul>
4:00 p.m.	Finalize any remaining issues/details.	<ul style="list-style-type: none"><li>• The course director is responsible.</li></ul>
4:45 p.m.	Share the final challenge for excellence with staff members.	<ul style="list-style-type: none"><li>• The course director is responsible.</li></ul>
5:00 p.m.	Review assignments, sing “The Gilwell Song” (no staff verse) and depart.	