

# Sequoiah Council Training Committee

## Meeting Agenda

### November 27, 2017

1. Welcome and Introductions
2. Our Mission
3. Principles and Tactics
  - a. Committee work is done outside of meetings.
  - b. Divide and conquer using subcommittees.
  - c. Focus on what we can change and accept what we cannot change.
  - d. No “one size fits all” approach.
  - e. Wood Badge will take care of itself.
  - f. Involve new members.
  - g. Communicate effectively.
  - h. Practice succession planning.
4. Subcommittee Organization
  - a. Program
  - b. Communication
  - c. Data and Records
  - d. Materials and Quality
5. Current Needs
  - a. Trainer’s EDGE
  - b. Introduction to Outdoor Leader Skills
  - c. Other?
6. Other New Business
7. Next Meeting: Monday, Feb 26, 2018, 6:30 pm

## Program Subcommittee

### Members

- Composed of the District Training Chairs of each of the districts in the council, who hold their membership *ex officio*.
- The subcommittee will choose one member to serve as a subcommittee chair.
- Subcommittee chair may recruit additional members as needed.

### Responsibilities

- Establish a council-wide training calendar to include sufficient offerings of classroom training courses to meet the needs of the adult leaders in the council.
- Take into consideration district-level course offerings and encourage participation by members of other districts where appropriate.
- Coordinate the council training offerings to ensure that the course is properly staffed and conducted. This coordination role should rotate through the districts so that each district shares equally in the role.
- Work with the Communication and Data and Records subcommittees to gather training needs.
- Work with the Communication subcommittee to effectively publish the training schedule.
- Work with the Materials and Quality subcommittee to ensure courses are conducted with the latest materials and that best practices are captured.
- Report to the Council Training committee periodically.

## Communication Subcommittee

### Members

- Subcommittee chair selected by the Council Training Committee.
- Subcommittee chair may recruit additional members as needed.

### Responsibilities

- Establish effective communication strategies for publicizing council and district training offerings
- Provide ways to collect training needs
- Provide ways to collect feedback on the effectiveness of the training offerings
- Report to the Council Training Committee periodically.

## Data and Records Subcommittee

### Members

- Subcommittee chair selected by the Council Training Committee.
- Subcommittee chair may recruit additional members as needed.

### Responsibilities

- Gather statistics from BSA systems related to percentage of trained leaders and other key metrics.

- Establish effective practices for registering class participants and ensuring that course records are properly recorded in BSA systems.
- Develop strategies to improve the quality of data and records where needed.

## Materials and Quality Subcommittee

### Members

- Subcommittee chair selected by the Council Training Committee.
- Subcommittee chair may recruit additional members as needed.

### Responsibilities

- Establish an effective library of course materials that council and district training courses can draw on.
- Keep abreast of changes in training materials and ensure that updated materials are available.
- Collect best practices and lessons learned from courses after they are conducted, and make these available to future courses.
- Report to the Council Training Committee periodically.