

Spring 2016

# THE COMMISSIONER

A PUBLICATION FOR COMMISSIONERS AND PROFESSIONALS



[www.scouting.org/commissioners](http://www.scouting.org/commissioners)

## Best Methods for Using Commissioner Training

*Note: This article is an updated version of an article that was published in the Winter 2014 newsletter.*

ALL commissioner training is found on the Commissioners website at [www.scouting.org/Commissioners/training.aspx](http://www.scouting.org/Commissioners/training.aspx).

**Basic Training** is used to onboard new commissioners by supplying the basic information necessary for them to perform their role. Basic Training should be completed as soon as possible after being recruited, and the training is a transfer of information from the instructor to the student. Be advised that the instructor should use the Instructor Notes to prepare for the course; otherwise it will be very difficult to teach the course. After orientation and Basic Training are completed, the commissioner should be commissioned. Basic Training is the beginning of continuous training, which should occur every month as part of the district staff meeting or the council commissioner cabinet meeting.

A **Commissioner College** is a form of commissioner conference and should occur on an annual basis. Both a college and conference can be offered, depending on the needs of the council, but the college should be the premier commissioner training event of the year. Courses offered in the college should consist of more interaction with the students and less presentation. While Basic Training is an information transfer, the college should stress application of information from Basic Training. Thus, the student should be much more involved. Most of the college courses have multiple teaching methods detailed in the Instructor Notes. Instructors should take time to prepare using a teaching method other than presentation so that the students are more engaged.

Understand that all of the training posted on the Web page can be customized for each council or district. It is important that the Instructor Notes are reviewed to make sure important points are covered. However, an instructor can customize the training to suit the needs of the local council.

**Note:** Be sure to check out the General folder on the College of Commissioner Science page for course descriptions, forms, a backdater, and a budget, as well as other helpful college planning materials. The file was recently updated to add the new Doctorate of Commissioner Science Award requirement sheet and certificate.

**National-Level Training** involves attendance at a Sea Base conference in January or at the Philmont Training Center. A conference should be a give and take between the faculty and the students with everyone being fully engaged. Obviously the faculty leads the conference and has prepared the conference outline, but the students need to come prepared to participate to receive the maximum benefit. Remember that this should be a training conference, not a continuous presentation.

Finally, all commissioner training should be conducted for commissioners by commissioners. Please see the article "[Whose Job Is It?](#)" on the newsletter Training page. (You can also access this page by clicking "Training" above my photo on the newsletter website.) You may want to review some other articles here as well.

### Training Updates

Changes to the Basic Training and college courses begin in January and are usually completed by May. An example of the changes generally made would be updates for the Journey to Excellence 2016 requirements or information on new District Tools or Commissioner Tools. These types of updates require changes in multiple courses, making the updates a huge effort. These updates are performed by a team of volunteers.

Therefore, when a course is going to be taught, the instructor should download the posted material from the national website to make sure he or she is using the most current version. It is strongly recommended that the courses be pulled as needed and not downloaded and stored locally. This ensures you are using the most current version.



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## Media

Having all of the course material and manuals online gives everyone access. Unless the material has been heavily modified for the course, there is no need to create custom CDs or DVDs. If there is a reason to make the specific course content available to students, consider using a utility such as Dropbox or Google Drive.

Hopefully making all materials available online will negate the need to print the slides as handouts. You may want to print some of the supplementary material if it will be used as part of the instruction or for reference. Otherwise, students can make notes to reference the information after the training.

## Recognition

As commissioners complete training, their accomplishments should be recognized. When Basic Training is completed, a certificate should be presented at the training session or at the next commissioner meeting. College degrees—bachelor, master, and doctorate—should be presented at the college or may be presented upon completion, depending on the college guidelines. Training should be tracked in Training Manager in District Tools by the assistant council commissioner for training or the assistant district commissioner for training. Training codes are listed on the Training Web page.

## Feedback

There are seven Basic Training courses and more than 75 commissioner college course offerings that are regularly updated. There are bound to be a few typos or corrections needed when creating or updating that much material. Please submit corrections, requests, or suggestions to [www.scouting.org/Commissioners/training/Form.aspx](http://www.scouting.org/Commissioners/training/Form.aspx) or contact Tim Acree directly at [tim.acree@comcast.net](mailto:tim.acree@comcast.net).



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