

# MCS 352

## Roundtable is Over—Now What?



<b>Time allotted</b>	50 minutes
<b>Teaching format</b>	Instructor-led discussion with PowerPoint support, Group discussion

### Resources

<b>Handouts</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>Equipment and materials</b>	<ul style="list-style-type: none"><li>• MCS 352 - Roundtable is Over—Now What? course plan</li><li>• MCS 352 - Roundtable if Over – Now What? PowerPoint presentation</li><li>• Computer and screen</li><li>• Whiteboard or flipchart, appropriate markers, and eraser</li></ul>
<b>Resources for additional participant learning</b>	<ul style="list-style-type: none"><li>• <a href="https://www.scouting.org/commissioners/">https://www.scouting.org/commissioners/</a></li><li>• Commissioner Tools website tool</li></ul>

### Course Connections

<b>Connections to other CCS courses</b>	<ul style="list-style-type: none"><li>• BCS 150 – Fundamentals of Roundtable</li><li>• MCS 350 –Unit and Roundtable Commissioners Working Together</li></ul>
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### Presentation Outline

#### Introduction and Course Objectives – 2 minutes

**Instructor's Note:** Introduce yourself and the title of the course. You have 50 minutes, but since most of this class will be based on discussion and brainstorming, time can easily slip away, so keep things moving.

The district roundtable isn't over when the last chair is put away or when the host has closed the virtual meeting space. There are things that need to be completed to help get ready for the next roundtable. This course discusses the importance of feedback and evaluation for successful future roundtables.

**Introduce the learning objectives, noting that by the end of this session, each participant should...**

At the end of this training, a commissioner will be able to:

- **Summarize** the steps in the evaluation process
- **Explain** the importance of collecting feedback
- **Apply** collected feedback to adjust plans for future roundtables
- **Understand** entering data in Commissioner Tools

## Evaluation is the Key to Future Success 25 minutes including a 10-minute Group Discussion (slides 5-6)

### *Roundtable is Over—Now What? Instructor-led Discussion – 10 minutes:*

**Instructor Notes:** The district roundtable isn't over when the last chair is put away or when the host has closed the virtual meeting space. There are things that need to be completed to help get ready for the next roundtable. There are also items that need to be acted upon to help units with their questions and/or concerns. Letting them go until later often means they don't get done at all.

Ask the participants to brainstorm some items that need to be addressed on the night of the roundtable and things to be addressed in the days and weeks after.

Possible responses could be:

- Start, Stop, Continue exercise
- Contacting subject matter experts
- Discussions about comments made during breakouts
- Review of plans for future roundtables
- Assignments for commissioners to help resolve specific unit issues
- Setting a date for the roundtable commissioner meeting

Once you are satisfied that the participants understand that roundtable is more than a one night of event or one hour a month, you may move on to evaluation processes.

For a virtual presentation, you can hold this discussion with everyone. Invite people to use the chat line too.

### **Evaluate how the roundtable went while you still remember everything.**

The roundtable meeting is over, and the leaders have gone home. It's you, the roundtable commissioner, your assistant, anyone who helped with presentations, your assistant district commissioner for roundtables if your district is using one, your district commissioner if he or she isn't addressing any other unit service problems, and perhaps your district executive, if they are available.

As you clean the room up and pack up your supplies or when all attendees have exited the virtual meeting space, take a couple of minutes and review how the meeting went.

Discuss any unit problems that were identified during roundtable. Make a note of any units that weren't there, so that the district commissioner and assistant district commissioners can have the assigned unit commissioners follow up and find out why no one from that unit attended.

If you had participants fill out evaluation forms, review them now while the events of the night are still fresh in your minds.

Thank everyone for their help and collect all your notes which will be added under the roundtable tab of Commissioner Tools.

### **After the Roundtable**

A brief roundtable commissioner team meeting is a critical function after each roundtable. The focus of this meeting is to reflect on what just happened and to make sure the team is ready for next month's roundtable.

It is recommended that you use a Start, Stop, Continue discussion to drive the feedback from this meeting.

After reflecting on what happened this month, the team needs to shift gears and look ahead. "PPPPP" applies to this part of the monthly team meeting. "Prior Planning Prevents Poor Performance." We teach our unit leaders to plan short-term, mid-term, and long-term. This concept applies to our roundtable teams as well.

If we always focus only on the next roundtable, we become reactive vs. proactive. A "30/60/90" (days) approach works well for this meeting. When we think in terms of one, two, or three months out we take a more long-term view rather than focusing too heavily on the present. Unit service is intended to help units function efficiently throughout the year. A well-planned roundtable program year—focused on unit needs with an eye to the future—can play a key role in a district's unit service initiatives.

During the year the roundtable team should have an annual planning conference to map out what the goals are for the next scouting year. It is recommended that this meeting be held early in the summer and roundtable teams consider holding a roundtable open house in August and invite unit leaders to join you for a new year program preview.

The most important aspect of this meeting is to use an agenda developed by the assistant district commissioner for roundtable. Agendas help make sure that key aspects are addressed.

Finally, do not let the monthly roundtable team meeting become something the team does only if they have nothing else to do. The adage, "build it and they will come" applies. This meeting is a return and report meeting. **Attendance should be an expectation of service.**

30 minutes per month is normally plenty of time for this meeting.

## Start, Stop, Continue: Putting it into Practice – 10-minute activity (slide 7-8)

### **Start, Stop, Continue Activity - Instructor-Led Activity – 10 minutes:**

**Instructor's notes:** This is a brainstorming exercise focusing on how to run a Start, Stop, Continue session for roundtable. One of the reasons to walk the students through the activity is to help them understand that it can be a very short but very valuable activity.

Ask the participants to offer some examples of what elements might be included in an evaluation of a roundtable meeting. Possible answers could be:

- The technology didn't work very well. **START** doing a run-through of the meeting ahead of time to ensure the proper functioning of videos, PowerPoint presentations, etc.
- There were too many announcements. **STOP** allowing unlimited time for announcements.
- Attendance was good. **CONTINUE** promoting roundtable in advance through social media and/or district newsletters.
- Question from a unit leader. **CONTINUE** finding answers for leaders

Have someone capture what was brought up, either on a flip chart or whiteboard. The discussion can be imaginary, but keep it focused on things that would come up at an actual roundtable.

Remember that brainstorming is designed to move quickly with no filters. When ideas start to lag, wrap up the exercise.

For a virtual presentation, some platforms have a whiteboard feature specifically for this purpose. The chat line can also work well. Alternatively, showing a blank slide in PowerPoint editor mode will also work.

As you would do after roundtable, you can email the ideas to participants after class ends.

Going through the exercise is worthless if you do not use the information you gather. Use the evaluation the team does and any formal evaluation you collect from the leaders to shape how future roundtables go.

## How Does This Apply to Units? 5 minutes (slides 9-10)

The start, stop, continue exercises and attendee evaluations are intended not only to help the roundtable team improve but also to model for the unit leaders the process of improving their units to:

- Plan their meetings
- Apply to post-activity exercise with their units and Scouts
- Provide information and review of the annual planning sessions

### **Roundtable Team Meeting**

Just like the brief evaluation after each roundtable event, the monthly roundtable commissioner team meeting is critical to the proper functioning of the district's roundtable

program. The focus of this meeting is to reflect on any feedback gained from roundtable attendees and from the roundtable team to make sure the team is ready for next month's roundtable.

The elements are much the same as the evaluation in slide #6. The assistant district commissioner for roundtable should ensure there is an agenda to follow and that a start, stop, continue exercise is completed. Assignments for the upcoming roundtable, as well as for the next three months, are reviewed and expectations should be set by the ADC.

Perhaps this meeting could take place during the breakout period during the monthly district commissioner meeting since everyone's time is valuable and too many meetings could lead to burnout.

The important thing to remember is the team needs to understand their respective roles and provide the district's Scouters with the best possible unit service experience each month. *Roundtable IS unit service* and the roundtable team play a critical role in helping units succeed.

## **Commissioner Tools for Roundtable – 10 minutes (slides 11-13)**

Commissioner Tools is an important part of tracking roundtable attendance. To track attendance, you must enter the roundtable attendance numbers every month for each unit that has participants.

Commissioner Tools only tracks attendance by the number of unit leaders attending a single session and does not track by individual names.

Commissioner Tools can also be used to add/schedule roundtables which will appear on the unit dashboard. These must be added from the district dashboard. If your district or council conducts council roundtables, those need to be scheduled on each district dashboard.

You should only count participants once. A Leader who attends the Scouts BSA roundtable and then comes by the Cub Scout roundtable to pick up any flyers or handouts should only be counted for attending the Scouts BSA roundtable.

Commissioner Tools is constantly being upgraded and additional options are being added regularly.

It is highly recommended that you take the Commissioner Tools online training or ask for someone to provide you one on one training from another roundtable commissioner or the assistant district commissioner for roundtable familiar with the roundtable and other modules.

Commissioner Tools is a great resource for documenting the concerns involving a unit, but some items need to move faster than remembering to check Commissioner Tools for updated information.

Contact the unit commissioner or assistant district commissioner for the unit or units involved. A phone call/email/text combination to lay out details and show urgency. Follow up at the district commissioner meeting. That way if no one else has worked on the issues that were brought up, you can plan to have to deal with them at the next roundtable. The roundtable team is expected to have at least one representative at the monthly district commissioner's meeting to give and receive information.

Roundtable commissioners are full-fledged commissioners who provide a vital service to units. When an issue or concern is discussed during the monthly roundtable, the roundtable commissioner is encouraged to log that visit in Commissioner Tools. This helps the district commissioner and unit commissioners understand what is being discussed at roundtable and shows the roundtable commissioner's dedication to unit service.

Commissioner Tools allows the roundtable team to log attendance for each scheduled roundtable. In addition, the team can enter notes into the scheduled roundtable. This is an excellent opportunity to record the reactions from the stop, start, continue exercise(s) completed after each event.

### **Putting It All into Practice**

After each roundtable, conduct a monthly review with your team. Report on the roundtable at the monthly district commissioner's meeting. After collaboration with the district commissioners, it's now time to prepare the next roundtable and make adjustments to the plan based on unit needs.

**Instructor Note:** *Have the class scan the QR code on the slide*

## **Summary/Conclusion – 3 minutes**

You should now be able to:

- Summarize the steps in the evaluation process
- Use and model the evaluation process for units
- Explain the importance of collecting feedback to adjust plans for future roundtables
- Understand entering data in Commissioner Tools

## **Questions?**

What are your questions concerning this presentation today?  
Thank you for your participation.