

## **COURSES OFFERED**

### ***ASSOCIATES PROGRAM - Course Offerings***

<u>Course</u>	<u>Title and Description</u>
	<b>Commissioner Basic Training:</b> This course instructs the new Commissioner on understanding the four objectives of unit service. It further provides instruction as to the commissioner's role in providing unit support and the tools available to help complete this mission. New commissioners learn the methods and steps of unit program planning and how to establish priorities using the four-function concept of council and district operations.
<b>BCS 201</b>	<b>Basic Commissioner Kit:</b> This instructional "kit" will provide resource information and suggestions of material that commissioners should have at their fingertips. The objective is to be better prepared to provide their units assistance and needed information. Many of these references are available on-line, and all are designed to help the commissioner. Each participant will receive a sample of materials and suggestions on how to modify the "kit" based upon their needs and specific district/council characteristics.
<b>CED 802</b>	<b>Commissioner Tools:</b> This course focuses on the function and operation of Commissioner Tools for the working commissioner. Practical step-by-step guidance on the commissioner's access and use of Tools is discussed, including the reporting of both simple contacts and detailed assessments. Finally, the class describes the various reports that can be generated by Tools.
<b>CED 805</b>	<b>Unit Self-Assessment:</b> This course presents the guidelines and procedures for conducting unit self-assessments. Participants will be broken into groups of three with each person assuming the role of a Key-3 member. Each group will be presented a scenario for a pack, troop, crew, or varsity unit. Playing their respective roles, the group members will conduct a unit assessment. Discussion among all participants will follow.

## **BCS PROGRAM - Course Offerings**

<u>Course</u>	<u>Title and Description</u>
<b>BCS 102</b>	<b>Unit Charter Renewal:</b> One of the primary responsibilities of a unit commissioner is to assure that the unit recharter on-time. This course describes the reasons for rechartering, key steps in the renewal process and timeline.
<b>BCS 104</b>	<b>Contacting Units:</b> The commissioner's primary role is to help the unit succeed. At the core of unit service and the most basic task is the unit visit. The course identifies ways to provide good commissioner service as a counselor, coach, mentor, and representative of the BSA. The importance of using Commissioner Tools to record and manage unit contacts is also explained.
<b>BCS 106</b>	<b>A Commissioner's Priorities:</b> In providing unit service, the commissioner has four primary areas of focus: (1) supporting unit growth through the Journey to Excellence, (2) contacting units and capturing their strengths and needs in <i>Commissioner Tools</i> , (3) linking unit needs to district operating committee resources, and (4) supporting timely charter renewal.
<b>BCS 119</b>	<b>Webelos to Scout Transition:</b> The transition of youth from Cub Scouts to Boy Scouts is vital to the health of Scouting. This course provides commissioners with knowledge to share with unit leaders so they can assist their units in seamless transitioning of Webelos into Boy Scouts.
<b>BCS 205</b>	<b>Developing a Unit Service Plan:</b> The objective of a Unit Service Plan is to identify for a unit specific areas of improvement and appropriate action plans that should result in higher quality unit performance and improved Journey to Excellence scores. This class demonstrates how to develop a Unit Service Plan based upon an assessment of the unit's strengths and needs through the utilization of Commissioner Tools. The ultimate purpose is to build stronger units, improve delivery of the Scouting program, and better serve the needs of youth.
<b>CED 802</b>	<b>Commissioner Tools:</b> This course focuses on the function and operation of Commissioner Tools for the working commissioner. Practical step-by-step guidance on the commissioner's access and use of Tools is discussed, including the reporting of both simple contacts and detailed assessments. Finally, the class describes the various reports that can be generated by Tools.

## ***MCS PROGRAM - Course Offerings***

<u>Course</u>	<u>Title and Description</u>
MCS 306	<b>Counseling Skills:</b> The best way to strengthen a unit is to strengthen its leadership. Counseling is an effective method in helping unit leaders develop their potential. Even the leader who has completed formal training and has years of experience may benefit from counseling. It is therefore important for commissioners to develop their counseling skills.
MCS 318	<b>Top 10 Ways to Ensure Good Commissioner Service:</b> Today everyone has their top-10 list, including commissioners. This session is designed to help experienced commissioners review their priorities and - for some - to get back to basics. This session summarizes key factors in good commissioner service.
MCS 321	<b>New-Unit Service:</b> New units are an extremely important factor in membership growth. Unfortunately, many new units fail within their first three years if they do not have the benefit of a strong unit commissioner. Clearly, the commissioner plays a vital role in the creation of new units <i>and</i> in their continued growth and success.
MCS 410	<b>Mining "Commissioner Tools" for Gold:</b> A primary function of unit commissioners is to contact their units and to record in Commissioner Tools the information gained. This class demonstrates how commissioners can mine data from Commissioner Tools to access individual unit health and progress on JTE performance standards. The district's and council's JTE status for unit visitation can also be assessed.
MCS 412	<b>Recruiting, Orienting, and Training Commissioners:</b> Quality programs flourish and membership grows in a Scouting district when there is a <i>complete</i> team of quality and active commissioners. In this course you will learn how to develop and put into action an effective plan to recruit, orient, and train new commissioners.
MCS 424	<b>Overcoming Commissioner Burnout and Gaining Family Support:</b> Whether one works with a unit or on the commissioner staff, burnout is a common reality. This course looks at ways to help overcome burnout and increase motivation to continue as a Scouting volunteer. In addition to burnout, volunteers may leave Scouting due to a lack of family support. Thus, this class also considers factors that can lead to greater family support for the volunteer's involvement in Scouting.

## ***DCS PROGRAM - Course Offerings***

<u>Course</u>	<u>Title and Description</u>
DCS 501	<b>Selecting a Thesis/Project Topic:</b> This session introduces participants to the thesis or project, discusses what constitutes a good project or research study, and helps in the selection of a general topic. The steps for thesis/project initial and final approval is outlined as is the process for working with a thesis/project advisor.
DCS 502	<b>Limiting the Scope of the Topic:</b> Participants develop ideas for their research and receive help in focusing the scope of the thesis/project topic.
DCS 503	<b>Developing the Thesis or Project:</b> This workshop covers the thesis/project report and the type of content in each section. This course also provides suggestions for writing and revising the report.
DCS 504	<b>Thesis/Project Workshop:</b> This course is especially helpful to those who feel they need help getting started on or completing their thesis/project. Guidance is provided through individual and group question-and-answer periods, and Scouters who have completed their DCS are available to offer suggestions.
DCS 601	<b>Thesis/Project Observations:</b> Scouters who have completed an <i>approved</i> thesis or project make an oral presentation of their research. First year doctoral students attend these presentations and ask questions related to the research, its findings, and implications.

## ***CONTINUING EDUCATION - Course Offerings***

<u>Course</u>	<u>Title and Description</u>
BCS 107	<b>Unit Journey to Excellence:</b> This is primarily a discussion class that examines the revised elements of the Unit Journey to Excellence program and what it takes to ensure a unit's success. The role of the commissioner staff in impacting unit performance is also discussed.
BCS 111	<b>Health and Safety:</b> Experience has shown that the vast majority of serious accidents occur off council property. This course places emphasis on the importance of safe <i>Scouting, which begins with Leadership</i> .
BCS 112	<b>What Would You Do:</b> This is a group participation/discussion session that looks at situations commissioners may encounter. The class is divided into small groups, and each is given a separate problem to solve. Each group then makes a brief report followed by discussion.
BCS 113	<b>Essentials in Serving Scouts with Disabilities:</b> At one time or another virtually every unit will have Scouts with disabilities. A BSA goal is to ensure that Scouts with disabilities will have the same opportunities as all other Scouts. This course will provide commissioners with knowledge they can share with unit leaders to help in providing programs so that youth with disabilities can succeed. The materials presented address all Scouting age levels.
BCS 115	<b>The Commissioner and Diversity:</b> The United States is a unique microcosm of the world's people. This has been one of the key elements of our power and success as a nation. This course will help commissioners appreciate the types of diversity that exist within Scouting's markets and how differences among these groups impact Scouting and opportunity.
BCS 129	<b>Emphasizing Duty to God:</b> The purpose of this course is to explain how and why Scouting encourages boys to be reverent. Participants will learn how Scouting teaches boys to do their duty to God through program delivery, special observances, faith-based partnerships, and BSA religious support and Baden-Powell's thoughts on Scouting.
CED 713	<b>Special Needs Scouting - Advancement:</b> At one time or another virtually every unit will have Scouts with disabilities. This course will provide commissioners with knowledge they can share with unit leaders regarding advancement opportunities and requirements for these Scouts. The materials presented address all Scouting age levels.

- CED 716** **Managing Conflict:** Conflict is a disagreement though which the parties involved perceive a threat to their needs, interests or concerns. Conflict can seriously damage a unit. This course analyzes types of conflict, identifies tools to apply in specific situations, and discusses methods of mediation.
- CED 802** **Commissioner Tools:** This course focuses on the function and operation of Commissioner Tools for the working commissioner. Practical step-by-step guidance on the commissioner's access and use of Tools is discussed, including the reporting of both simple contacts and detailed assessments. Finally, the class describes the various reports that can be generated by Tools.
- CED 810** **Generation X and Millennial Parents:** The purpose of this course is to increase knowledge and understanding of Generation X and Millennials. These are the groups to which most parents belong. Understanding their values and other characteristics impacts recruiting (them and their child), communicating, and soliciting their participation in the Scouting program.
- CED 817** **The Cub Scout Commissioner:** Given the frequent turnover in Cub Scout leadership and the lack of good succession planning, many packs (even those with many years of tenure) often struggle with problems similar to those of new units. The counsel of a well-trained and dedicated commissioner can often make the difference on how successful these units become. Unfortunately, the Cub Scout commissioner often does not have access to specialized training. The objective of this class is to provide that training.
- CED 825** **ScoutBook:** This course explores the function and use of the new ScoutBook program. The class includes a review of ScoutBook's use to (a) record, track and access Scout's advancement, achievements and leadership, (b) connect Scouts and Scouters and allow them to interact, (c) review and approve work on Scouting photos and videos, (e) fulfill and record leadership positions, and (f) generate an advancement file up-loadable to BSA's national database.
- MCS 308** **Venturing and the Commissioner:** Venturing, a co-ed program comprising of young adults, is one of the basic programs of Scouting. In Cub Scouts and Boy Scouts commissioners observe Scouts and units work within defined programs. Venture Scouts, on the other hand, plan and implement their own programs with encouragement, rather than input, from their leaders. This class is designed to familiarize commissioners with Venturing and the role of leaders within this program.

**Cub Scout and Boy Scout BACHELOR OF ROUNDTABLE SERVICE (BRS)**  
Courses Offerings

<u>Course</u>	<u>Title and Description</u>
<b>BCS 250</b>	<b>Bachelors of Roundtable Service:</b> This is a <b>4-session course</b> taught in Periods 1 through 4 and is <b>open only</b> to those enrolled in the Bachelors of Roundtable program. Topics discussed include the importance of roundtables in supporting district and council operations, the characteristics of successful roundtables, the roundtable team, planning, and roundtable promotion.

*All Bachelor of Roundtable commissioners must enroll in the above 4-session class. Cub Scout BRS Candidates then take BRS 251 in course sessions 5 and 6. Boy Scout BRS Candidates take BRS 252 in sessions 5 and 6.*

<b>BCS 251</b>	<b>Cub Scout Roundtable Workshop:</b> Cub Scout Roundtable Commissioners and their staff are trained to plan, run and administer Roundtables. Included is training on Commissioner Roundtable Tools and exposure to resources to improve and support the Roundtable program. Participants will engage in exercises to create an "ideal" CS Roundtable model and will group problem-solving issues often confronted.
<b>BCS 252</b>	<b>Boy Scout Roundtable Workshop:</b> During the first part of this workshop, participants will conduct a mock Boy Scout Roundtable planning meeting in which all elements of a Roundtable program are discussed and planned. Participants will then execute this plan in the second phase of this workshop. Specifically, they will conduct an entire meeting from the flag ceremony to the closing.

**MASTERS OF ROUNDTABLE - Course Offering**

<u>Course</u>	<u>Title and Description</u>
<b>MCS 450</b>	<b>Masters of Roundtable Service:</b> This program provides strategies for working effectively with the professional staff, the District Commissioner, and the Training Chair to support the RT program. Participants learn how to identifying needs and positions required for RT support. Tools and resources are presented to help (a) find and recruit chairs and (b) design format and breakout sessions. Additional avenues of training and information outlets are also explored. Students develop effective ways to use electronic methods to provide announcements and other RT information. An award program is discussed that is intended to recognize (and to encourage) RT attendance. Finally, other training opportunities related to the future of Scouting are explored.

## ***DISTRICT COMMISSIONER AND ADC TRAINING***

This is an all-day training program for DCs and ADCs. New DCs and ADCs are especially encouraged to enroll. This program is open to any administrative commissioner.