

COURSES OFFERED

ASSOCIATES PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
	Commissioner Basic Training: 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.
BCS 201	Basic Commissioner Kit: 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.
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 805	Unit Self-Assessment: 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>
BCS 102	Unit Charter Renewal: 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.
BCS 104	Contacting Units: 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.
BCS 106	A Commissioner's Priorities: 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.
BCS 119	Webelos to Scout Transition: 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.
BCS 205	Developing a Unit Service Plan: 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.
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.

MCS PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
MCS 306	Counseling Skills: 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 311	All About Assistant District Commissioners: The assistant district commissioner can make or break a district's ability to ensure that every unit receives competent commissioner service. The ADC is an important two-way communication link between the district and unit commissioners. An ADC's responsibilities include assisting the DC in recruiting unit commissioners, coaching UCs, maintaining regular contact with UCs, and providing appropriate guidance in unit service.
MCS 312	Recruiting New Commissioners: 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 commissioners.
MCS 318	Top 10 Ways to Ensure Good Commissioner Service: 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	New-Unit Service: 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	Mining "Commissioner Tools" for Gold: 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.

DCS PROGRAM - Course Offerings

<u>Course</u>	<u>Title and Description</u>
DCS 501	Selecting a Thesis/Project Topic: 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	Limiting the Scope of the Topic: Participants develop ideas for their research and receive help in focusing the scope of the thesis/project topic.
DCS 503	Developing the Thesis or Project: 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	Thesis/Project Workshop: 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	Thesis/Project Observations: 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	Unit Journey to Excellence: 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	Health and Safety: 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	What Would You Do: 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.
MCS 315	Effective Unit Service in Low-Income Urban Communities: The focus of this session is on urban communities where poverty is a prevailing influence and where community considerations may require flexibility for packs, troops, crews, and posts to be successful. Service to low-income communities is part of our Scouting roots. Lord Baden-Powell said, " <i>Our aim is to give equal chances to all and to give the most help to the least fortunate.</i> "
CED 710	Scouting in the LDS Church: The LDS Church is Scouting's largest charter organization. LDS and non-LDS Scouters alike can benefit from a better understanding how it fits into the Scouting program.
CED 714	Special Needs Scouting – AD/HD (Attention Deficit/Hyperactivity Disorder): Virtually every unit has and will have Special Needs (AD/HD) Scouts. This course provides commissioners with knowledge to share with unit leaders. With this understanding, unit leaders can offer a program that provides these youth with the Scouting opportunities to succeed.
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 816** **Explorer Scouting and the Commissioner:** Explorer Scouting is one of the basic programs of the Boy Scouts of America. Because commissioners are an important advocate for this program, it's important to understand the essentials of the Explorer program and how it helps meet the developmental needs of young people. This course provides an overview of Exploring and how it helps young adults who are at a crossroads in life.
- 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.

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

<u>Course</u>	<u>Title and Description</u>
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BCS 250	Bachelors of Roundtable Service: This is a 4-session course taught in Periods 1 through 4 and is open only 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.
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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.

BCS 251	Cub Scout Roundtable Workshop: 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.
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BCS 252	Boy Scout Roundtable Workshop: 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.
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MASTERS OF ROUNDTABLE - Course Offering

<u>Course</u>	<u>Title and Description</u>
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MCS 450	Masters of Roundtable Service: 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.
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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.