

# CONFERENCE MATERIALS

[Staff Materials Master List](#)

[Overheads Master List](#)

[Handouts Master List](#)

## Exhibits and Displays

The purpose of exhibits and displays is to help introduce a theme or subject and to help set the tone of a training session, or to give ideas or information. An exhibit is a good way to introduce a talk, discussion, or demonstration. It provides an interesting and informative pre-opening activity for a training session.

Consider these aspects:

### **Where do you put the exhibit?**

Locate it so that people will pass by it to get to where they are going, not in an out-of-the-way place.

### **Use your background.**

If possible, use more than just the table surface. Use the walls and even the ceiling.

### **Make it stimulating and challenging.**

Create an atmosphere with signs, streamers, color.

Use giveaways.

Use attention-getting devices such as pulling a string, a flashing light, peepholes, etc., to get the audience involved.

### **Make it easy to understand.**

Make the material self-explanatory by labeling parts with cards containing clear, simple directions.

In arranging the material, cover the main points; omit details that may clutter or crowd the exhibit.

### **Make the exhibit as realistic as possible.**

Remember, exhibits are static and cannot talk. You must supply a voice.

## Literature Exhibits

- ◆ Arrange literature in a logical order, with continuity so that it tells a story.
- ◆ Follow the suggestions for literature exhibits found in the training manuals.
- ◆ Encourage people to look through the literature. Avoid “Do Not Touch” signs.
- ◆ Don't just lay a lot of books flat on a table. Use pegboards, book trees, easels; use wire coat hangers to make book holders.
- ◆ Feature literature that relates to a particular training session.
- ◆ Keep it simple and attractive.

## **Training Materials Display for All Programs**

	<b>Number</b>
Leadership Training Committee Guide	34169C
Insignia Guide	33066B
Guide to Safe Scouting	34416A
Training Attendance Report	34413
Pocket Training Certificate	33767
Trained Leader Emblem	
Samples of all adult training recognition keys and awards, including the square knots	00280

## **Cub Scouting Training Materials for Display**

	<b>Number</b>
Cub Scout Leader Training	34700
Cub Scout Leader Basic Training Posters	34701
Cub Scout Leader Basic Training Self-Study Guide	13-34702
Cub Scout Leader Basic Training Video	AV01-V008
Cub Scout Leader Fast Start Video (Includes New Cub Scout Den Leader, New Webelos Den Leader, New Cubmaster, Pack Committee, and New Tiger Cub Coach videos)	AV01-V022
Cub Scout Leader Fast Start Viewer Guide	AV01-G022
Cub Scout Roundtable Planning Guide (current)	34239B
Den Chief Training	34450B
Cub Scout Leader Basic Training Certificate	34087
Cub Scout Leader Recognition Plan Certificate	34107

## **Boy Scouting Training Materials for Display**

	<b>Number</b>
Scoutmastership Fundamentals	34549A
Boy Scout Leader Fast Start Video (Includes Troop Meeting, Outdoor Program, and Troop Organization videos)	AV02-6
Boy Scout Leader Fast Start Viewer Guide	AV02-6VG
Boy Scout Troop Committee Challenge	33643
Junior Leader Training Conference Staff Guide	34533A
Merit Badge Counseling	34520
Merit Badge Counselor Orientation	34542
Boy Scout Leader Roundtable Planning Guide	34253
Introduction to Outdoor Leader Skills	33640
Outdoor Skills Instruction Books	
Aquatics	33026
Backpacking	33035
Camping	33003
Cooking	33567
Climbing/Rappelling	33036
Survival	33029
Team Building	33004

## **Varsity Scouting Training Materials for Display**

Varsity Scout Leader Fast Start Video	AV02-V004
Varsity Scout Leader Fast Start Viewer Guide	AV02-G004
Varsity Scout Coach Start-up	18-997
Varsity Scout Huddle Guide	34829

## **Venturing Training Materials for Display**

Adult Venturing Leader Basic Training	33491B
New Crew Fast Start Video	AV03-V013
Venturing Fast Start	25-878
Venturing Leadership Skills Course	34340

## **Commissioner and District Committee Training Materials for Display**

Commissioner Basic Training Manual	33613C
Continuing Education for Commissioners	33615A
Cub Scout Roundtable Commissioner and Staff Basic Training	33013
Boy Scout Roundtable Commissioner Training	34256
District Committee Training Workshop	34160B
Highlights for the District Training Committee	34729

## **Registration Materials**

Training Attendance Report	34413
BSA Pocket Training Certificate (one for each participant)	33767
Ballpoint pens	
Name tags	
Felt-tip markers	
Roster	
3"×5" cards	

# STAFF MATERIALS MASTER LIST

## Effective Teaching (Staff Development)

- ◆ 8½" × 11" sheets of paper (at least three for each staff member)
- ◆ Flipcharts
- ◆ Easel
- ◆ Felt-tip markers

## Presenting the Subject (Staff Development)

- ◆ Chalkboard/whiteboard
- ◆ Easel and flipcharts
- ◆ Felt-tip markers

## Preparing a Presentation Plan (Staff Development)

- ◆ Chalkboard/whiteboard
- ◆ Easel and paper
- ◆ Felt-tip markers

## Gathering Period

- ◆ Training Attendance Report, No. 34413
- ◆ Ballpoint pens
- ◆ BSA Pocket Training certificates, No. 33767 (one for each participant)
- ◆ Name tags and felt-tip markers
- ◆ Roster, lined paper pads or 3" × 5" cards for sign-in
- ◆ A craft table with racecar construction materials:
  - Paper bags (lunch size) or small milk cartons (half-pint or pint)
  - Assorted pieces of craft materials: felt, construction paper, pipe cleaners, felt-tip markers, etc.
  - Tacky glue, hot glue guns, staplers
  - Hook side of Velcro® tape (to stick car on felt board)
  - Scissors

## Opening Period

- ◆ Opening ceremony equipment
- ◆ *Cub Scout Songbook* or *Boy Scout Songbook*
- ◆ United States flag

### **Session 1: Why and How We Train Leaders**

- ◆ Prepared flipchart and easel (or overheads)
- ◆ Easel paper and felt-tip markers for each team
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 2: How Adults Learn**

- ◆ Two flipchart pads with easels
- ◆ Felt-tip markers
- ◆ Prizes, one for each participant (can be something as simple as pieces of candy)
- ◆ [Three “Tell Me” description sheets](#) (one for each group leader)
- ◆ [Directions sheets](#) for the three group leaders
- ◆ A [“Show Me” Illustration Sheet](#) for each member of Group 3, and one for each group leader
- ◆ Overhead projector and screen
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 3: Communication**

- ◆ Overhead projector and screen
- ◆ 3 sheets of 8½" × 11" paper for each participant (placed on the tables)
- ◆ Flipchart, chalkboard, or whiteboard
- ◆ Felt-tip markers
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 4: Characteristics of a Good Trainer**

- ◆ [Characteristics cards](#) for game—one set for each team
- ◆ [Trainer Characteristics game board](#)—one for each team
- ◆ Signaling device (whistle, etc.), if desired
- ◆ Overhead projector
- ◆ Chalkboard or flipchart pad with markers
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 5: Planning**

- ◆ One newsprint sheet for each team
- ◆ Felt-tip markers for each team
- ◆ Overhead projector and screen
- ◆ Computer presentation equipment (computer and projector)
- ◆ [Planning 25-slide PowerPoint® presentation](#)
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 6: Arrangements**

- ◆ Overhead projector and screen
- ◆ Marking pens or grease pencils for overheads
- ◆ [BSA 500 Answers sheet](#) for each steward

## Session 7: Training Technology

- ◆ [BSA 500 Answers sheet](#) for each steward

### Flipcharts and Posters

- ◆ Prepared flipchart illustrating how to make a flipchart
- ◆ Prepared posters illustrating important points from the handouts
- ◆ Two blank poster boards for each participant
- ◆ Blank flipchart paper pads (enough for each participant to use several pages)
- ◆ Sample lettering patterns, stencils
- ◆ Assorted glues, spray adhesive, white glue, tacky glue, rubber cement, hot-glue gun
- ◆ Construction paper
- ◆ Assorted colored felt-tip markers
- ◆ Easel (at least one)
- ◆ Flipcharts and posters to display around the room (Be sure to include some examples of the poor use of colors and print size, demonstrating how not to make flipcharts and posters.)

### Flannel Board

- ◆ Flannel boards: as many different constructions and sizes as possible
- ◆ Combination board with magnets
- ◆ Assorted felt pieces
- ◆ Colored and white poster board
- ◆ Felt-tip markers
- ◆ White paper
- ◆ Computer-printed words: Orientation, Basic, Supplemental, Advanced
- ◆ Various glues (white, tacky, glue sticks, etc.)
- ◆ Yarn
- ◆ Scissors
- ◆ Construction paper
- ◆ Blanket for demonstrating how to improvise a flannel board
- ◆ Hook side of Velcro<sup>®</sup>, (the side that clings to flannel)
- ◆ Clothespins
- ◆ Foam-core board

### Chalkboard and Whiteboard

- ◆ Several whiteboards and chalkboards
- ◆ Created or temporary whiteboards such as laminated poster board or whiteboard “sheets”
- ◆ White and colored chalk
- ◆ Erasers
- ◆ Sandpaper
- ◆ Dry-erase markers, erasers, and cleaners

- ◆ Yardstick
- ◆ Dry cloth and damp cloth
- ◆ Grease pencils

### **Computer Presentations, Video, and Overheads**

- ◆ Computer, monitor, and video projection system with cables
- ◆ Screen
- ◆ VCR and monitor and connecting cable
- ◆ Slide projector and homemade slides
- ◆ Overhead projector and prepared transparencies
- ◆ Grease pencils
- ◆ Overhead marker pens
- ◆ Dry cloth and damp cloth
- ◆ Blank overhead transparencies

### **Session 8: Training Methods**

- ◆ [Instructions for flapping bird](#)
- ◆ [Case studies](#) (one set for each team)
- ◆ Props for role playing on the basis of the case study
- ◆ Overhead projector and screen
- ◆ Flipchart and markers
- ◆ Flipchart paper, cut down to be in squares, for presenter to demonstrate making the origami bird
- ◆ [BSA 500 Answers sheet](#) for each steward

### **Session 9: Pizzazz**

- ◆ Song sheets
- ◆ Run-ons
- ◆ Skits
- ◆ Stunts
- ◆ Props for skits and stunts
- ◆ [BSA 500 Answers sheet](#) for each steward
- ◆ Trophies or other prizes for winners of the BSA 500

### **Closing Period**

BSA Pocket Training Certificates; one completed certificate for each participant

### **After the Conference**

[Staff Evaluation form](#), one for each staff member

# OVERHEADS MASTER LIST

## **Session 1: Why and How We Train Leaders**

- ◆ BSA 500 Questions

## **Session 2: How Adults Learn**

- ◆ “Learning Methods”
- ◆ “Adult Learning Cycle”
- ◆ BSA 500 Questions

## **Session 3: Communication**

- ◆ Fly diagram
- ◆ Aardvark description
- ◆ Aardvark picture
- ◆ One-Way Communication diagram
- ◆ BSA 500 Questions

## **Session 4: Characteristics of a Good Trainer**

- ◆ Set of 10 overheads to go along with presentation
- ◆ BSA 500 Questions

## **Session 5: Planning**

- ◆ One 25-page computer presentation
- ◆ BSA 500 Questions

## **Session 6: Arrangements**

- ◆ One set of six overheads
- ◆ BSA 500 Questions

## **Session 7: Training Technology**

- ◆ BSA 500 Questions

## **Session 8: Training Methods**

- ◆ BSA 500 Questions

## **Session 9: Pizazz**

- ◆ BSA 500 Questions



# HANDOUTS MASTER LIST

## **Presenting the Subject (Staff Development)**

- ◆ [“Presenting the Subject”](#)

## **Preparing a Presentation Plan (Staff Development)**

- ◆ [“Presentation Plan”](#)

## **Opening Period**

- ◆ [“How to Introduce a Speaker”](#)

## **Session 1: Why and How We Train Leaders**

- ◆ [“Eight Fundamental Requirements for Training Leaders”](#)

## **Session 2: How Adults Learn**

- ◆ [“Adult Learning Model”](#)

## **Session 4: Characteristics of a Good Trainer**

- ◆ [“Trainer Characteristics”](#)
- ◆ [“A Supportive Environment”](#)

## **Session 5: Planning**

- ◆ [“The Six Steps of Planning”](#)

## **Session 7: Training Technology**

- ◆ [“How to Give a Demonstration”](#)
- ◆ [“How to Make Flipcharts and Posters”](#)
- ◆ [“How to Make and Use a Flannel Board”](#)
- ◆ [“How to Make and Use the Combination Board”](#)
- ◆ [“How to Use Chalkboard and Whiteboard”](#)
- ◆ [“Making Computer Presentations”](#)
- ◆ [“Using Videos”](#)
- ◆ [“How to Make Slides for Training”](#)
- ◆ [“Overhead Projector Techniques”](#)

## **Session 8: Training Methods**

- ◆ Origami; paper or square sheets of paper cut from 8½" × 11" sheets of paper.
- ◆ [“Rules for Discussion Leaders”](#)
- ◆ [“Summary of Training Methods”](#)

## **Session 9: Pizzazz**

- ◆ [“How to Enhance Presentations and Training”](#)

## **Closing Period**

- ◆ Participant evaluation form
- ◆ [“A Trainer’s Creed”](#)

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