

OPENING PERIOD

General Objective

Set the stage for the Trainer Development Conference.

Learning Objectives

As a result of this training experience, each participant should be able to:

- ◆ Demonstrate the proper method of conducting an opening ceremony.
- ◆ Demonstrate the proper technique for making introductions.
- ◆ Explain the objectives of this conference.

Faculty Preparation

Become familiar with the BSA 500 Game, and be able to explain how it works.

Make arrangements for the opening flag ceremony.

Materials

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

Handout

[“How to Introduce a Speaker”](#)

Time

15 minutes: Remember to start on time and end on time.

Opening Ceremony

We recommend you open the conference with a flag ceremony. Conduct the ceremony with dignity so you set a good example for the participants.

Welcome

The council training chairman or Scout executive should say a few words to welcome the participants.

The person who welcomed participants should then introduce the conference chair and give a brief personal and Scouting background of the chair.

The conference chair should introduce all staff members, as well as any special guests, using “How to Introduce a Speaker” as a guide.

After the introductions, distribute copies of “How to Introduce a Speaker” to all participants.

Song

Lead one verse of a song from the *Cub Scout Songbook* or *Boy Scout Songbook*. Choose an easy song that most will know.

Objectives of the Conference

Read the following conference objectives aloud. You may want to list the objectives on a poster you can display during the conference.

As a result of this training experience, each participant should be able to:

- ◆ List the basic principles of learning.
- ◆ Explain the importance of good communications.
- ◆ List desirable characteristics of a good trainer.
- ◆ List the required steps of planning.
- ◆ Explain the importance of training arrangements.
- ◆ List at least five training methods.
- ◆ Demonstrate use of a training technology.
- ◆ Explain the importance of putting pizzazz in training.

BSA 500 Game

Introduce the BSA 500 Game (see below). Have each team select a crew chief. Briefly explain how the BSA 500 Game is played and the roles of the stewards and crew chiefs.

Schedule

Give a brief review of the conference schedule. Explain the meal plan, location of exits, restrooms, etc.

Encourage participants to take notes so they will get and be able to retain the greatest benefits from the conference.

Introduce the first presenter and the session topic, “Why and How We Train Leaders.”

To continue, scroll down to view BSA 500 game instructions or follow one of the links below:

[Session 1:
Why and How We Train Leaders](#)

[Contents](#)

THE BSA 500 GAME

Objectives

- ◆ Make the training fun
- ◆ Give participants an opportunity for experiential learning
- ◆ Show participants ideas on how to add excitement to training

Staffing

- ◆ Instructors
- ◆ “Race stewards” (a staff member, not a participant) for each team

Materials

- ◆ Racing posters, banners, and flags for room decorations
- ◆ An assortment of felt squares for each race team
- ◆ Sticky backed “hook” side of Velcro®; three one-inch long pieces per team
- ◆ Scissors, two or three felt-tip markers, tacky glue, and a ruler for each team
- ◆ Flannel or felt “racetrack” laid out similar to the illustration below
- ◆ Board to hold up the racetrack
- ◆ Number for each team’s racecar (You can make or purchase these, or have teams mark the numbers on their cars with marking pens.)

Concept

After each session, ask each team (table of participants) to show what they have learned by answering questions about the material. The answers given should be a team consensus, not individual answers. If the team answers the questions correctly, they can advance their racecar around the track. The leading team takes the checkered flag at the end of the day.

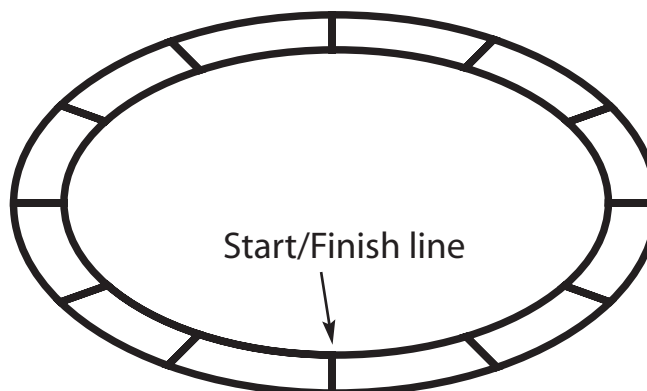
Before the Game

Create a racetrack. You can make the track in many different ways, but for an effective game, all the participants must be able to see the “action.” For that reason, you should create the track on a flannel board and display it parallel to a wall. The track can be laid out in any arrangement as long as it has segments. The number of segments, or steps, is not important, but keep two things in mind:

1. If there are too few segments, the racecars can “lap” each other. In this case, you will need to keep count of what lap each car is on. You can set up a board and ask the race stewards to keep track of their teams’ laps on it.
2. If your track has too many segments, then the cars might not be able to complete one full lap around the track.

Gathering Activity

Each team constructs their cars at the beginning of the conference. Since the track is made of felt or flannel, the teams can construct their cars from colored felt, attach a piece of hook-sided Velcro® to the back of each racecar, and put their number on the car. Be sure the size of the cars is proportional to the size of the track segments. Also consider the maximum number of cars that may occupy one segment, such as at the starting line.



Playing the Game

At the end of each training session, the teams answer questions about that session to test what they have learned. Because this is a team activity, the answers should be a consensus.

When a team answers questions correctly, their designated “driver” can move their racecar the appropriate number of segments along the race track. The team should also have a “crew chief” as a general coordinator, to keep discussions focused and organized.

As each session ends, the instructor announces that teams have one minute to answer as many of the BSA 500 questions as possible. The instructor then displays the overhead projector slide showing the questions, leaves it up for exactly 60 seconds, and then removes it. Each team gives their consensus answers to their race steward (a staff member assigned to the team for this task). The race steward determines how many questions the team has answered correctly within the allotted time, and tells the driver to go to the race track and move the team car one segment for each correct answer.

Remember to keep the pace moving, because you do not have a lot of time between sessions.

At the end of each session, there is a list of questions and answers for the stewards to use and an overhead master of the questions.

After the Game

Make sure to congratulate the winner (or winners in the case of a tie). Perhaps you could present a special race “trophy” to each member of the winning team(s). Several opportunities exist for you to use Cub Scout Pinewood Derby items in the BSA 500 game.

**To continue, scroll down to view “How To Introduce a Speaker,”
or follow one of the links below:**

[Session 1:
Why and How We Train Leaders](#)

[Contents](#)

HOW TO INTRODUCE A SPEAKER

Proper introduction at a training course is important. Participants attending the course expect to hear and see qualified trainers in action. Good introductions help a great deal to establish prestige for staff members. Some suggestions follow:

Give the full name carefully. Avoid the use of nicknames.

Tell about the trainer's Scouting experiences: what Scouting jobs he or she has held; how long he or she has served, and any special awards or recognition he or she has received.

Tell about any family involvement in Scouting: children's Scouting ranks and ages, for example. But be brief!

Tell what the trainer will do at the course and why he or she was selected for this particular assignment.

Avoid horseplay in making introductions.

At times guest speakers appear at training courses. Their introductions should be slightly different:

- ◆ Be brief. You are the introducer, not the speaker. Don't take up his or her time.
- ◆ Avoid cliches and stale or stilted phrases such as "This speaker needs no introduction" or "We are gathered here tonight."
- ◆ Briefly answer the following questions:
 - Why is the subject of interest in general?
 - Why is it of interest to this particular audience?
 - Why is this speaker the one to present it?
- ◆ Give the speaker and his or her ability to handle the subject a sincere buildup, but don't put him or her on the spot by overselling.
- ◆ Save the speaker's name until last. The speaker's name is usually recognized as the signal for him or her to rise and come forward. Don't embarrass him or her by giving it before you are ready.
- ◆ Make his or her name the climax of your introduction by pausing before it, saying it clearly, and raising your voice a bit. "I am pleased to present (short pause) Ms. **Mary Jones.**"
- ◆ Remain facing the audience until you have finished saying the name, then quickly turn to the speaker for acknowledgment.
- ◆ You will want to be sure to thank the speaker after he or she has finished. If appropriate, offer congratulations on the presentation.