

PLANNING THE CONFERENCE

Planning Calendar

Conference Schedule

Staff Assignments

Staff Selection

The Scout executive and council training committee are responsible for:

- ◆ Selecting a qualified conference chair and staff members
- ◆ Making sure the conference chair and staff members are trained
- ◆ Assuring the course is planned and conducted effectively

Select the conference chair first and give that person the opportunity to help select and recruit the other staff members. The Staff Assignments form below is intended to help.

Include professional “guest” trainers as well as the council’s most experienced and competent trainers from all programs in the conference staff. Recruit an adequate number of trainers so that no one person is overloaded. But take care to be sure each staff member has a meaningful job. Too many staff members can be as bad as too few. Don’t forget the team-teaching technique when you consider staffing. Review [Session 4: “Characteristics of a Good Trainer.”](#)

Staff Training

Hold the initial staff planning session approximately two months before the course date. Hold additional staff meetings as needed. Take care that you do not “over meet.” See [“Conference Staff Development”](#) for a detailed staff training session.

Materials and Equipment

Make every effort to secure the materials and equipment listed in this manual. Each item on the list is important and should be in first-class condition. (See [“Exhibits and Displays”](#).)

Training Method Coordination

Because the training methods and technology used in the morning sessions are used as examples in the afternoon sessions, it is important that you follow the recommendations in the session outlines. For example, the Power Point planning presentation is used as an example in the “Training Technology” session later in the day.

Promotion

Personally inviting each prospective participant by mail or phone is appropriate. E-mail is another possibility. The staff may want to follow up by phone or in person to express the importance of the training. Secure advance registrations so that the room arrangements, materials, and numbers of handouts are appropriate for the size of the group.

Selecting the Facility

Consider the following requirements when you select the facility for the Trainer Development Conference:

- ◆ A central location, convenient to all participants
- ◆ Adequate parking
- ◆ A facility where no fees are charged is preferable
- ◆ A large room that will accommodate the participants comfortably, with space for displays and the game board
- ◆ Separate meeting rooms for “learning centers” (also known as round robins)
- ◆ Adequate lighting, ventilation, and acoustics
- ◆ An adequate number of electrical outlets for staff presentations—especially for the “Training Technology” session
- ◆ Coatroom facilities, if needed
- ◆ Food service, if meals are to be included (How and where will meals be served? Cost? Bring your own lunch? Avoid “going out”; some participants may be late getting back.)

Room Arrangement

Review [Session 6: Arrangements](#) to determine the ideal setup for the room. It is particularly important that participants be seated at tables in groups of 5 or 6, with an unobstructed view of the presentation area and screens. Be sure to follow the ideal room set-up as closely as possible.

Budget

Prepare a preliminary budget during the conference planning stages. The budget should include food service costs, if any, materials, handouts, facility rental, refreshments, and recognition items. The council training committee, the professional staff adviser, or the Scout executive should review and approve the conference budget.

To continue, scroll down or follow one of these links:

[Conference Materials](#)

[Contents](#)

PLANNING CALENDAR

Action to be taken	Days Prior to Course	Month and Date	Person Responsible	Check When Complete
Select conference chair and staff	120	_____	Council committees	_____
Select location and date	90	_____	_____	_____
Invite staff to serve	90	_____	Conference chair	_____
Determine need for trainers; recruit as needed	90	_____	District committees	_____
Determine which trainers need training; submit list	80	_____	District committees	_____
Staff planning meeting	70	_____	Conference chair	_____
Complete invitation list	60	_____	_____	_____
Order supplies and materials	45	_____	_____	_____
Send invitations to potential participants	45	_____	_____	_____
Continue staff training; check assignments	40	_____	Conference chair	_____
Follow up on invitations	30	_____	_____	_____
Final check on arrangements, materials, equipment, and facilities	15	_____	_____	_____
Final check on registration; who's coming?	10	_____	_____	_____
Final staff check	10	_____	_____	_____
Conduct conference	0	_____	_____	_____
Evaluate conference	+1	_____	Conference chair and staff	_____
Send thank-you letters	+1	_____	_____	_____

CONFERENCE SCHEDULE

Time	Topic	Minutes
8:00–8:30	Registration and Gathering Period	30
8:30–8:45	Opening	15
8:45–9:15	Why and How We Train Leaders	30
9:15–10:00	How Adults Learn	45
10:00-10:15	Break	15
10:15-10:45	Communication	30
10:45-11:10	Characteristics of a Good Trainer	25
11:10-11:45	Planning	35
11:45-12:30	Lunch	45
12:30-12:45	Arrangements	15
12:45-12:55	Training Technology	10
1:00 -1:20	Learning Center period	20
1:24 -1:44	Learning Center period	20
1:48- 2:08	Learning Center period	20
2:12-2:32	Learning Center period	20
2:35-2:45	Wrap-up	10
2:45-3:00	Break	15
3:00-4:00	Training Methods	60
4:00-4:15	Puttin' the Pizzazz in Training	15
4:15-4:30	Closing Period	15

STAFF ASSIGNMENTS

Assignment	Assigned To	Backup	Notes
Before the course	_____	_____	_____
Physical Arrangements	_____	_____	_____
Exhibits	_____	_____	_____
Game Setup	_____	_____	_____
Last-minute checklist	_____	_____	_____
Registration and Gathering Period			
Welcome	_____	_____	_____
Registration	_____	_____	_____
Pre-opening Activity	_____	_____	_____
Opening Period	_____	_____	_____
Lunch Arrangements	_____	_____	_____
Sessions			
Why and How We Train Leaders	_____	_____	_____
How Adults Learn	_____	_____	_____
Communication	_____	_____	_____
Characteristics of a Good Trainer	_____	_____	_____
Planning	_____	_____	_____
Arrangements	_____	_____	_____
Training Technology	_____	_____	_____
Introduction	_____	_____	_____
Flip Charts and Posters	_____	_____	_____
Felt Board	_____	_____	_____
Chalkboard/Whiteboard	_____	_____	_____
Computer Presentations, Video, and Overheads	_____	_____	_____
Training Methods	_____	_____	_____
Pizzazz	_____	_____	_____
Closing	_____	_____	_____