

**PLANNING A
YOUNG
LEADER
TRAINING
WEEKEND**



scouts.org.uk/youngleaders

Spending time away as a unit helps to build personal development and encourage teamwork. It is a great opportunity for Young Leaders to talk, share games, skills and get to know both the adult leaders and other Young Leaders.

You will need to have a Nights Away permit holder on site and complete a Nights Away Notification form (NAN).

THINGS TO THINK ABOUT WHEN PLANNING THE WEEKEND

DATES

- Don't plan a weekend during exam or revision time – typically April to June, but check locally as there may be other dates too.
- Try to avoid major sporting events, festivals and religious days.
- Consider other needs such as religious observance days and times or periods of fasting.
- October or March tend to be better months, but discuss options with unit members.
- Remember to include lead times for bookings and staff diaries along with cut off dates for catering and payment of venue.

ACCOMMODATION AND BUDGET

Budgets will vary depending on the type of weekend you have planned. Camping keeps costs low but you may need to arrange for a building to accommodate training, eating or socialising, and make contingency plans for severe weather. Alternatively, you may choose dorm-style accommodation with meeting rooms to emphasise that the activity is a training weekend. If you book at an activity centre then don't forget to take advantage of activities and teambuilding exercises.

Many Districts and Counties include Young Leader training within their training budgets and may be able to contribute towards the costs of the weekend. Local funders or the Development Grants Board (DGB) at UKHQ may also be able to subsidise some of the costs. For more information visit <http://www.scouts.org.uk/supportresources/471/development-grants-board>

LOCATION

The chosen venue and accommodation for your training weekend should be easily accessible to all participants.

PROGRAMME

Devise a balanced programme that includes approximately four or five training modules and intersperse these with time allocated for mission setting, running activities and socialising. Ensure that

the schedule is practicable and that the pace is suitable for participants to maximise the benefits of the weekend. Sample schedules are provided at the end of this resource. Modules and activities can be altered to reflect the local needs of the Young Leader Unit.

OTHER CONSIDERATIONS

- What are the objectives of the weekend? Ensure that there is a clearly defined aim and a coherent programme of activities and training sessions to achieve this.
- Who will be staffing the weekend? You will need a team who are able to interact with young people aged 14 to 18. A typical staff team may break down as follows:
 - Administrator, responsible for bookings/record keeping
 - Team leader, to manage the weekend, run the schedule and look after everyone
 - Team assistants, to support participants during activities and free time
 - Trainers who are experienced in working with this age group to run training modules
 - Catering team, which could be a Scout Network or Scout Active Support Unit, or willing parents
- How many can you accommodate? Remember to include the staffing team in your calculations, and be aware that separate sleeping arrangements must be made for adults and Young Leaders.
- Who will supply food and drink? Menus should take dietary requirements into consideration, and meal times should be built into the schedule of the weekend. Perhaps you could ask your Young Leaders to plan the menu. Allocate a member of the staffing team to organise supplies. If participants will arrive for the weekend on Friday evening, then consider that they may not have eaten an evening meal.
- What equipment will you need? This will vary depending on your accommodation, but may include patrol tents and camping kit, and resources to run planned activities.

FOLLOWING UP

- Thank your staff team and the venue for their help and hospitality.
- Arrange a 'wash up' session with participants to get feedback on the programme and follow up on questions or queries that arise.
- Evaluate how the weekend went in order to make improvements next time. Focus on your successes as well as the things that didn't go so well.
- Update Young Leader records and present badges and certificates that participants have earned. Stay in regular contact with Young Leaders to ensure they work towards their set missions.

YOUNG LEADER TRAINING WEEKEND – SAMPLE SCHEDULES

WEEKEND PROGRAMME WITH ACTIVITIES

FRIDAY

18.45	Staff arrive	
19.00	Staff briefing – overview of weekend	
19.30	Young Leaders arrive Register the Young Leaders, give out name badges and explain the code of conduct for the weekend. Show the Young Leaders to their accommodation and let them unpack, or pitch tents if camping.	
20.30	Introduce Young Leaders to each other and the staff team. Play some icebreaker games to create a relaxed atmosphere if necessary. Module B – ‘Taking the lead’ <ul style="list-style-type: none"> • The role of the leader • Leadership styles • When to use particular leadership styles Objectives At the end of this module Young Leaders will be able to: <ul style="list-style-type: none"> • Undertake a leadership role within their chosen section with confidence • run programme activities as appropriate to their role • recognise and understand the different leadership styles • identify their personal preferred leadership style when running activities within their section • understand the evaluation process, the need for it and how to implement it as necessary. 	To incorporate role play
22.30	Supper. Outline the schedule for the following day	
23.00	Bed	

SATURDAY

08.00	All rise	
08.30	Breakfast Chores	
09.15	Daily briefing for the purpose of Young Leaders. Emphasise that the focus will be on issues raised in Module A, such as child protection, which will be revisited frequently throughout the weekend.	
09.30	<p>Module A – ‘Prepare for take off!’</p> <ul style="list-style-type: none"> • The Purpose and Method of The Scout Association • Child protection • Policy, Organisation and Rules (POR) • Activity rules and safety • Understanding the role of the Young Leader <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Explain the Purpose and Method of Scouting • explain how the child protection policy applies to them • recognise the importance of POR and be able to access the information contained within it • demonstrate an understanding of how POR affects their actions as a Young Leader • understand the importance of safe activity provision and complete a basic risk assessment • understand how the Young Leaders scheme works and how to access further training • state the role of a Young Leader within their chosen section. 	This session should include a short break from 11.00 to 11.20
12.30	Lunch	
12.45	Activities – eg high wire and archery	
15.15	<p>Module C – ‘That’s the way to do it!’</p> <ul style="list-style-type: none"> • Exploring different methods of training younger members <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand and talk about how young people learn effectively • demonstrate skills effectively • pass on skills to younger people • work effectively with small groups. 	
17.15	Plenary session reviewing the day’s events.	
18.00	Dinner	
19.15	<p>Module E – ‘Game on’</p> <ul style="list-style-type: none"> • Understanding the value of games • Appropriate games to run and when they should be played <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of games in the section meeting • identify when different types of games are needed and initiate them • explain and run different types of games. 	
22.00	Supper, drinks, free time	
23.00	Bed	

SUNDAY

08.00	All rise	
08.30	Breakfast Chores	
09.30	Activity – eg crate-stacking	
10.45	<p>Module I – ‘What did they say?’</p> <ul style="list-style-type: none"> • Importance of good communication • Listening to young people’s views • Open channels between young people and the leadership team <p>Objectives At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of effective communication between leaders and young people • listen effectively to others • communicate effectively with others • understand the decision making structure within the section • understand how Young Leaders can take part in section decision-making. 	
12.45	Lunch	
14.00	Activity – eg water polo	
15.15	<p>Completing Mission 1</p> <p>Objectives At the end of this session Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Decide which section they wish to be involved in • Contact the section leader through the details provided • Understand the requirements of Mission 1 • Share experiences with an allocated buddy • Talk to a supporter – a nominated leader who will follow their progress and help them with any problems. 	
16.00	Strike camp/clear away	
16.30	Presentation of Young Leader badges	
17.00	Young Leaders depart	

WEEKEND PROGRAMME

FRIDAY

18.45	Staff arrive	
19.00	Staff briefing – overview of weekend	
19.30	<p>Young Leaders arrive</p> <p>Register the Young Leaders, give out name badges and explain the code of conduct for the weekend. Show the Young Leaders to their accommodation and let them unpack, or pitch tents if camping.</p>	
20.30	Introduce Young Leaders to each other and the staff team. Play some icebreaker games to create a relaxed atmosphere if necessary.	
21.00	<p>Wide game</p> <p>Split the group into two or four teams.</p>	
22.30	Outline the schedule for the following day	
23.00	Bed	

SATURDAY

08.00	All rise	
08.30	Breakfast Chores	
09.15	Daily briefing for the purpose of Young Leaders. Emphasise that the focus will be on issues raised in Module A, such as child protection, which will be revisited frequently throughout the weekend.	
09.30	<p>Module A – ‘Prepare for take off!’</p> <ul style="list-style-type: none"> • The Purpose and Method of The Scout Association • Child protection • Policy, Organisation and Rules (POR) • Activity rules and safety • Understanding the role of the Young Leader <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Explain the Purpose and Method of Scouting • explain how the child protection policy applies to them • recognise the importance of POR and be able to access the information contained within it • demonstrate an understanding of how POR affects their actions as a Young Leader • understand the importance of safe activity provision and complete a basic risk assessment • understand how the Young Leaders scheme works and how to access further training • state the role of a Young Leader within their chosen section. 	This session should include a short break from 11.00 to 11.20
12.30	<p>Module B – ‘Taking the lead’</p> <ul style="list-style-type: none"> • The role of the leader • Leadership styles • When to use particular leadership styles <p>Objectives</p> <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Undertake a leadership role within their chosen section with confidence • run programme activities as appropriate to their role • recognise and understand the different leadership styles • identify their personal preferred leadership style when running activities within their section • understand the evaluation process, the need for it and how to implement it as necessary. <p>Lunch</p> <p>If facilities permit, the Young Leaders should now try out the different leadership styles in order to organise the group as they cook lunch.</p>	This session should also include about 30 minutes of free time
15.30	<p>Module C – ‘That’s the way to do it!’</p> <ul style="list-style-type: none"> • Exploring different methods of training younger members <p>At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand and talk about how young people learn effectively • demonstrate skills effectively • pass on skills to younger people • work effectively with small groups. 	
17.30	Plenary session reviewing the day’s events.	

18.00	Dinner Cooked for the participants	
19.00	Campfire/Game Reinforce issues including child protection from Modules A, B and C. This time could also be used to introduce Module E – Games	
22.00	Supper and hot drink	
23.00	Bed	

SUNDAY

08.00	All rise	
08.30	Breakfast Chores	
09.15	Module E – ‘Game on’ <ul style="list-style-type: none"> • Understanding the value of games • Appropriate games to run and when they should be played <p>Objectives At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of games in the section meeting • identify when different types of games are needed and initiate them • explain and run different types of games. 	This session should include a break from 10.30 to 10.45
12.00	Lunch Cooked for the participants	
12.30	Module I – ‘What did they say?’ <ul style="list-style-type: none"> • Importance of good communication • Listening to young people’s views • Open channels between young people and the leadership team <p>Objectives At the end of this module Young Leaders will be able to:</p> <ul style="list-style-type: none"> • Understand the importance of effective communication between leaders and young people • listen effectively to others • communicate effectively with others • understand the decision making structure within the section • understand how Young Leaders can take part in section decision-making. 	
14.30	Short break	
14.45	Completing Mission 1 Objectives At the end of this session Young Leaders will be able to:	
	<ul style="list-style-type: none"> • Decide which section they wish to be involved in • Contact the section leader through the details provided • Understand the requirements of Mission 1 • Share experiences with an allocated buddy • Talk to a supporter – a nominated leader who will follow their progress and help them with any problems. 	
15.30	Strike camp/clear away	
16.00	Presentation of Young Leader badges	
16.30	Young Leaders depart	