

Name:	
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Aim:

To provide key information about your role, areas of responsibility and where you can find further information and support.

Topics covered:

- The responsibilities of the role
- The responsibilities of those you manage, support and work with
- The six areas of leadership and management in Scouting
- Further help and support
- Time management and task prioritisation
- Development
- Ensuring a quality programme
- Building and maintaining effective teams

Test yourself questions

<p>1. Can you name some of the key responsibilities of those you directly line manage, or support and work with?</p>	<p>3. Can you describe the responsibilities of your role in ensuring the provision of a quality programme?</p>
<p>2. Can you explain what a couple of the leadership and management areas mean in practice?</p>	<p>4. Can you identify the six areas of leadership and management?</p>

Details of my experience:

Enter here the details of any recent experience you have gained on this topic. For example, if you attended a course, who ran the course? Where? When?

How is this module validated?

Discuss your understanding of your role, including specific role responsibilities, who you are responsible for, and who you are responsible to, with a Training Adviser.

In addition, you will need to complete two of the following (one that is relevant to all roles and one that is specific to your role):

- Outline the six areas of leadership and management and explain how you are incorporating at least two of the areas into your role.
- Explain how you manage your time effectively, giving examples of how you do this and methods that you use to keep on top of tasks and projects.
- Demonstrate where you can find further information and support for your role.
- Explain your role in creating the development plan for your Group, District or County and highlight why development planning is important.
- Outline the Group, District or County structure that you have put in place, giving examples of the role responsibilities that you have delegated to other team members, and discuss how this has helped you to manage the role
- Describe the responsibilities of your role in ensuring a quality programme and give examples of how you could resolve issues with the programme if you were to spot them.
- Outline how you support and manage teams in your Group, District or County, giving examples of how you do this.
- Describe the responsibilities of your role in ensuring a quality programme and give examples of how you fulfil these responsibilities
- Any other ideas subject to agreement with your Training Adviser.

I have chosen the following to validate this module:

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Signed by TA	
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