

Name:

**Aim:**

To understand the underlying functions required to work effectively as a member of an adult team.

**Topics covered:**

- Effective communication
- Listening skills
- Decision making structures
- Representing others

**Test yourself questions**

1. Can I describe some non-verbal forms of communication?

3. Can I explain how I can tell if someone is listening and understands what is being communicated?

2. Can I explain how decisions in Scouting are made locally?

4. Can I outline things that I should do when representing the views of others at meetings?

**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?**

To validate this module, you will need to complete **two** of the following:

- Represent others at a Scout meeting and report back on the decisions made and the reasons for them  
**Evidence you could use may include one or more of the following:** a discussion with your Training Adviser about how you represented others at a Scout meeting, a visit to a Scout meeting by your Training Adviser, a written or verbal report to your Training Adviser from an observer describing you representing others at a Scout meeting.
- Demonstrate how you have helped someone make decisions (without breaking confidentiality), including describing the techniques of effective listening and how these were applied  
**Evidence you could use may include one or more of the following:** a discussion with your Training Adviser about how you helped someone make decisions (including describing techniques of effective listening and how these were applied), notes from a meeting with a colleague where you have helped them make decisions (without breaking confidentiality)
- Demonstrate your ability to understand different aspects of verbal and non-verbal communication and implement appropriate responses  
**Evidence you could use may include one or more of the following:** a discussion with your Training Adviser about different aspects of verbal and non-verbal communication, a presentation of your own research on different aspects of verbal and non-verbal communication to your Training Adviser or another adult in Scouting
- 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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