

Name:	
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## Description

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

## This means:

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

## Test yourself questions

1. Can you describe how you communicate effectively with others?

2. Can you describe some non-verbal forms of communication?

3. Can you explain the value of good listening skills when working with others, and when using these is particularly important?

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

5. Can you explain how decisions are made locally?

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

Date completed		Signed by TA	
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## 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? What qualification (if any) did you get?

## How is this module validated?

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

1. Represent others at a Scout meeting and report back on the decisions made and the reasons for them
2. Demonstrate how they have helped someone make decisions (without breaking confidentiality), including describing the techniques of effective listening and how these were applied
3. Demonstrate your ability to understand different aspects of verbal and non-verbal communication and implement appropriate responses
4. Any other ideas subject to agreement with your Training Adviser

Task 1 -

Task 1 completed		Signed by TA	
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Task 2 -

Task 2 completed		Signed by TA	
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