

# LEADERSHIP AND MANAGEMENT TRAINING VALIDATION AREAS

## Managing Time and Personal Skills

<b>Learning Methods:</b> <ul style="list-style-type: none"> <li>Managing Time and Personal Skills Independent Learning</li> <li>Skills of Management Course</li> </ul> <p>More information on the learning methods can be found in the <a href="#"><u>Learning Opportunities for Leadership and Management Training</u></a>.</p>		<b>Topics covered:</b> <ul style="list-style-type: none"> <li>Being aware of your own skills and knowledge, identifying areas for development and having a plan to improve or develop in these areas.</li> <li>Tips and techniques for managing your time and the using the time you spend volunteering effectively.</li> </ul>	
<b>Check Your Knowledge</b>			
<b>Do I know...?</b> (Confidence rating: 1=Low, 5=High)	<b>Score</b>	<b>Do I know...?</b> (Confidence rating: 1=Low, 5=High)	<b>Score</b>
What my role entails and what my goals and targets are?		How to manage time effectively to keep a balance across work, life and Scouting?	
What The Scouts' strategic vision is?		How to use feedback from others to help me improve the way I carry out my role?	
What skills and knowledge I need to develop?		Where to go for up to date information of developments in Scouting?	
What the future requirements of my role are?		How to manage time effectively to keep a balance across work, life and Scouting?	
<b>Validation Criteria</b>			
To validate this module, you will need to complete the following:	Evidence you could use may include one or more of the following:	Requires Revalidation	Relevant Role
Provide your personalised role description in which you have agreed realistic goals and targets with your line manager for the	<ul style="list-style-type: none"> <li>A copy of your personalised role description</li> <li>A copy of your task plan showing plans, goals &amp; targets</li> </ul>	✓	All

Adult's Personal File for Managers and Supporters

development of local Scouting that work towards The Scouts' strategic objectives. Describing the process and how you came to agreement.	<ul style="list-style-type: none"> <li>• A discussion with your Training Adviser</li> </ul>		
Demonstrate and explain how you have considered the future requirements of your role, identified the skills and knowledge that you need to develop or improve and the steps you will follow to do so.	<ul style="list-style-type: none"> <li>• Discussion with your Training Adviser</li> <li>• Copy of your personal learning and development plan</li> </ul>	✓	All
Outline a number of tips and techniques useful for managing time effectively.	<ul style="list-style-type: none"> <li>• Discussion with your Training Adviser</li> <li>• Examples of tips and techniques used</li> </ul>	✗	All
Demonstrate and explain how you have reviewed how you use your time and identified possible improvements so that you can focus on the goals and priorities that you have agreed with your line manager.	<ul style="list-style-type: none"> <li>• A copy of your role description</li> <li>• A copy of your task plan showing plans, goals &amp; targets</li> <li>• Discussion with your Training Adviser</li> </ul>	✗	All
Give examples of how you have used feedback from others to improve the way you carry out your role.	<ul style="list-style-type: none"> <li>• Documentation showing the details of the feedback received and the actions you have taken</li> <li>• Discussion with your Training Adviser</li> </ul>	✗	All
Outline the ways in which you keep up to date with developments in Scouting generally.	<ul style="list-style-type: none"> <li>• Examples of resources and information uses</li> <li>• Discussion with your Training Adviser</li> </ul>	✗	All