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## COMMISSIONER TRAINING

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### FOCUS OF COMMISSIONER TRAINING

Scouting has changed over the 100 plus years it has been operating in the United States and unit needs continue to change at a rapid pace. Commissioners are working diligently to keep up with those changes.

The commissioner training curriculum works to keep the message of Unit Service consistent across all districts, and councils. This is important because many commissioners who begin their service as commissioners in one community may end their journey in another.

Commissioner training is very different from program leader training. Commissioners have a different set of training courses than program leaders because our focus as commissioners is different from that of program leaders. The training for program leaders focuses on delivering the promise of scouting to the youth through the scouting program, while commissioner training, on the other hand, focuses on ways to develop the program capability of a unit through building relationships with unit leaders and being a resource to them as they find ways to develop strength within the unit operation.

### WHO IS RESPONSIBLE FOR COMMISSIONER TRAINING?

Simply put, Commissioners are responsible for commissioner training!

Unlike other training for adult leaders, commissioner training is the responsibility of the Commissioner Corps at all levels (national, regional, area, council and district).

The national commissioner training program is established and implemented under the direction of the National Commissioner by the National Commissioner Support Staff and specifically The National Commissioner Support Staff Development Chair. Regional, area, council and district commissioners have the primary responsibility for the commissioner training program at their respective level based on the national commissioner training program requirements. It is highly recommended that these Commissioners utilize their respective assistant commissioners to administer their training programs.

### NATIONAL COMMISSIONER SUPPORT TEAM

The National Commissioner Support Staff Development Chair is responsible for the development and implementation of a standardized commissioner training program for all levels of commissioners. This person is the primary resource for administrative policies and procedures, curriculum and other training resources. Volunteers are selected from varying

levels of experienced commissioners around the nation to provide support in all phases of the development of commissioner training. The National Commissioner Support Staff Development Chair co-ordinates with the BSA's Scouting University to ensure that commissioner training is consistent with overall BSA policy and Learning Management objectives.

## REGIONAL COMMISSIONERS

Are responsible for ensuring the standardized national training materials are used within their region and they are responsible to administer an appropriate training program at the regional level for completing the basic training, on-boarding and continuing education of all area commissioners.

## AREA COMMISSIONERS

Are responsible for ensuring the standardized national training materials are used within their area and they are responsible to administer an appropriate training program at the area level for completing the basic training, on-boarding and continuing education of all council commissioners. It is highly recommended that each area assigns an assistant area commissioner for training.

## COUNCIL COMMISSIONERS

Are responsible for ensuring the standardized national training materials are used within their council and they are responsible to administer an appropriate training program at the council level for completing the basic training, on-boarding and continuing education of all district commissioners. It is highly recommended that each council assigns an assistant council commissioner for training.

## DISTRICT COMMISSIONERS

Are responsible for ensuring the standardized national training materials are used within their district and they are responsible to administer an appropriate training program at the district level for completing the basic training, on-boarding and continuing education of all assistant district commissioners (ADCs), unit commissioners (UCs), roundtable commissioners and their assistant roundtable commissioners (ARTCs). It is highly recommended that each district assign an assistant district commissioner for training.

Specific position descriptions for assistant area, council and district commissioners for training can be downloaded from the commissioner training pages at [Scouting.org](https://www.scouting.org).

## WHY WE TRAIN COMMISSIONERS

Everyone needs training for a new job. Even the greatest unit leaders in the world will probably not be good commissioners until they are trained.

Commissioner service is unique in that the commissioner does not direct—he or she can only offer to help. Successful commissioners establish a good relationship with those served. They act as friend, coach, mentor, and resource, and know where to get help when it is needed. Your responsibility is to help make unit commissioners successful. You provide the tools they need to fulfill their role.

## HOW WE TRAIN COMMISSIONERS

Commissioner training has the following elements:

1. Commissioner Position Specific Basic Training – On line or instructor led within 30 days
2. Completion of the onboarding progress record within 30 days
3. Continuing education (monthly and annually)

If a commissioner is not familiar with the Scouting movement, orientation modules are available. The orientation modules include:

- Aims and Methods of the BSA
- BSA Organizational Structure
- What is Cub Scouting?
- What is Boy Scouting?
- What is Venturing?
- What is Sea Scouting?
- What is Exploring?
- What is Learning for Life?

At the minimum, a commissioner new to the BSA should take the first two modules and then complete the modules for the types of units they will be serving. To get a more complete picture of the scouting programs all of them can be taken if so desired. If the new commissioner is experienced with the BSA, he/she can skip the orientation modules. Those modules are optional and are not part of the formal learning plan.

## COMMISSIONER POSITION SPECIFIC BASIC TRAINING

There are two ways in which a commissioner can receive the basic training they need to begin serving in their respective positions. The first method is delivered on line through **Scouting U's Learning Management System**. A commissioner will follow a prescribed learning plan for the position they are about to assume.

The modules are grouped into three learning plans for each Commissioner position:

- Complete before the first meeting
- Complete within the first 30 days in your commissioner role
- Complete to become “position trained”

Learning plans are a set of courses that explain the aspects of commissioner service and provide information about what you need to know as you develop in your role.

In addition, there is an onboarding worksheet that will be completed with a coach before Basic Training is complete. Training information can be found on the Commissioner Training page:

<https://www.scouting.org/commissioners/training/>

### **Commissioner Onboarding**

The final phase of Basic Training is to complete the onboarding worksheet working with coach. The onboarding worksheet is a set of 10 – 12 tasks that the coach and protégé will do together and can be completed in a short time frame. Some examples of the tasks are listed below.

With your coach:

- ✓ Be sure you are registered as a commissioner
- ✓ Create a personal my.scouting.org account (if you don't have one) then log in.
- ✓ Complete the Commissioner Basic training for your position
- ✓ Be sure to obtain the contact information of the administrative commissioners to whom you report
- ✓ Confirm the dates and location of all meetings that you are supposed to attend.

When these activities are complete, they are checked off on the interactive onboarding worksheet and submitted to the coach. Your training record will automatically be updated and you will be designated as “Trained” in Training Manager.

Copies of the on-boarding progress records can be downloaded from the Commissioner training page. <https://www.scouting.org/commissioners/training/>

### **Role of the Onboarding Coach**

The role of the coach is to form a relationship with the new commissioner to make them feel welcome and comfortable in their new role. The coach can be anyone designated by the district or council commissioner. Depending on the position, it may be the commissioner who recruited the them, an assistant district commissioner to whom they may report, the assistant district commissioner for training, the assistant council commissioner for training, any assistant council commissioner, or another unit commissioner or roundtable commissioner who is

considered well versed in their role. The decision lies with a district or council commissioner as to whom the coach should be.

The coach should be involved in completing all items in the onboarding worksheet. The items on the worksheet can be completed in any order. The coach and protégé are on their honor for completing the tasks and entering the information into the interactive onboarding worksheet. These items are considered critical for the success of a new commissioner.

### **Instructor Led Training**

Learners who prefer to complete their courses in a classroom environment can find course dates by contacting their local district or council commissioner staff. Instructor Lead Basic Training will still be available at: <https://www.scouting.org/commissioners/training/> . The student will still need to complete the onboarding worksheet with a coach and the training must then be entered with the proper training code in Training Manager in order for the commissioner to be considered trained.

### *Continuing Education*

Continuing Education provides a variety of learning experiences to add knowledge and current information useful to commissioners. It includes a short training topic **at every monthly district and council commissioner meeting**. Topics should be selected based on current learning needs. A session can be led by an appropriate commissioner, a professional, a member of a district or council committee, or even some talented person outside scouting.

An **annual council commissioner conference** or a **College of Commissioner Science** are great opportunities to directly influence the quality of training for commissioners.

An annual commissioners' conference is a high morale event with a wide variety of training topics related to unit service. It is also a time to learn about the latest Scouting developments and plans for the year ahead.

A College of Commissioner Science is the highest form of commissioner education available at the local level. A college is modeled after traditional college courses and degrees. A commissioner has the opportunity to earn a Bachelor's degree in Commissioner Science or Roundtable Science, a Masters of Commissioner Science, and Doctorate of Commissioner Science by attending the college and satisfying the prerequisites and requirements. They may also take courses as part of a continuing education program.

The purpose of the College of Commissioner Science is to provide ongoing practical training for all commissioners to allow them to better serve their units.

Learning is a lifetime activity. As commissioners, we must continually adjust our skills to provide a more valuable service to our units. Therefore, commissioners should view learning as an important part of their scouting lives—every month, every year.

The entire College of Commissioner Science curriculum along with the **Guide to Conducting a College of Commissioner Science** is available for download on the commissioner training page here: <https://www.scouting.org/commissioners/training/college/>

## NATIONAL LEVEL TRAINING

Each year, national level commissioner training is held at a variety of training locations, including the Philmont Training Center, Florida Sea Base, the Summit, and at Scouting U’s Westlake Campus. These training opportunities are led by a top-flight very experienced faculty and feature tools, techniques, discussions and idea sharing that enhance the abilities of all commissioners. Details and registration information can be found at <https://www.scouting.org/commissioners/training/national/>

## TRAINING ADMINISTRATION

Administrative commissioners now have an online tool to help them manage training for the commissioner staff. Training Manager is part of the my.Scouting suite of tools found at [www.my.scouting.org](http://www.my.scouting.org). All registered commissioners have access to this tool.

Training Manager allows commissioners to see the training status of the entire district and can drill down to select just the commissioner staff by position to view the training status of all registered commissioners in the district.

Upon selection of the Training Manager tool, the system will display a dashboard designed to



provide a quick look at the “Trained Leaders” and “Youth Protection Training” status for the organization. Registered commissioners will see the status for the entire district by default. From the Dashboard, select the Trained Leaders Report.

After selecting the icon that looks like a report, a list of all district personnel will appear.

Secure | https://my.scouting.org/mystrpt/webreport/output/?Method=GetReportPageByPageNumber&RequestCode=Previous&PageGUID=\_57W0QTF3T&ContextToken=A3A... ☆

**BOY SCOUTS OF AMERICA® Trained Leaders Status**

This roster information is to be used only for authorized purposes on behalf of the Boy Scouts of America. Disclosing, copying, or making any inappropriate use of this roster information is strictly prohibited.

Council: Greater Niagara Frontier Council 380  
 Organization Name: Polaris 04  
 Report Generated By: Darlene Sprague  
 Date Report Generated: 06/07/2018

Buttons: Summary Report, Export to CSV, Export to CSV (Minimum), Export to PDF

FILTER Group by: Org Structure REFRESH RELOAD

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Council	Service Area	District	Sub-District	Unit	Chartered Org Name	First Name	Middle Name	Last Name	Zip Code	MemberID	P
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Select the filter button. By filling in the selection boxes, the data will be displayed according to the selection criteria.

Report Prompt

Trained Leaders Status

SUBMIT

Parameters

Trained: All persons

Position Name Includes: Commissioner

Data Grouping:
 

- Disable Grouping
- Org Structure
- PositionName, Trained

Once the selection is made, a list of all registered commissioners will appear showing the training status of each commissioner in the district. Repeat the same process for each of the district's commissioner positions. From these reports you will be able to track the training status of the district commissioner staff.

On the Training Dashboard, there is also a navigation bar that contains an Add Training icon.



This method is used when commissioners receive their training in a classroom setting rather than through the on-line learning management system. To add a training record to a member or group of members in the selected organization, select the Add Training icon in the navigation bar.

The system will display a screen where you can select the Program, Course, and Date of the training course to be added. Select the program dropdown menu. Commissioner training is listed under “other” in the program selections.

Once a Program, Course, and Date is entered, the system will slide the Add Member bar to enter search criteria information. You may enter a Member ID or a member’s name. To search multiple names or Member IDs, separate by comma. Searching by name(s) or Member ID(s) will display member(s) that are within the selected BSA organization structure. As a registered commissioner, it will search the entire district.

Based on search criteria, the system will display list of name(s), if any, to select. Clicking on a name will move it to the Add Member screen. To move back and forth between the search list and Add Member screens, move your pointer past the blue Collapse bar near the center of the screen. **REMINDER:** A commissioner will not have the ability to update their own record.

## RESOURCES:

### Commissioner Training Page:

- <https://www.scouting.org/commissioners/training/>

### National Commissioner Training:

- <https://www.scouting.org/commissioners/training/national/>

### BSA Learn Center:

- <https://my.scouting.org/>

### Technology for Commissioners:

- <https://www.scouting.org/wp-content/uploads/2018/07/Technology-for-Commissioners-FINAL.pdf>

### Training Manager:

- [www.my.scouting.org](http://www.my.scouting.org)