

Program Planning Scouts



In the Scout Unit, planning is undertaken as a partnership between youth and adults with a goal of developing a program that includes

- ideas from the whole unit
- supporting the personal progression of all unit members
- being created by the Unit Council
- being supported along the way by adults.

There are six key steps in the program cycle:

Review>

1. Reviewing the success of the current program cycle (by Patrols)

Plan>

2. Gathering all the information that's happening in Scouting and the community
3. Listing the personal progression ideas of all Unit members (by Patrols)
4. Program planning (Unit Council)

Do>

5. Monitor the Program (Unit Council)

Review>

6. Ongoing Review

The SPICES



Challenge Areas



The Scout Method



Plan ▶
Do ▶
Review ▶

Review>

Step 1: Reviewing the last program cycle (By Patrols)

The Personal Review

We use the SPICES here!

It's important to learn how all members of the Unit are personally developing along their Scouting journey (achieving the Educational Objectives). The objectives are linked to the SPICES, so in patrols or small groups all Scouts should reflect on their personal development using the SPICES. There are a few options -

- Use the SPICES Review> Tool
 - » **This tool is to enable recording of information that will inform the Unit Council's review of the program cycle and the planning of the next program cycle. This can be found on <https://pr.scouts.com.au> with a wide range of resources**
- Use the SPICES Playing cards
 - » There are heaps of different ways these cards can be used. Check the pack for details or,
 - › Scouts select up to 6 cards each with questions to then answer individually. This should involve reflecting on their development in the most recent program cycle.
 - › The whole Patrol may choose to reflect on each question, or simply on the question cards they have randomly chosen.
 - › As the questions on the playing cards are answered, the Patrol Leader (or designated scribe) makes notes on the SPICES Review> Tool.
 - » Using the SPICES 'I' Statements
 - › Choose one or two of the SPICES covered in the program and then reflect on the I statement relevant for Scouts.



The Program Review

(by Patrols)

As a guide, Patrol reviews might take about 20 minutes - it is not a 5 minute process!

The challenge is to find out what went well, what elements of the Achievement Pathways have been completed or nearly there, and for each patrol member to reflect on their journey.

The Unit Council chooses a few key review questions for patrols to consider. The following questions can help:

Previous Program Cycle Review

- What to review?
 - » Is it the whole program since the last review, or is it a specific activity or event?
 - » Which SPICES were covered for the patrol members in the program cycle?
 - » Are there specific issues that are trying to be addressed in the review?
 - » Is it how people assisted and led the activities or, how teams worked together?
 - » Identify if reviewing the: activity, organisation or preparation, people involved, equipment.
 - » Focus on the bigger picture activities and events, not the one-off games.
- Questions could include
 - » What worked well?
 - » What didn't work well?
 - » When did people join in, have fun, learn lots or stay home because they thought it would be boring?
 - » How did attendance impact on the success of the program and activities?
 - » What personal development occurred in each of the SPICES throughout the duration of the program cycle?
 - » What were the highlights?
 - » What can be adapted for future activities and events?
 - » What goes on the list to do again one day and what goes in the bin?
- Who will lead the review?
 - » Patrol Leaders?
 - » Unit Leaders?
 - » What's the supporting role of adults?
 - » What preparation is required to ensure success?
- How will the review be documented?
 - » Butchers paper?
 - » Sheet/template?
 - » Electronically?
 - » Changing the routine keeps things interesting and everyone engaged!
 - » Consistent documentation across all patrols will make things easier for the Unit Council
- What gear is needed? This could include -
 - » Butchers paper
 - » Pens/markers
 - » Templates
 - » Devices
 - » Review questions and templates for patrols to use
 - » SPICES resources
- It's the first step to engaging everyone in the development of the program.
- Information is collated by the Unit or Patrol Leaders to then take to the Unit Council meeting.

Following the review, Patrol Leaders:

- Takes the notes and enter into the digital system
- Generates reports from the digital system for the Unit Council meeting
 - » If the digital system is not yet able to run these reports, Patrol Leaders should bring their notes to the next Unit Council
 - » It's okay to bring along the butcher's paper and share the work of their patrol



Plan>

Step 2: Gathering information

- The Unit Council gathers information on interesting Scouting/community, state or territory, national and international events/activities. This could be activity ideas for the whole unit, patrols or project patrols.
- List school & public holidays, exams (and other big school activities and events) and even when adult Leaders might be on leave. Anything that could impact on the success of the program.
- What are the key Group events that need supporting? (this could include progression, award presentations, camps, fundraising activities etc)
- Share the ideas with everyone
- Create a list of all of the best program ideas that everyone loved and the good ideas that hasn't been used yet!
- Most of this task will only need to be completed once for the year and then adapted as required.

Step 3: Coming up with new ideas (By Patrols)

Four weeks prior to the commencement of the new or next cycle:

Patrols (or small groups) normally complete this task when reviewing the last Program Cycle.

This task should take no more than 15 minutes. As Scouts get used to planning and developing ideas, they will come along prepared and ready to share.

This is an important task as it

- allows everyone to contribute to the development of the program
- ensures the personal progression needs are considered of all members
- finds out the individual interests of Scouts and the possibility of connecting Scouts from other sections with similar interests to create Project Patrols
- Individual goal setting
 - » Scouts set their goals for the next few months (doesn't have to be huge – just the stuff that they would like to do, achieve and maybe assist with or lead)
 - » Could be for the next milestone, the next program cycle, the next year
 - » It could relate to activities, or elements of their personal progression including the need to assist or lead an activity and achieving the Peak Award.
 - » This should be entered in the digital system by the individual or on templates until the new digital system is underway.

- New Program Cycle ideas generation
 - » There are heaps of ways to do this. It's all about the patrol coming up with a wide range of adventurous, fun, challenging and inclusive program ideas that fit under the headings of each Challenge Area. The Challenge Area tools provide ideas to assist thinking.
 - » Ideas could include games, activities, themes, camps or anything really! Sometimes the focus might be on one element, a few or all of them.
 - » The first step is to quickly reflect on all of the info that has been gathered. This will help decide the type of activities that need to be considered (and why)
 - » Ideas creation could occur by either -
 - › Brainstorming under one Challenge Area at a time
 - › Individuals brainstorm a heap of ideas and place under headings for each Challenge Area
 - › Patrol brainstorming with someone listing all of the ideas
 - › Ideas could be written on Post-It notes, butchers' paper, whiteboards...any writable surface! As long as the ideas can be taken to the unit council meeting
 - › Everyone needs to contribute suggestions
 - › Make sure names are next to ideas – this might help the Unit Council plan later, to create Project Patrols or, to celebrate the ideas creator after a great activity
- Patrol members then rate the ideas
 - » Vote on the best activities under each Challenge Area. This could be:
 - › by putting a number next to them,
 - › each scout gets to place 3 dots next to their top 3 activities,
 - › placing into priority order, or
 - › listing under headings like – Must Do, OK, No Way.
 - » Another option is to group similar ideas and fit them together into a possible program (like the Unit Council will do)
 - » Individuals identify if they want to participate, assist or lead any of the possible activities. It's important for the Patrol Leader to know the interest of the patrol so their interests can be shared with the Unit Council
 - » This process could identify a great idea that could become a Project Patrol or a Patrol Activity

Step 4: Program planning (Unit Council)

The Unit Leaders, Patrol Leaders, key adult leaders and other invited Scouts meet to plan the next program cycle. (Too many people will complicate the planning and it will take heaps longer to complete)

This might happen at a planning camp, as a day activity, with food provided or, in another room as the rest of the unit participates in the program

The Unit Leaders should lead this meeting.

If required, an adult will provide coaching before the meeting and then mentor during the planning.

Have a whiteboard, butchers' paper or, other big space to list all of the ideas gathered and to then map the program.

- It's important that everyone can see all of the ideas
- That ideas and activities can be moved around. If Post-It notes are used it is easy to move things around.
- That it's easy to document the planning at the end

Stage 1

Review all the general information gathered.

- This should include digital system generated information or, the information collected by Patrol Leaders, such as:
 - » What's been achieved
 - » What each individual Scout is working towards
 - › What have they done and/or achieved?
 - › Where are they headed in their personal progression journey?
 - › What are the goals they have set, are working towards, or would like to set?
 - › What actions need to be taken to support an individual's development/achievement?
 - › When is the next milestone review required?
 - » What progressions or part progressions have members made in the previous program cycle?
 - » Attendance and previous feedback
 - » What challenge areas and how many in the previous couple of program cycles have been done? (is there a balance?)
 - » What Project Patrols have been running and since when?
 - » What activities such as school camps are on
 - » What's not finished from the previous Program Cycle or ongoing Project Patrols

This information should now be used to assist planning. Use large sheets of paper or a whiteboard to list each week in the program cycle. Key info like holidays, special events etc can then be placed in position.

Stage 2

Group all patrol ideas under the Challenge Area headings

- Group similar ideas together so they don't create confusion – these might work better combined to make one night rather than multiple similar nights!
- Check the ratings provided by scouts to determine the popular activities. The Unit Council can also prioritise the activities (taking into consideration the needs of their patrol)
- Highlight the top ideas for each Challenge Area -are they practical and possible for this program cycle?

Patrol or Project Patrol activities

- Group together great ideas for patrol activities
- Put names of potential patrol members next to the activities and those who might assist and lead
- Are these patrols full or, can they be open to others?
- This information will also need to be considered next when the program is developed. Will these patrols meet in their own time or, will they achieve these projects during regular meeting times?

Stage 3

Create the next program cycle

Now you need the large sheets of paper or board to list your ideas under each week/weekend of the program cycle

- It's good to start with big activities – Place an idea for a camp or something that will take a few weeks to achieve up first so the program can be built around these key activities
- Add any themes
- Fill the rest of the program with the best ideas from the Challenge Areas
 - » Make sure the program is balanced across the Challenge Areas and the Scout Method
- Then add the detail like games, any special ceremonies, review time etc.
- Allocate responsibilities based on who wants to assist and lead the activities
- Adults could be added as mentors to support each night, specific activities or, to the people leading each part of the program



Stage 4

Adding the detail

Break into smaller teams to add the 'big picture' detail to each part of the program

These teams will finish the planning by creating the plan

- Hopefully the person leading is there and can start leading. If not, how will you work with them to add details?
- What are the key goals of the activity/event/project?
- What gear will be needed?
- What else needs to be considered to share with the unit
- What planning needs to now happen to run the activity?
- Who will be involved in the activity/event/project? Is this a whole Unit activity? Is this a Unit Patrol activity? Is this a Project Patrol activity? Does this occur with other Sections/Units or Groups?

Finishing off

The Unit Council should now be proud that they have created a great program cycle.

If not present, tasks need to be allocated to unit members and everyone informed about the program.

How do you 'sell' the program to the unit so they think it is adventurous, fun, challenging and inclusive?

Share the completed program with the whole Unit.

Do>

Step 5: Monitor the program (Unit Council)

The Unit Council or Unit Leaders with assistance by adults need to assist everyone to make sure a successful program is delivered. This includes:

- If something isn't going to plan, change it!
- Ensure that everyone is prepared and ready to go.
- Give assistance as required.
- Monitoring of program development
 - » This may be the responsibility of both youth members and adults, and includes ensuring the weekly programs (and associated equipment) are prepared in advance of the event

Throughout the cycle, some members of the Unit, including the adults, will have specific tasks they need to complete. These may be:

- Patrol Leaders
 - » Monitor the progression of the members in their Unit Patrol
 - » Support Project Patrol members (if any) from their Unit Patrol

- Unit Leaders
 - » Support the Patrol Leaders
 - » Monitor the program cycle plan
 - » Allocate senior youth or adults to check in with Project Patrol members
 - » Monitor the overall progression of the Unit
 - » Be aware of future opportunities for members of the Unit
- Adults
 - » Monitor the overall plan
 - » Mentor and support the Unit Leaders
 - » Support the allocation of senior youth or adults to check on any Project Patrol members
 - » Mentor the Patrol Leaders, providing support where required
 - » Monitor the overall progression of the Unit
 - » Be aware of future opportunities for members of the Unit

Review>

Step 6: Ongoing Review

We review all of the time – it helps us learn and do a better job.

Reviewing should usually be simple and quick.

Check out the Plan>Do>Review> resources for heaps of great ideas on how to quickly and simply review an activity, a person leading or the whole program.

