Program Planning
Joey Scouts

In the Joey Scout Unit, planning is undertaken as a partnership between youth and adults with a goal of developing a program that includes
- Ideas generation and some planning by the whole unit
- Supporting the personal progression of all unit members
- Ideas are put into action with active support and direction from adults

There are seven key steps in the program cycle:

Review>
1. Reviewing the success of the current program cycle (by Unit)

Plan>
2. Gathering all the information that's happening in Scouting and the community
3. Listing the personal progression ideas of all Unit members
4. Program outline (Unit)
5. Program planning (adults)

Do>
6. Monitor the Program (adults with feedback from youth)

Review>
7. Ongoing Review

The SPICES

Challenge Areas

The Scout Method

Plan ▶
Do ▶
Review ▶

Review>
Step 1: Reviewing the last program cycle (the whole Unit)

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 groups all Joey 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'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,
    › Joey 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 group may choose to reflect on each question, or simply the individual may reflect on the question cards they have randomly chosen.
    › As the questions on the playing cards are answered, an adult 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 the Joey Scouts.

The Program Review
(by Patrols)
Patrol reviews should take about 10 minutes

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 adults choose 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?
  - » Were the activities better when more people came?
  - » In the program which activity meant the most to you?
  - » What were the other 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?
  - » How did you grow as a person? (prompt for adult Leader to ask about SPICES)

- Who will lead the review?
  - » Adult
  - » Youth member from an older section
  - » Older Joey Scout
  - » Parent
  - » What can we do to support the person leading the review as we prepare?

- How will the review be documented?
  - » Butchers paper?
  - » Sheet/template?
  - » Drawn or talked about
  - » Electronically
  - » Changing the routine keeps things interesting and everyone engaged!
  - » Consistent documentation will make things easier

- What gear is needed? This could include -
  - » Butchers paper
  - » Pens/markers
  - » Paint
  - » Templates
  - » Devices
  - » Review questions and templates
  - » SPICES resources

It's the first step to engaging everyone in the development of the program.
Information is collated to use with the Unit by the adults.
Following the review, adults:
- Takes the notes and enter into the digital system
- Generates reports from the digital system for the Unit
  - » Notes can be brought to the next planning session

Plan>
Step 2: Gathering information

- The adults gather 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 anything that could impact on the success of the program e.g. holidays, school camps and even when adult leaders might be away.
- 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 haven'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 (the Unit)

Four weeks prior to the commencement of the new or next cycle:
Patrols (or small groups) normally complete this task when doing #2 Reviewing the last Program Cycle.

This task should take no more than 10 minutes. As Joey 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 Joey Scouts and the possibility of Joey Scouts with similar interests to create Project Patrols

- Individual goal setting
  » Joey 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

- New Program Cycle ideas generation
  » There are heaps of ways to do this. It's all about the Unit 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 information that has been gathered. This will help decide the type of activities that need to be considered (and why)

- Idea 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 used by the Unit
  » Everyone needs to contribute suggestions
  » Make sure names are next to ideas – this might help the planning later by adults and potentially older Joey Scouts, to create Project Patrols or, to celebrate the idea creator after a great activity

- The Unit then rates the ideas
  » Vote on the best activities under each Challenge Area. This could be:
    › by putting a number next to them,
    › each Joey 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 cycle or night
  » The adults to know the interests of the Unit 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 Outline (Unit)

The Unit and adult leaders meet to outline the next program cycle.

This might happen at a section night, or as a day activity with food provided.

Older Joey Scouts may lead parts of this meeting.

If required, an adult will provide coaching throughout the meeting.

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 the Unit, 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 Achievement Pathway progressions or part progressions have members made in the previous program cycle?
  - » Attendance and previous feedback
  - » Do the Challenge Areas balance across this program cycle? How does the balance of Challenge Areas in this program cycle compare to previous?
  - » What Project Patrols have been running and since when?
  - » What activities such as school camps or holidays are happening
  - » 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 information like holidays, special events etc can then be placed in position.

Stage 2

Group all 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 Joey Scouts to determine the popular activities. The Unit can also prioritise the activities (taking into consideration the needs of the Unit)
- 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 – remember the Scout Method
- 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?

Step 5: Program Planning (adults)

The adult leaders meet to plan the detail of the next program cycle.

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
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
Create the next program cycle
Take the Program Outline that was created by the Unit and the adult leaders, and display this so that everyone can see.

You need 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 2
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 should now be proud that they have created a great program cycle.
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 6: Monitor the program (adults with feedback from youth)
The adults need to assist everyone to make sure a successful program is delivered. This includes -
- If something isn't going to plan, change it!
- Don't overload a few youth members with all of the assists or leads – remember it's about spreading the load and giving everyone the experience
- Supporting the Joey Scouts assisting or leading to adequately plan
- 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:
- Adults
  » Monitor the overall plan
  » Mentor and support the Joey Scouts
  » Have contingency plans in place to ensure the program still runs for the Unit
  » 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 7: 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.