Facilitated Hybrid Learning for Wood Badge Part 1 and Readiness Training

Blended courses, also known as hybrid courses, are learning opportunities where a portion of the traditional face-to-face (F2F) instructional time is replaced by web-based online learning. Facilitated learning is a process of helping people to explore, learn and change.

What we call a facilitated hybrid course combines all of the following three components:

1. web-based online course content
2. face-to-face (F2F) time
3. facilitated learning where information is shared and participants learn from everyone in the room, not only the person(s) at the front of the room

How are these courses structured?

Facilitated hybrid courses must be designed purposefully so that all three components complement each other. One of the outcomes in the training pillar of the Volunteer Support Strategy framework identifies that the "training quality is measured at each Scouts Canada accredited course". Specifically the outcome is that 60% of the participants strongly agree with the core quality statements of the evaluation form.

Facilitated learning is based on the premise of learner-focused where:

- Scouters interact with and learn from each other
- Scouters are actively involved
- Scouters can work/practice in an environment similar to that of the scouting environment
- the more responsibility the Scouter takes for his/her own learning, the more effective training will be
- we engage the Scout Method elements in the learning process

In order to deliver facilitated learning, many factors need to be addressed.

Training Content and Equipment

For consistency we use only the Scouts Canada online sessions. They are presented as issued from Scouts Canada (using the internet whenever possible) so the leaders get all the approved standard information.

If required topic outlines can be referenced in the relevant Course Training Standard (CTS).

Computers, whether each bring their own or one central one with a data projector is determined by level of internet.

Facilitators/Trainers

Ensuring the right person with the right skills, knowledge and attitude act as facilitators is important in successful delivery. Facilitators are not required to produce the traditional session plan or material. Their role is to help the participants understand the information delivered and ensure that the delivery method is learner-focused. They should be Scouters who are comfortable in addressing questions that are raised, be prepared to offer interactive activities to help the learning process and be familiar with the current policies of the organization.

Budget

What money do you need to be able to run the session(s)? What materials do you need to supply? In order to be competitive with the free online training, it is beneficial to keep costs to a minimum. Create a budget by identifying the possible expenses and calculate the registration fee accordingly.

Registration

Recruit a registrar to allow the course coordinator to manage the other responsibilities. How will you ensure Scouters attend the training if they have signed up? Do you charge a fee to entice a commitment? If so, do you collect it on the day or pre-register with payment? It costs nothing to opt out, but it may have a impact on your financial review. Expenses may be the same regardless of whether the participants attend or not.

Facility

If an Area/Group asks for the training they will probably want it at their location. Otherwise you may need to search to find a suitable site. Regardless, look for a venue that:

- is comfortable and in a good location with easy access to parking and entry
- has space for small group work/activities such as role play, games and ceremony demonstration
- has breakout areas for each section to work at their own pace
- has internet access with sufficient bandwidth to accommodate concurrent access for multiple devices
- has equipment where laptops may be set up and displayed
- kitchen facilities /outside space where desired

Food

Refreshments and/or snack should be provided during the session(s), so a place that has some kitchen facilities is a bonus. What do they have and do you have access to utilize it during the course? Do they have a coffee maker, tea pot etc? What about cups, spoons, and condiments?

You may be lucky enough to get someone (church group, group sponsor) to provide food, otherwise consider "brown bag", and allow the participants to bring their own. Going out for lunch can easily take 90 minutes out of your schedule—don't do it unless it's the only option.

Suggestion: Recruit someone to be the course QuarterMaster. Food, refreshments, equipment need to be considered. They can also do the provisioning and cleanup allowing the course leader to focus on other relevant items.

Marketing

How and when will you announce the course to your Area/Council? What methods will you utilize to reach the Scouters who may be interested in the training?

- Announce early to the Group Commissioners so they can talk it up with Scouters in their group
- Even if you do not have an exact date, knowing that a course is to be presented, is helpful when talking to potential leaders.
- Email directly to the Area/Group and the Scouters directly
- Post on Council/Area web pages

Which sections or what specific training options will be included? Ensure that the marketing of the course(s) are accurately described.

What Training are you planning to offer?

Typically the key sessions are:

- Readiness Training - Accessibility and Child and Youth Safety (CYS)
- Module 1 for all sections, and
- Modules 2–5 by section.

Depending on need and desire of the Group/Area, it is often simpler to offer modules 2–5 on one day or over two nights. Not everyone will need Accessibility, CYS or Module 1. They need to be completed, so many leaders welcome the opportunity to work on them as a group and they can be offered at a different time.

Sample agenda for a Friday night/Saturday course:

Friday	7:00	Registration
	7:15–8:15	CYS
	8:30–10:00	Accessibility
Saturday	8:00	Registration
	8:15–9:00	Module 1
	9:00–2:30 (allowing 1 hour for lunch)	Modules 2–5 by section
	2:30–4:30*	Question Time or Practical/Skills Training

* The F2F time can be extended depending on what skills or interactive activities the learners are willing/interested to explore. Alternatively, the F2F time can be implemented after each session which would enhance the learning experience. This session time should be learner-focused; learner-driver and performance-based. The activities should not be lecture style and focus on learning by doing.

Timing

Based on determined need, the timing of the course is flexible. Again, the scheduling is based on Scouters needs, so offering it early in the scouting year would be of interest to new leaders. With registration in the Spring, groups would be able to identify new leaders, and it is timely to complete the Readiness training so they can possibly attend spring and summer activities as long as they meet the guidelines of being a member.

Offering modules 2–5 in December or January will benefit Scouters who have completed the minimum requirements, but have not yet completed Wood Badge Part I.

Recognition and Evaluation

Once the course is complete, submitting the information to the person who will record the Scouters' records in myscouts.ca is important. Care must be taken to ensure that the registrant's information is accurate and reflects how the member's profile is in the system.

Are woggles issued at the course? Recognition for completing all 5 modules of the Wood Badge Part 1 course is the Wood Badge woggle. Local traditions may allow you to present the woggle once it has been earned.

Evaluating and recording courses are important to achieving one of our training outcomes and the evaluation can provide information for improvements in courses. The links are below for the resource documents:

http://www.scouts.ca/vstk/pdf/Training-Evaluation-Eng.pdf

http://www.scouts.ca/vstk/pdf/training/Record-of-Training-SC-In-Person-Courses.pdf

http://www.scouts.ca/vstk/pdf/training/CYS-record-of-training.pdf

http://www.scouts.ca/vstk/pdf/training/record-of-training-sc.pdf

Youth Leaders/Participants

If you have youth leaders or participants at the training course, you must follow the Volunteer Screening Policy including the requirement for "2 Scouter rule".

The elements of facilitated learning combined effectively with other training styles provide many of the benefits inherent in the methodology.

Communicate

To have a successful event, there is a saying "people don't know what they don't know".

- Communicate with the potential participants. Don't assume Scouters understand what you are trying to offer. Communicate what type of training it is, what they can expect to get out of the training.
- Communicate with the facilitators. Ensure there is adequate communication of your expectations. Hold at least two meetings whether in person, over skype, or on the phone to ensure that everyone has the same expectation and understanding of their roles.
- Communicate the course. Using one avenue of advertising will only go so far. Use a combination of pull and push advertising. Posting on the Council/Area website or an email that is forwarded to them is a push technique. Phoning them or having someone ask them is a pull technique. Both are beneficial in getting great turnout.

Summary Checklist

Task Item	Whose Taking Care of it?	Due When?	Check When Complete
Determine what sessions/courses you are offering			
Determine schedule and when to offer			
Determine type of facility required and book facility			
Determine what food you are offering			
Determine costs including recognition			
Create and submit budget			
Access safety measures			
Determine registration process			
Gather required training content and equipment			
Recruit facilitators/trainers and other resource people			
Determine how to market/advertise			
Ensure pre-course paperwork completed like welcome letter/email; list of participants distributed, etc.			
Determine evaluation and thank you methods			
Ensure post-course paperwork completed like submissions of names for entry in myscouts.ca			

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