

Personal Leader Adviser Log Book

Purpose of this Log Book

This Log Book is for use by those appointed as Personal Leader Advisers (PLA's) to record details; Leader details, including meeting etc. that are held between new Leaders to the Movement and you their Adviser.

The Log Book is also a tool for PLA's to use to help new Leaders plan training, keep meeting notes and action items from meetings etc.

This log book may also be used as evidence for a Certificate IV in Training & Assessment elective unit of competency 'Mentor in the Workplace'.

The role of the Personal Leader Adviser

The Personal Leader Adviser position is designed to foster enthusiasm and provide positive support for adults taking on new responsibilities. The role of adviser is a very important one in Scouting. It is widely recognised that a great deal of personal support is needed for a new Leader coming into the Movement. This is especially true until they have completed Basic Training and have been presented with their Certificate of Adult Leadership.

When you are appointed as a Personal Leader Adviser your role is that of an **adviser** (one who *indicates* direction and assists others to consider options). It is important that you do not act as a **trainer** (one who trains) or as a **superior** (one who *gives* direction).

Fundamental Principles

It is fundamental to the position that the Personal Leader Adviser's function and purpose is to enable Leaders to:

- (a) meet other Adults in Scouting and feel part of a team;
- (b) obtain necessary resource material and training information;
- (c) guide Leaders through Basic and Advanced Level training;
- (d) encourage and stimulate Leaders to make their own decisions based on fact and expectations;
- (e) stimulate a process of self-determination and self-help; and
- (f) encourage people to share their collective experience, to be aware of the needs and capabilities of others, to learn from others, and to think and act for themselves.

Appointment

Personal Leader Advisers are appointed for up to three years. They may be re-appointed for further periods by the Branch Chief Commissioner on the endorsement by the Branch Commissioner (Member Support) based on a nomination from the Region Commissioner (or equivalent position).

A Personal Leader Adviser will be allocated by the, Region or District Commissioner or nominee to Leaders undertaking training. This person should be an experienced and suitable Wood Badge Leader working in the same role. Another choice could be a member of the, Region, or District Staff.

Duties and Responsibilities of a Personal Leader Advisor

- (a) To promote leadership, motivation and loyalty to the Movement as a whole.
- (b) To encourage a belief in the development of all Adults in Scouting and the completion of the Wood Badge as the accepted standard of effective leadership in the Association.
- (c) To be responsible for encouraging all Leaders to progress through the full Wood Badge Program.
- (d) To be responsible for, or assist with, the assessment of Leaders in achieving and maintaining the standards set by the Association.
- (e) To organise Leaders to seek the formal training required for their role.
- (f) To maintain liaison with Leaders attending formal training courses and to support continuity.

The Personal Leader Adviser's role is to assist individuals assess their particular needs. The Personal Leader Adviser must therefore be familiar with all aspects of the Leader's role. It is the Personal Leader Adviser's responsibility to ensure the need is identified and met in an appropriate way. Leaders must not be left frustrated (in particular by a simple academic discussion of their problem) and without effective help.

The role of the Personal Leader Adviser is important to the support of the system within The Scout Association of Australia. Understanding of all aspects of the role and care in carrying out the duties will contribute much to the success of Scouting.

THE FIRST INTERVIEW

- 1 Consider inviting the Group Leader to the first interview. If this is not possible, make contact with the Group Leader to determine specific dates and meeting times for groups to enable new Leaders to complete Technical Training Tasks.
- 2 Create a great first impression - be organised.
- 3 Consider wearing your uniform to advise the new leader about it and acquiring one.
- 4 Have some photos and/or mementoes of some of your great Scouting times to share and assist in conversation.
- 5 Select a 'non-threatening' venue, e.g. the Den or someone's home.
- 6 Make the meeting friendly - meet over a drink or supper.
- 7 Limit the use of Scouting terms and abbreviations.
- 8 Follow a program for this first meeting, e.g.:
 - (a) introductions, share appropriate experiences;
 - (b) explain your Scouting role and your role as a personal leader Adviser (not one of testing, but for support and guidance);
 - (c) seek the reasons why the new Leader has joined the Movement;
 - (d) if a former Scout, indicate changes that have occurred, stressing that adult leadership is a position of responsibility;
 - (e) discuss uniform and where to acquire it;
 - (f) discuss the investiture of the new Leader;
 - (g) explain the Training Program and expectations of a new Leader;
 - (h) explain your role as a Personal Leader Adviser in assisting the Leader to gain a Wood Badge;
 - (i) discuss skills and knowledge the new leader brings and recognise this prior learning when considering In-Service Training and Technical Tasks;
 - (j) set Task Schedule for Basic and Advanced Training;
 - (k) question time;
 - (l) advise new Leader of your contact details; and
 - (m) set date, time and venue for the next meeting.

Leader Details

Leaders Name		Scouting Name	
Section		Primary Role	
Group Name		District	
Region		Branch	

Contact Details

Home		Work	
Mobile		Fax	
Email			

Group/District Contact Details

Group Leader's Name		Phone	
Email			
District Commissioners Name		Phone	
Email			

PLA Contact Record

Use the table below to keep a record of meetings with your mentee:

	Date	Meeting Type Forma/Informal/Visit	Meeting Location Home/Den/Other	Time
1				
2				
3				
4				
5				

Training Plan.

Use this plan to detail training courses for the trainee.

Course Type	Date	Location	Completed	Notes/Comments
Introduction to Scouting				
e-learning Basic Common Core				
e-learning Basic Sectional Techniques				
In-service Training				
Bush Walking (if required)				
Basic Face to Face Practical Supplement				
e-learning Advanced Common Core				
e-learning Advanced Sectional Techniques				
Wood Badge Project				
Advanced Face to Face Practical Supplement				
Wood Badge Evaluation				