

How to lead a session

Methods of Leadership communication



Broadcasting



Relaying



The Quiet Word

Organise	Structure	Presentation
<ul style="list-style-type: none"> • Determine session goals • Make sure you have your own facts straight! • Get help where you need it. • Always remember that only the effort needs to be perfect; the “show” doesn’t always have to be. <p>First rule of presentations: “Preparation brings confidence”</p>	<ul style="list-style-type: none"> • Clear, sensible sequence to your session. • Keep within the time limit. • Match the delivery method to your task. • Rehearse! <ul style="list-style-type: none"> - alone; - with a trusted friend <p>2nd rule of presentations: “Preparation brings success”</p>	<ul style="list-style-type: none"> • Be honest • Be humble • Be serious • Be clear in your speech • Be moderate in your speed • Be aware of the time • Be conscious of the audience falling asleep.... That’s your cue to do something dramatic! • Be prepared <p>3rd rule of presentations: “Good preparation can make up for bad showmanship, but not the other way around.”</p>

BASE SYSTEM

1. WHAT IS BASE SYSTEM?

- 1.1 A training method in which the participants, usually divided into a number of small groups (6 to 8 persons), visit a series of bases or places, spending a limited period at each.
- 1.2 By having as many bases as groups, it is possible for the groups to move from base to base without pause. At each base there is a short training session.
- 1.3 The training sessions for the bases are normally chosen as to provide accumulative training in a particular aspect of skill training. Practical activities such as rope work, campcraft, map & compass exercise and demonstration of proficiency badges.
- 1.4 For example a series of four bases on Rope work viz.:
 - 1.4.1 Base 1 - Care & Maintenance of Rope.
 - 1.4.2 Base 2 - Diagonal & Square Lashings.
 - 1.4.3 Base 3 - Sheer & Figure of Eight Lashings.
 - 1.4.4 Base 4 - Anchorage & Guylines.
- 1.5 The method usually used at each base however is of the demonstration type.

2. OTHER SKILLS TRAINING BY BASE SYSTEM

- 2.1 Base system is a good method to use in the training of the skills required in the Progress Standard schemes and in some of the proficiency Badge Schemes.

3. ADVANTAGES OF BASE SYSTEM

- 3.1 A comparatively small group of participants can observe closely at the subject being demonstrated and therefore they receive a personal experience.
- 3.2 The burden of demonstration and instruction is shared by several leaders.
- 3.3 Because the group is small, there is more personal contact between the leaders and the boys.
- 3.4 More individual attention can be given to the slower ones.

BASE SYSTEM

4. LIMITATION OF BASE SYSTEM

- 4.1 It is not a good method to be used for any session that has an inspiration content (e.g. The Scout Promise & Law, History and Purpose of Scouting).
- 4.2 It needs ample space for the bases to operate.
- 4.3 It needs capable manpower to operate the bases.
- 4.4 It requires sufficient equipment for the bases.

5. PREPARATION, ARRANGEMENT & REQUIREMENTS

- 5.1 Bases must be set up in advance and must be clearly marked.
- 5.2 Bases must be properly equipped.
- 5.3 Any exhibit must be sensible, interesting and practical.
- 5.5 Each base must have an instructor. The instructor must be cleared of their own base.
- 5.6 Objectives must be shared at individual base.
- 5.6 Movement from base to base must be properly arranged (clockwise direction) and must be done smartly and good order.
- 5.7 Signals for “stop work” and “move on” should be clearly understood by the participants and the leaders of the bases.
- 5.8 Bases should be within reasonable distance apart but out of “voice sound range” to prevent any undue distraction.

6. CONCLUSION

- 6.1 After all the bases have been visited by the boys, reassemble them to see if they have any general questions.