



Session Length: 45 Minutes

Through this session, you will:

Explain **What will you explain to the guests? **

Demonstrate **What will you demonstrate to the guests? **

Guide **What will you guide the guests to do? **

Enable **What will you enable the guests to do? **

Learning Outcomes: [create a brief list of what participants should take away with them]

- Outcome 1 Understand the 4 Key Skills of Communication.
- Outcome 2 Understand the Forms of Effective Communication and their relationship to delivering the message in a positive and motivating way
- Outcome 3, 7 Es that will help Lodge Officers to create a motivating environment where all lodge members can feel engagement in the Lodge goals, plans, and vision to achieve JTE objectives.

Theme Connection:

Effective Communication can build an environment within the lodge where everyone can understand the lodge mission and vision and Determine Their Destiny in meeting the goals of JTE to utilize to grow their lodge and to have the vision plan where all members can be encouraged and led by the Officers to achieve their vision.

Required Materials: [tailor specifically for this session after the syllabus is done, e.g. handouts, flipcharts, projector, screen]

- **Resource 1 Handout of selected slides from PowerPoint presentation for note taking.
- **Resource 2, Ability in the training room to project a PowerPoint presentation for this topic along with audio support for playing two YouTube video links which will be imbedded in the PowerPoint presentation to provide visual form of communications.
- Handout with selected slides from the Session PowerPoint Presentation.



**Insert Cell

Insert Session Name



Name**

TRAINER PREPARATION

LCT is preparing all 3 session outlines and will train each trainer for the sessions prior to NOAC. He will be coaching them on each session presentation and the PowerPoint presentations will be the guide outline for each to use in each session. The Staff Trainer will be the trainer for this Session. There is a theme which will run through all these sessions about the need for effective communication to the success of positive communication to the success of positive motivation of Lodge Officers to achieve the goals and objectives planned for their Lodge during their operating year.

Session Narrative

Introduction

5 minutes

Introduce Staff Trainer, handout note taking handout, and introduce topic with use of a lead-in PowerPoint presentation. Define Success and Motivation and tie into the theme for all 3 Lesson sessions how Communication is a critical skill to increase individual motivation and engagement for lodge members to follow the lead of the Current Officer group for the Lodge. Also will stress in the Introduction how the success of the Officer group to increase the motivation and buy-in of current lodge members is important to the present success of the Lodge in meeting the goals of JTE.

First topic

13 minutes

4 Key Skills of Communication

- 1) How well do you assess?
- 2) How well do you build a message plan?
- 3) How well do you document?
- 4) How well do you deliver?

Show YouTube video entitled The 4 skills of communication followed up with PowerPoint slides and open discussion with group, capturing items on the flip chart.

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Show PowerPoint Presentation slides tied to this Objective and involve audience in Participant Involvement by open ended questions to share their thoughts on these topics such as success stories where they may have used these talents to improve their Lodge success.

Second topic

10 minutes

Forms of communication

- 1) verbal
- 2) non-verbal
- 3) written
- 4) visual

Staff Trainer to Show YouTube presentation with imbedded link in PowerPoint Presentation entitled Forms of Communication. Followed by audience discussion of the 4 points and discussion of success stories from participants in utilizing any of these forms to improve and bring about more engagement from lodge members in their efforts to achieve JTE goals.

Third topic

10 minutes

The Seven Es that Leaders must strive to develop in themselves to help increase successful motivation in the Lodge and how they are dependent on effective communication.

The Seven Es are:

- 1) Engage
- 2) Evaluate
- 3) Encourage
- 4) Educate
- 5) Exemplify
- 6) Empathize
- 7) Elevate

Takeaway Challenge

5 minutes

Please take out your note handout and pen. For the final three minutes, think about the role that you will be playing next year in the OA, or the role you hope to play. Write down three key ideas related to this session that you could help improve the way your chapter or lodge works / budgets /

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plans programs [something appropriate for your session]. During your break time later today, share these with others in your chapter or lodge.

Appendix: Resources and Source Material

[Insert materials as appropriate, for example:]

- 2012 Guide for Officers and Advisers, available online at <http://www.oa-bsa.org/pages/content/publications#goa>
- Chapter Journey to Excellence Workbook, available online at <http://www.oa-bsa.org/pages/content/printable-forms>