

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA

24 March 2015

NATIONAL OFFICE MEMORANDUM

No. 23

Series of 2015

TO : REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVE AND OFFICERS-IN-CHARGE

SUBJECT : ASIA PACIFIC REGIONAL COURSE FOR LEADER TRAINERS

1. In line with the new thrust of the National Training Commission and the Adults in Scouting Committee to give more learning opportunities and personal development training to all Adults in Scouting and further capacitate the ranks of our National Training Team, the Boy Scouts of the Philippines is pleased to announce its support to the Asia-Pacific Region to organize qualified Trainers to participate in the upcoming **Asia-Pacific Regional Course for Leader Trainers (APR-CLT)** on **26 October to 1 November 2015** at the Korea Scout Association (KSA) National Training Centre, 107-62 Seosamneung-gil, Deogyang-gu, Goyang-si, Gyeonggi-do, Korea 412-030.
2. This training course is an auxiliary event to the 25th Asia-Pacific Regional Scout Conference pursuant to the **APR Circular No. 19, series of 2014**. The course aims to train aspiring and potential Assistant Leader Trainers (ALTs) in their management and leadership roles and responsibilities and be able to help contribute in the development of Adult Leader Training in the BSP.
3. Interested participants must have an **"active"** status in serving training courses at the council, region and or at the national level; duly recognized as full-pledge **Assistant Leader Trainer (holding three beads)** for at least 2 years; currently registered at the Local Council; be able to communicate well in both spoken and written English; must have a recommendation from the Local Council and or the Regional Office; and be willing to commit to serve in future training courses of the BSP after attending the CLT.
4. The **Course Registration Fee is \$150.00** USD per participant to cover course kit and materials, inland transportation, accommodation (check-in on 25 October and check-out on 2 November 2015), meals (from dinner on 25 October to breakfast on 2 November 2015), educational tour and course documents.
5. Course Fee and other related expenses that maybe incurred in connection with this training course is chargeable against MOOE and other appropriate local funds subject to its availability and the usual government accounting and auditing rules and regulations.
6. The course registration shall be on **"first-come and first-serve"** basis due to limited number of slots for all NSOs/NSAs in the Asia-Pacific Region.
7. Endorsement from the Local level shall reach the National Office, BSP c/o PARD-FOD on or before **30 June 2015** together with duly accomplished **2015 APR-CLT Reply Slip** herewith attached for your easy reference.
8. Participants shall be responsible for their own airfare ticket arrangement and documentation requirements to obtain their Korean Visa after the confirmation of participation from the National Office, BSP.
9. National Office, BSP reserves the right to approved/disapproved official endorsement of any interested applicants based on existing policies and applicable rules and regulations.
10. For your information, wide dissemination and appropriate action.


WENDEL E. AVISADO
SVP and Acting Secretary General

ASIA-PACIFIC REGIONAL COURSE FOR LEADER TRAINERS

KSA National Training Centre,
107-62 Seosamneung-gil, Deogyang-gu,
Goyang-si, Gyeonggi-do, KOREA 412-030
26 October - 1 November 2015

REPLY SLIP

NSO	
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Our NSO is nominating the following Assistant Leader Trainers in priority order, to participate in the APR Course for Leader Trainers. We certify that they are qualified to attend as per our National Training Scheme. Travel itinerary will follow later.

	Full Name	Age	Date CALT attended	Date of ALT Appointment /Hon'ble Charge	Personal Email Address (not NSO)	Any Dietary Restriction	Will attend 25 th APR Conference [Y/N]
1.	_____	____	_____	_____	_____	_____	_____
2.	_____	____	_____	_____	_____	_____	_____
3.	_____	____	_____	_____	_____	_____	_____
4.	_____	____	_____	_____	_____	_____	_____

NOTE:

- Each candidate needs to attach: copy of [1] CALT participation certificate, [2] ALT Appointment Certificate, and [3] List of duties undertaken after receiving hon'ble charge/appointment as ALT.
- Please send the passport details of candidate(s) ahead of time, so that Korea Scout Association can issue the invitation letter for visa application purposes.
- If your participant/s does not have a personal email address, please require him/her to create one and send us for easy communication in due course.
- Participant of the Course who will attend the 25th APR Scout Conference needs to complete separate registration form for the Conference.

Please send this Reply Slip **not later than 30 June 2015** to:

Mr. J. Rizal C. Pangilinan

Regional Director, World Scout Bureau/APR
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Tel No: +63 2 818 0984
Fax No: +63 2 819 0093
Email: asia-pacific@scout.org

Mr. Andy Suh Yong Chung

Course Coordinator, APR CLT 2015
Korea Scout Association
Yeouido, P.O.Box 280, Seoul150-914, Korea
Tel No: +82 2 6335 2000
Fax No: +82 2 6335 2020 / 784 1625
Email: international@scout.or.kr
andy437@scout.or.kr

Signature: _____

Printed Name: _____

Position: _____

Date: _____



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**World Scout Bureau, Asia-Pacific Regional Office
Bureau Mondial du Scoutisme, Bureau Régional Asie-Pacifique**

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Circular No. 19, series of 2014

To: Chief Commissioners
International Commissioners
Chief Scout Executives

05 November 2014

Asia-Pacific Regional Course for Leader Trainers – Korea

Dear Colleagues,

Greetings from Asia-Pacific Regional Office!



We are pleased to inform you that in conjunction with the forthcoming 25th Asia-Pacific Regional Scout Conference in November 2015, the Asia-Pacific Region is organizing the Asia-Pacific Regional Course for Leader Trainers (APR CLT) as an ancillary event to the said conference. The purpose of having the regional CLT just prior to the conference is to provide participants the opportunity to attend the conference after the course. Therefore, NSOs are encouraged to include their CLT participants in the country delegation to the conference, either as delegate or observer. It would be a rare occasion for aspiring/potential Leader Trainers to attend the only Course for Leader Trainers with regional status that is organized just prior to every Regional Conference.

Since the course participation is limited to a maximum of 50 participants, NSOs are requested to nominate their candidates well ahead of time to ensure the possibility of their participation by nominating 2-3 candidates per NSO. However, NSOs may also send in their reserved candidates, on priority basis, subject to the availability after the closing date.

The preliminary information of this APR CLT is as follows:

Date: 26 October 2015 - 1 November 2015

Participants should arrive 25 October 2015 and may leave on 2 November 2015 if not attending the 25th APR Scout Conference

Venue: KSA National Training Centre,
107-62 Seosamneung-gil, Deogyang-gu,
Goyang-si, Gyeonggi-do, KOREA 412-030

Eligibility of participants: The selected participant(s) should:

- be an active, recognized serving Assistant Leader Trainer (holding three beads) for at least 2 years in his/her NSO
- be able to speak and write well in English
- be recommended by their respective NTC and endorsed by NSO
- be willing to commit to contribute in adult training course in their respective NSO for two years or more after attending the CLT

Registration Fee: US\$150.00 per participant

The fee includes course kit and materials, inland transportation, accommodation (check-in on 25 October and check-out on 2 November 2015), meals (dinner on 25 October to breakfast on 2 November), educational tour and course documents.

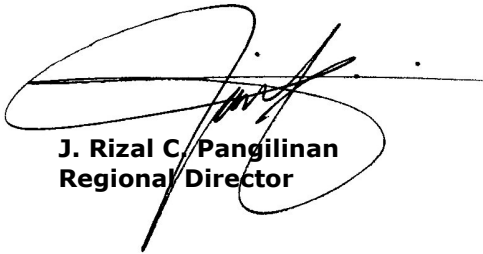
Course participants/staff who will attend the 25th Asia-Pacific Conference shall register separately for the conference and pay the conference registration through their National Scout Organization.

Please complete the attached Reply Slip and send it to the World Scout Bureau, Asia-Pacific Regional Office **not later than 30 June 2015**, with a copy to Korea Scout Association.

Looking forward for your NSO's representation/participation in this Regional Course.

With best regards.

Yours in Scouting,



J. Rizal C. Pangilinan
Regional Director

Attachments:

- APR CLT 2015 Reply Slip
- Draft Program Schedule

APR COURSE FOR LEADER TRAINERS
KSA National Scout Training Centre, Seosamneung-gil, Gyeonggi-do, Korea
26 Oct - 1 November 2015

PROGRAM SCHEDULE

as of 5 Nov. 2014

Time	26 Oct 15 – Monday	27 Oct 15 - Tuesday	28 Oct 15 - Wednesday	29 Oct 15- Thursday	30 Oct 15 - Friday	31 Oct 15 - Saturday	1 Nov 15 - Sunday	
0745 - 0800		Morning Assembly						
0800 - 0900	Registration	1.4 Youth Programme - Review & Update - Needs of Young People - Relevance of the Youth Programme - Keeping Scouts Safe from Harm	1.6 Leader Training Schemes - Review of NSO Training Scheme & Sharing from International Participants	2.2 Session Preparation Reviewing session plan -Taxonomy of Educational Objectives -Developing Session Guides	2.3.2 Training Methods cont... - Action-Centered Learning - Competency-Based Model - Self-Instructional Manual	5.2 Facilitation - Facilitation skill	5.3 Managing Learning - Learning Opportunities	
0900 - 1000	INTEGRATION							
1000 - 1030		Tea Break						
1030 - 1130	Participants' Expectations Course Aim & Objectives	2.5 Course Design The Critical Events Model (CEM) / The ADDIE Model	3.1 Adult Learning - Adult Learning principles - Learning Principles exercises	4.1 Leadership theories - Historical Development of leadership Theories - Transactional & Transformational - Leadership Exercises	Educational Tour	2.4 Course Management Managing Advanced Training Course: - Before - During - After	Action Plan	
1130 – 1215	1.1 Purpose, Fundamental Principles & the Scout Method -Reflection on essential Characteristics of Scouting	4.3 Gender - Gender Issues					Open Session Course Evaluation	
1215 – 1400		Lunch/Prayer						
1400 - 1500	1.2 World Scouting -Update on World Scouting & Policies	2.1 Role and competencies of Leader Trainers -Role of LT -Essential Competencies -Conducting training Needs analysis	3.1 Adult Learning...continues - Adult Learning Styles The Four Styles: Pragmatist Activist Reflector Theorist - Adult Learning Theories - Double loop learning	2.3.1 Training Methods - Discussion - Demonstration - Simulation Exercise - Computer Based Learning (CBL) - Group Work - Personal Project	Educational Tour	2.6 Course Evaluation - Four levels model - Developing evaluation indicators - Measuring learning at Advanced course	Closing Ceremony	
1500 – 1600	1.3 Adults in Scouting Review & Update of WAISP							
1600 - 1630		Tea Break						
1630 - 1730	Opening Ceremony	1.5 Scouting & Organization Environment -Managing Cultural Diversity	Elective II	4.2 Interpersonal - Concept of empowerment	Educational Tour	5.1 Human Relations - Conflict Resolution Skill	Farewell / Departure	
1730 - 1930		Prayer/Dinner						
1930 – 2030	Team Dynamic	Elective I	Mid-Course review (To do in team)	Elective III	Social Evening	International Night		
2030 - 2100		Reflection						

Electives for participants:

1. Motivation
6. Dealing with Resistance to Change

2. Stress Management
7. Risk & Safety Management

3. Time-Management skill
8. Concept of System Thinking and System Tools

4. Counseling skill
9. Oral Communication Skill

5. Emotional Intelligence
10. Creative Training