



Boy Scouts of the Philippines

National Office

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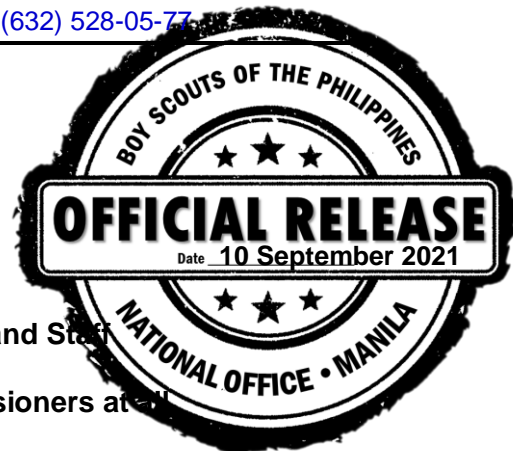
10 September 2021

NATIONAL OFFICE MEMORANDUM

NO. 62

SERIES OF 2021

TO : National Office Directors, Executives and Staff
Regional Office Directors, Executives and Staff
Council Scout Executives, Officers-In-Charge and Staff
Regional and Local Council Chairpersons
National, Regional and Council Scout Commissioners at all
Ranks and Levels



SUBJECT : TWO (2) PILOT ONLINE COURSES FOR MANAGERS OF TRAINING

1. **Background.** In line with the new thrusts of the **Boy Scouts of the Philippines' 8 Point Agenda by the National President**, particularly on **Supporting, Developing, Innovating and Digitizing Scouting**, the National Office, BSP, through the National Training Commission, offers a **PILOT ONLINE COURSE FOR MANAGERS OF TRAINING** to all qualified volunteer members of the Training Team to support their roles and functions in managing and conducting Online Trainings for Adults in Scouting, thus, building our Leaders' capacity to implement quality Scouting programs to more young people nationwide, despite of our current situation amidst the pandemic.
2. **Rationale.** As we shift to Blended Learning and Online Education due to the increasing threat of the COVID19, the Adults in Scouting Committee and the National Training Commission firmly believe that it is timely and relevant to keep up with the changing times and maximize the use of Informational Communication Technology (ICT) to our advantage, Hence, we offer the **Pilot Online Course for Managers of Training** for qualified **Assistant Leader Trainers (ALTs)** who wish to take on the responsibility as future Managers of Trainings in the Boy Scouts of the Philippines.
3. **Course Description.** The Online Course for Managers of Training is a **blended learning modality composed of two-week synchronous and asynchronous sessions** for the Second Level Training Course of the Revised Trainer's Training Scheme of the Boy Scouts of the Philippines (BSP). It is designed for **Assistant Leader Trainers (ALTs)** who are potential Course Leaders and Managers of Training in the "New Normal", and as members of the National and International Training Team. The course specifically deals with the core functions and key concepts of Management and Leadership, respectively. It covers the entire cycle of Planning, Implementation, Monitoring and Evaluation of the Basic and Advanced courses for all Adults in Scouting. Upon completion of the prescribed Service Requirements 1 and 2, successful participants, will be recognized and appointed as Leader Trainers, and upon invitation, he/she can conduct and serve in all Training Courses conducted by the BSP. This course is mainly patterned after the International Trainer's Course for the World Organization of the Scout Movement pursuant to its World Adults in Scouting Policy.
4. **Course Aim:** The Online Course for Managers of Training aims to provide learning opportunities to Assistant Leader Trainers (ALTs) that will prepare them to become **effective** and **efficient** Course Leaders and **Managers of Training** in Basic and Advanced Training Courses of the Boy Scouts of the Philippines under the "New Normal". It further seeks to develop the **Management** and **Leadership** competencies, as well as to familiarize them with the Role of Trainers as Managers of Training, through sharing of best training practices from different Local Councils and Regions among the members of the Training Team.

5. **Course Objectives:** At the end of the Course, the participants should be able to:
 1. Understand the Fundamental Principles of Scouting and the role of Leader Training in its implementation;
 2. Interpret the Vision and Mission of Scouting and the Boy Scouts of the Philippines;
 3. Explain the Adults in Scouting Policy and the National Training Policy of the Boy Scouts of the Philippines;
 4. State the aims and objectives of training courses for Unit Leaders and Leaders of Adults;
 5. Demonstrate how to manage (i.e. plan, organize, lead, and control) Unit Leader Training Courses remotely through the use of Information Communication Technology;
 6. Discuss the roles and responsibilities of each member of the Course Staff in the training course;
 7. Demonstrate how to do a Training Needs Analysis;
 8. Design attractive and enjoyable training events suited to the training needs of the participants;
 9. Demonstrate effective online training methods and techniques based on the Principles of Adult Learning and Virtual Andragogy;
 10. Experience activities and exercises that develop and promote cooperation, motivation and teamwork;
 11. Explain how the utilization of resources in training event can be optimized;
 12. Identify aspects of training that need to be evaluated;
 13. Share their best training practices and training experiences with their fellow participants;
 14. Identify their own training needs and formulate personal action plan

6. The **Basic Qualification** are as follows:
 - a. Must be currently registered within the Local Council
 - b. Must be an Assistant Leader Trainer with at least 24 Months tenure
 - c. Must have an active and working email address
 - d. Must use at least a Laptop or Desktop Computer
 - e. Must have a reliable and stable internet connection
 - f. Must agree to turn on their video camera during sessions
 - g. Must have at least a Facebook account for Group Chat Messaging
 - h. Must have basic knowledge on Zoom Video Conferencing Platform
 - i. <https://www.youtube.com/watch?v=FnFSBjFvK2o>
 - ii. <https://www.youtube.com/watch?v=UEABW3ddZkc>
 - i. Must be familiar with basic web-based Applications such as:
 - i. Padlet - <https://www.youtube.com/watch?v=x9IQVofS43I>
 - ii. Kahoot - <https://www.youtube.com/watch?v=3PMSOk7zXmI>
 - iii. Menti - <https://www.youtube.com/watch?v=WC-M2OFRZ70>
 - iv. Slido - <https://www.youtube.com/watch?v=1IVUNFjs5oY>
 - v. Canva - <https://www.youtube.com/watch?v=zJSgUx5K6V0>

7. There will be **2 Courses** conducted within the month of **October**. Each course is designed to be delivered within **2 weeks**, having a **half-day afternoon session from 1:00 to 05:00 PM ONLY**. Each course will only have a limited number of slots with a at least a **Minimum of 32 to Maximum of 40 Participants**, which will be pre-qualified on first come and first serve basis using an online pre-registration link via Google Form <https://forms.gle/Ji1oQAKSuFKiJAik8> and is subjected to verification and confirmation of your respective Local Councils and Regional Offices.

8. **Significant Dates:**

a. 1 October 2021	-	Course 1: Opening Ceremony and General Orientation
b. 4 – 15 October 2021	-	Course 1: Training Sessions from 1:00 to 5:00PM Only
c. 16 October 2021	-	Course 1: Graduation Ceremony
d. 17 October 2021	-	Course 2: Opening Ceremony and General Orientation
e. 18 – 29 October 2021	-	Course 2: Training Sessions from 1:00 to 5:00PM Only
f. 30 October 2021	-	Course 2: Graduation Ceremony

9. Each Region will have at least **4 slots in Course 1** and another **4 slots in Course 2**, for a total of 8 ALT Candidates within span of 2 Courses. Deadline of pre-registration, verification and endorsement will be on or before **24 September 2021** at exactly **05:00PM**.

10. **Confirmation Email** will be sent to the concerned CSE/RSD and the ALT Candidate once participation is confirmed and approved. This will commence from **27 – 30 September 2021** prior to the **Course Opening Ceremony on October 01, 2021**.
11. In the event that one Regional Office do not recommend or endorse a qualified candidate, nor filled out its allotted slots after the deadline, the National Office, BSP, shall give their slots to other Regions with more qualified candidates subject to existing rules and regulations prescribed in the BSP National Training Policy.
12. For and on behalf of the National Executive Board, we encourage all our Local Councils and Regional Offices to recommend and endorse qualified Training Teams to avail of these **Course for Managers of Training** for **FREE** and be able to help enhance the capabilities of our volunteer trainers who are helping us conduct our future face-to-face and current online training courses.
13. For request of Training Schedules, queries, or other related information, you may get in touch with:
- | | |
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| LEONIDES T. SON
National Training Commissioner
leonides.son@gmail.com | YASSER F. SARONA
Program & Adult Resources Development Executive
yazsarona@gmail.com |
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14. For your information, guidance, widest dissemination and appropriate action.


ROGELIO S. VILLA, JR.
Secretary General