

Bachelor Course Descriptions 2020

Course Number	Course Title	Audience	Course Description	Learning Objectives
101	Core Concepts of Commissioner Service	All Commissioners	An Introductory course to familiarize a new commissioner with the commissioner concept as perceived by the BSA.	Define & Identify the role and types of Commissioners. Describe the five commissioner focus areas. State the key skills needed to be a good commissioner. Apply this new knowledge and understanding for exceptional unit service
102	Supporting Timely Charter Renewal	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	A course to explain the Recharter concept/process and the commissioners' essential role.	Outline the re-charter process and duration. Describe the roles the Unit Leaders have in the process. Describe the role of the charter partner.
103	Linking District Resources	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course explains the relationship between the commissioner staff and the district, linking resources.	Explain typical district structure and the functions of the district. Know how to use the resources of the district to better support the units they serve. Utilize the Unit Service Plan when assessing the unit needs by identifying district resources

104	Contacting Units	All Commissioners	This course defines the roles of commissioner service and the importance of contacts with their units and timely recording of those contacts in Commissioner Tools	Describe how the concept of commissioner service is demonstrated in frequent unit contacts. Identify ways to demonstrate good commissioner service as we serve as a coach/mentor, and representative of the BSA. Explain the importance of using the Commissioner Tools to record “meaningful” unit contacts
105	Resolving Common Unit Issues	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course shows how a commissioner should use Commissioner Tools and Early Warning Signals to be alerted to unit issues	Using Commissioner Tools to recognize some common “needs” a unit might have. Discuss solutions to those needs by using a unit service plan. Relate solutions to real life red flags within their assigned units
106	Coaching Leaders	Unit Commissioner Assistant District Commissioner District Commissioner	This course will discuss new coaching model and how it applies to Commissioners service.	Recognize a given situation Evaluate options for resolution Employ coaching methods to address the situation
107	Journey to Excellence	Unit Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	Learn about the elements of the Unit Journey to Excellence and what it takes to ensure success in every unit.	Explain the value of the unit’s use of Journey to Excellence. Relate the use of JTE to help the unit recognize the benefit of building their program around the Journey to Excellence criteria. Identify resources to help improve Journey to Excellence performance in the unit.

108	Mining Internet Resources	All Commissioners	Learn about “mining” the internet BSA resources that can assist all commissioners to support unit services.	Recognize BSA resources. Select and use the reliable BSA approved websites. Summarize internet resources for unit and Commissioner use.
112	Recruiting Unit Commissioners	Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will discuss methods of recruiting unit Commissioners.	Identify and recruit candidates for commissioner service. Understand the 5 P’s of recruiting commissioners. Explore skills needed for successful commissioner service.
114	Understanding & Communicating with Today’s Leaders	All Commissioners	This course encourages understanding between the different generations to help commissioners better communicate with their units	Identify the characteristics of generations within scouting’s leaders. Understand the differences in relating to generations involved in Scouting. Embrace the differences and similarities to make the scouting program stronger.
116	Collaborative Assessments	All Commissioners	This course examines and discusses the need for collaboration in assessing unit’s strengths and needs, build a Unit Service Plan and record in Commissioner Tools.	Understand the importance of the Collaborative Assessment. Develop and Utilize a Unit Service Plan. Assess and record results of the Unit Service Plan in Commissioner Tools

<p>150</p>	<p>Roundtables in Commissioner Service</p>	<p>Unit Commissioner Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner</p>	<p>This course will provide information on the purpose of roundtables to help units succeed by providing useful program ideas, information on policy, and current information on council and district events and training opportunities.</p>	<p>Describe how the positions of roundtable commissioners fit into the BSA commissioner service structure. Define the purpose of roundtable and its importance in supporting district and council operations. List the functions of the roundtable in providing service and supplemental training to unit leaders.</p>
<p>210</p>	<p>Commissioning for Venture Crews</p>			

Master Course Descriptions 2020

Course Number	Course Title	Audience	Course Description	Learning Objectives
303	Managing Unit Service at the District Level (using Commissioner Tools)	Unit Commissioner District Commissioners Assistant District Commissioners Assistant Council Commissioners Council Commissioners	Familiarize the student on the modules available in Commissioner Tools so that they can enhance their ability to support the unit	Understand the information available within Commissioner Tools. Review the reports available from Commissioner Tools. Analyze data to identify underperforming units and unit
304	Commissioner Service for Units at Risk	Unit Commissioner District Commissioners Assistant District Commissioners	This course will show how to recognize the signs of a unit in crises and develop the skills to resolve the issues. It will also cover what information to input to commissioner tools.	List signs of a unit in trouble. Identify symptoms of and describe possible causes of a unit in trouble. Describe the process of determining the problem. Describe approaches to solve the problem. Indicate in commissioner tools the problems of the unit, what is needed to correct them, and to indicate clearly to the ADC/DC the unit's health. Timely entering of findings and solutions will be emphasized.

305	Resolving Critical Unit Issues	Unit Commissioner, District Commissioners, and Assistant District Commissioners. Suggested prerequisite: MCS 304.	The course will quickly review information from MCS 304. After this introduction, various role playing scenarios and discussion scenarios will be presented for the class to work through.	Review the information in MCS 304. Discuss the role of commissioner tools in working through critical unit issues. Provide practical experience for the commissioner in solving various issues through role playing and discussion of scenarios of units with critical issues. Demonstrate how to prepare a detailed assessment and unit service plan.
306	Mentoring Skills	All Commissioners	The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service.	At the end of this training a commissioner will be able to: <ul style="list-style-type: none"> • Recognize the role of a mentor • Understand mentoring methods • Discuss building the mentoring relationship
307	Commissioner Service for Newly Formed Units	Commissioners who will be assigned to a newly formed unit.	The course will explain the role of the new unit commissioner in the establishment of a new unit and his role in providing service to that unit. It will discuss the special needs of a new unit and provide guidance in providing that service. The guidance will be made in accordance with the role as described in the Unit Performance Guide	Define the role of the new unit commissioner in unit development. Understand the requirements of being a new unit commissioner. Describe the needs of a new unit that are different from a well-established unit. Know the role of the new unit organizer and how they work together.

309	Good Commissioners Need Both Head and Heart	All Commissioners	Commissioners need a balance between technical knowledge and personal relationship with their units	Understand the role of a commissioner relative to the unit's leadership. Discuss the need to engage units in a guided discovery process to identify unit needs. Provide communication skills to work effectively with units.
312	Recruiting New Commissioners	All Commissioners	To be able understand and implement the 10-step process in recruiting commissioners.	Demonstrate an understanding of the 10-step process of recruiting commissioners as outlined in the Fall 2006 Commissioner newsletter. Explain the job functions of the various commissioner roles that you will be recruiting for. Outline a method of how the 10-step process will be implemented in your local District or Council.
313	Onboarding New Commissioners	District Commissioners Assistant District Commissioners Assistant Council Commissioners Council Commissioners	Review the onboarding process of newly recruited commissioners.	Explain why we onboard commissioners. Discuss what is included in onboarding process. Review the onboarding process for new commissioners.
350	Unit & Roundtable Commissioners Working Together	District Commissioners Assistant District Commissioners Unit Commissioners Roundtable Commissioners	This course will provide an opportunity to see how all the members of the commissioner corps in a district help units identify and resolve their problems.	At the end of this training a commissioner will be able to: • UNDERSTAND how commissioners work together by using the 5 goals of Unit Service. • SUMMARIZE the role unit commissioners play at roundtables. • RECOGNIZE the unique role roundtable has in identifying unit needs.

351	How to Conduct the Annual Planning Session	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner Council Commissioner	This course will provide a hands-on exercise in using resources to create a model roundtable year at both the district or council level.	Identify key components in a district and council roundtable year. Explain the need to change or alter plans to address problems identified by a Unit. Apply resources such as the roundtable guides and council and district calendars to populate components of each roundtable meeting.
352	Roundtable is Over, Now What?	District Commissioners Assistant District Commissioners Unit Commissioners Roundtable Commissioners	The course will discuss the concept that roundtable isn't over when the last chair is put away. There are things that need to be completed to help get ready for the next roundtable. There are also items that need to be acted on, to help units with their problems. Letting them go until later often means they don't get done at all.	At the end of this training a commissioner will be able to: <ul style="list-style-type: none"> • SUMMARIZE the steps in the evaluation process. • EXPLAIN the importance of collecting feedback. • APPLY collected feedback to adjust plans for future roundtables. • MODEL the evaluation process for units, so units may use feedback for their planning and activities.
358	Roundtable and Solving Unit Problems	Roundtable Commissioner Assistant Roundtable Commissioner Assistant District Commissioner District Commissioner Assistant Council Commissioner	This course will provide a summary of the overall approach of using roundtables in helping units solve their own problems.	Recognize when units may need additional resources. Discuss resources that are available to support unit service. Understand how to help units resolve their own problems.

Doctorate Course Descriptions 2020

Course Number	Course Title	Audience	Course Description	Learning Objectives
501	Selecting Your Project or Thesis Topic	All Commissioners seeking their Doctorate	This session assists doctoral candidates in selecting their project or thesis concept.	Identify what constitutes a good topic or focus area. Distinguish between a project and thesis. Describe DCS Degree and Knot requirements
502	Limiting the Scope the Topic	All Commissioners seeking their Doctorate	Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.	Select a specific project / thesis topic. Complete <i>S.M.A.R.T.</i> analysis for a selected topic
503	Developing Your Project or Thesis	All Commissioners seeking their Doctorate	This session covers the project or thesis outline and a variety of suggestions for writing and revising the report.	Identify the main parts of a project report / thesis Develop a first draft outline. Identify methods of gathering information. Give examples of common writing errors to be avoided when writing the project report or thesis.
504	Project / Thesis Open Workshop Forum	All Commissioners seeking their Doctorate	This Q and A open forum provides doctoral candidates an opportunity to review completed projects and theses instilling confidence that this task is attainable.	Describe challenges / solutions faced by Doctors of Commissioner Science. Evaluate other possible topics for project or thesis. Discover possible solutions to concerns during Q & A period

512	Commissioner Recruiting Workshop	All Commissioners seeking their Doctorate	This workshop is designed to allow participants the opportunity to practice recruiting commissioners using the “Roster Mining” method.	At the end of this training, a commissioner will be able to utilize the “Roster Mining” method of recruiting.
516	Succeeding With the Unit Service Plan	Administrative Commissioners. Suggested pre-requisites BCS 116 and MCS 316	The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. The district administrative commissioners will need comprehensive data to set the course for unit success across the district.	Understand the Unit Service Plan from the district point of view. Discover the many sources of detailed unit performance information. Understand the relationship of the district committee and unit success. Discover methods to confirm unit performance over time.

Continuing Education Course Descriptions 2020

Course Number	Course Title	Audience	Course Description	Learning Objectives
701	<p style="text-align: center;">Combatting Commissioner Stress/Burnout</p>	<p style="text-align: center;">All Commissioners</p>	<p>We've all had our moments when we ask ourselves, "Why are we involved in Scouting?" This session is designed to examine indicators of stress, how stress affects those around us, and how we might overcome these negative manifestations.</p>	<p>Define commissioner stress/burnout. Explore symptoms of stress. Explain how the effects of stress can affect those around you. Construct a list of things that commissioners can do to prevent or overcome possible burnout. Privately complete burnout self-evaluation survey</p>
713	<p style="text-align: center;">Advancement for Scouts with Special Needs - The Commissioner's Role</p>	<p style="text-align: center;">All Commissioners</p>	<p>Virtually every unit will experience having a youth who has disAbilities. This course will provide Commissioners with knowledge to share with unit leaders so they can provide an Advancement program which provides these youth with the Scouting opportunities to succeed. Participants of this course will become familiar with the "Rules of Engagement" for advancement in each of the Scouting program areas to help them to respond to the needs of these special youth.</p>	<p>Explain that Scouting is valuable for youth who have disAbilities Provide an overview of the disAbilities you may encounter". Discuss issues you may encounter. Review alternate requirements for each program – Cub Scouts, Boy Scouts and Venturing.</p>

720	Commissioner's Introduction to Valuing Diversity	All Commissioners	The purpose of this course is to increase knowledge and general understanding of diversity issues without making value judgments or calling into question peoples' religious, cultural, or political beliefs and affiliations.	Define diversity. Explore the cornerstones of diversity. Share personal experiences related to diversity
801	Commissioner Tools 101	All Commissioners	A basic overview and introduction to making simple contacts using Commissioner Tools in the My.Scouting.org site.	Accessing Commissioner Tools Basic overview of Simple Contacts Walk through recording a simple contact
811	Best Practices for Girl Dens (Pack) and Troops	All Commissioners and Unit Leaders	Come join us for a lively, interactive roundtable of best practices and proven tips to help your girl Dens, Packs and Troops be even more successful.	Know the key differences in behavior and development of girls and boys. Share/Discuss your best practices with others in the course. Apply the new knowledge you've obtained from the course in your Unit
815	Scoutbook for Commissioners	Unit Commissioners and Unit Leaders	What is Scoutbook and why do people keep asking you about it? This introductory course will cover the key aspects of the BSA Scoutbook application.	We will discuss how the Scoutbook program supports unit leaders in delivering the Scouting program as well as how it helps Scouts and their families participate more fully in their unit's program and keep track of advancement.
816	Best Practices for Operating a Unit in COVID Era	Unit Commissioners and Unit Leaders	Operating a successful Cub Pack or Scouts BSA Troop in the COVID period takes an expanded set of leadership skills. Learn how to offer up a great program in these challenging times	Know about how to run meetings virtually. Share/discuss how social media can be a huge help. Identify and Learn to apply about all the resources you have that can help.

