

## INSTRUCTIONS

### **( LEADER TRAINER COURSE )**

This is the highest Course for a Trainer. Leader Trainer is the Pride of our Movement. Four Beads are not for decoration but for selfless service. Hence the candidate for this Course must be all-rounder and must have personal example.

- ELIGIBILITY** : 1. Should work at least for two years after the successful completion of the ALT Course.  
2. Should conduct at least two Basic / Advanced course of his / her section.  
3. Assist for the whole period one HWB Course in his / her section.  
4. Should promote at least two HWB Holders in his / her section in his / her area.  
5. Should complete the Pre Course Assignment successfully.  
6. Should run the Unit effectively, a certificate to this effect is to be given by DTC(S) countersigned by District Commissioner (S).
- UNIFORM** : As per APRO Part II HWB Scarf and woggle, Black Shoes, Black Socks and Nylex Belt are must. White Banyan (with sleeves) and Blue Shorts are needed for B.P. Exercise. Navy blue sweater / blazer is permitted in cold weather.
- LEARNING MATERIAL** : Besides the usual camp kit the candidates must be equipped with Scouting for Boys in Hindi or in English. Aids to Scoutmastership, APRO part I, II, Rules Book, and Scheme of Training. Chart paper, Sketch Pen, Marker Pen, Gum, Pencil, Rubber, Scale, games material etc. are also needed.
- PRE COURSE ASSIGNMENT** : A Pre Course Assignment Questionnaire is enclosed herewith. Candidates should submit it in a booklet in a presentable manner at the time of registration without which candidates will not be admitted to the Course. They should come prepared for Quiz Programme on Scouting for Boys.
- POST COURSE ASSIGNMENT** : During the Course they have to select a Personal Project which will be a sustained activity and useful for the development of their District / State as a Leader Trainer. He must present it during the course. He has to complete this project after the course with the help of his State and send the report to NTC through his STC. This is known as Post Course Assignment. They are advised to select the Project in consultation with the STC and come prepared.

QUALITY OF SCOUTING DEPENDS UPON THE QUALITY OF THE TRAINER.

“A HEARTY WELCOME AWAITS YOU AT NTC”

**DY. DIRECTOR (SCOUTS) LEADER TRAINING.**

----- CUT FROM HERE -----

### **ACKNOWLEDGEMENT**

(This is to be sent to NTC by the candidate)

I have received the Pre Course Assignment along with the instructions for the Leader Trainer Course. I assure that I will submit the complete Assignment at the time of Registration.

Dates of Course : From ..... To .....

To  
The Dy. Director (S) Leader Training,  
Bharat Scouts & Guides,  
National Training Centre,  
Pachmarhi M.P. 461881

Name :  
Address :  
  
District :  
State :  
Pin :

Signature



**COURSE FOR LEADER TRAINER**

From ..... to .....

Pre – Course Assignments Booklet issued in favour of  
Shri. ....  
.....

**Please Note :-**

These assignments are to

1. deal with “your role as a Trainer” to help you develop a clear view and understanding of your job.
2. Help you to look at “the needs of Unit Leaders” in your area at your personal involvement in the process of meeting these needs.
3. Lead you to “see Scouting in action” in your area and to think of making Training more relevant and meaningful.

**Instructions to Participants**

1. This booklet contains 8 Assignments for completion before you come to N.T.C. Pachmarhi for the Course for Leader Trainers. Please complete them in time.
2. Prepare a separate file for this purpose and use separate sheets for each assignment.
3. Bring that file with you to N.T.C. Pachmarhi. You have to use the informations in it during the Course and hand it over to the Leader at the Registration time.

**ASSIGNMENT NO. 1**

Prepare a list of all Adult Leader Training activities which you have been involved over the last 24 months.

- Note: 1. Please specify the exact nature of each to these activities and its duration.  
Note: 2. Describe your functions in these activities in the most accurate and practical way possible.

**ASSIGNMENT NO. 2**

Arrange a meeting with your State Training Commissioner and discuss with him in regard to constructive Training Programme in your area.

- Note: 1. Make notes of this meeting and, as a result of it, establish your working plan for this period.  
Note: 2. If it will not be possible for you to meet him personally atleast by correspondence find out his views.

**ASSIGNMENT NO. 3**

List out a maximum of 10 ideas, in order of importance from 1 (most important) to 10 (least important) which you consider are your main responsibilities as a Trainer.

**ASSIGNMENT NO. 4**

Arrange a meeting with the District Commissioner (S) of your area and / or District Secretary and collect the following information:-

<b>In your District</b>	<b>Cub Section</b>	<b>Scout Section</b>	<b>Rover Section</b>
1. No. of registered Units			
2. No. of Basic trained Unit Leaders.			
3. No. of Leaders who underwent Advanced Courses.			
4. No. of HWB Parchment Holders			

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**ASSIGNMENT NO. 5**

In consultation with the Dist. Commissioner (S) of your area visit any 4 units of your section (e.g. Troops) if you are an A.L.T.(S). Preferably Unit Leader who are trained by you. Make use of the enclosed Group Visit Form one for each Unit (Visit).

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**ASSIGNMENT NO. 6**

List a maximum of 10 most important Training needs of the Adult Leaders of your area (in the light of the discussion you have during your visits).

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**ASSIGNMENT NO. 7**

Prepare five games and five songs to train or test knowledge and skills of Dwitiya and Tritiya Sopan (Scout & Rover Section) / Dwitiya and Tritiya Charan (For cub section).

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**ASSIGNMENT NO. 8**

Select three most important points of Adult Training and suggest practical means of improving Adult Leader Training to implement Boy Programme effectively.

Methods

My suggestions for improvement in Adult Leader Training.

1

2

3

SIGNATURE OF THE PARTICIPANT

**THE BHARAT SCOUTS AND GUIDES**  
**NATIONAL TRAINING CENTRE, PACHMARHI { M.P. } – 461881.**

**GROUP VISIT FORM**

- 1 Name of the Group :
- 2 Registration No. : Date :
- 3 Place :
- 4 Date of starting the Group :
- 5 Name and address of the Sponsoring Authority :
- 6 No. of Group Committees Meetings held in the year :
- 7 Section in the Group :
- 8 Name and other particulars of the Scouters :
- 9 No. of Pack/Troop/Crew Meetings held in the year :
- 10 Names of Patrols, Leaders and Seconds :
- 11 No. of C.O.H. Meetings held in the year :
- 12 Particulars of Scouts :
- 13 Group Funds – Latest Position :
- 14 Participation in Events, Camps, Hikes, Rallies, Jamborees etc. :
- 15 Any other problems :

Signature of the Scoutmaster

( TO BE FILLED IN BY THE VISITING COMMISSIONER / ORGANISER )

- 1 Is the Registration renewed?
- 2 Who can be deputed for further Training Courses?
- 3 How are the Records maintained?  
( Group & Patrol )
- 4 Is there a Club Room?  
How is it maintained :
- 5 Is there adequate Equipment?  
How is it stored and used ?
- 6 Is the Six / Patrol System Followed?
- 7 Is the Training Progressive?
- 8 How many Scouts were present at the time of Visit?
- 9 Conditions of their Uniform :  
Smartness :
- 10 Suggestions of the Visiting Commissioner :

Place :

Date :

Signature

Copy communicated to :

1. District Commissioner.
2. State Org. Commr. (S).



- 14. Any disability (physical) you may have and any other information you desire to give :  
(Candidates with medical fitness certificate only will be admitted in case of exemptions requested on medical ground).
- 15. I have attended the Course for A.L.Ts.  
held at ..... From ..... To .....  
Honourable Charge No : ..... Valid till : .....  
Date : ..... (Photocopy enclosed) .
- 16. I have conducted ..... Nos. of Basic Courses and ..... Nos. of Advanced Courses.  
Place : .....  
Dates : From ..... to ..... (Certificate from STC (S) is enclosed).
- 17. I have assisted H.W.B. Course shown below :  
Place : ..... From : ..... To : .....  
Leader of the Course : .....  
Type of Work done : ..... (Certificate from LOC & STC is enclosed).
- 18. I have promoted (at least) two HWB Holders in my section in my area. (Certificate from Dist. Commissioner (S) counter signed by DTC(S) and DOC(S) are enclosed).
- 19. Should run the unit effectively. A certificate to this effect is enclosed given by DTC(S) & countersued by DC(S).
- 20. Photocopy of Warrant of Unit Leader is enclosed.

I will keep myself posted upto date as regards methods and techniques followed in the field of Training. I am physically fit and in good spirit to undergo the training. I am prepared to undergo further Training Courses as required for my continuity as a Trainer.

I am prepared to spare time for the Training of Scouters and to give preference to the work of Training. I will abide by Rules, Scheme of Training and discipline of the Bharat Scouts and Guides.

SIGNATURE OF APPLICANT

SIGNATURE OF DC (S)

S.C. (S) in case of  
Professional/State Level Officers.

Date : .....

Date : .....

Signature of STC (S)

SIGNATURE OF STATE SECRETARY

Date : .....

Date : .....

Note : Photocopies of the documents for Column No. 15, 16 and 17 should be enclosed for verification.

Encl.:

- 1. Photocopy of Hon'ble Charge.
- 2. Courses conducted Certificate (Basic / Advanced) from STC(S).
- 3. Course Assisted Certificate (HWB Course) from LOC & STC(S).
- 4. Certificate of promoted HWB Holders from Dist. Commr countersigned by DOC(S) & DTC(S) with Parchment Numbers.
- 5. Unit Running Certificate.
- 6. Photocopy of Warrant valid till.

**UNIT RUNNING CERTIFICATE**

This is to certify that Mr. / Ms. / Mrs. ....  
Cub Master / Scout Master / Rover Scout Leader of (Name of the Unit) .....  
..... His / her Warrant  
No. is . ..... dated ..... and Group Charter No. is  
..... dated ..... He / she is running Unit effectively.

**D.O.C. (S)**

**D.T.C.(S)**

**District Commissioner (S)**

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**COURSE ASSISTED CERTIFICATE**

This is to certify that Mr. / Ms. / Mrs. ....  
Cub Master / Scout Master / Rover Scout Leader of (Name of the Unit) .....  
..... has assisted full  
time during Basic / Advanced / HWB Course for Unit Leaders of Cub / Scout / Rover section  
was held at ..... State .....  
from ..... to .....

**Leader of the Course**

**State Training Commissioner (S)**