

# Teen Leadership Training



## Mentor's Handbook



***South England Conference***  
***Pathfinder Department***



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# THE TLT MENTOR

Thank you for agreeing to be a **Mentor** on the Teen Leadership Training (TLT) Programme.

This Handbook is intended as a resource to provide guidance and instruction as you work through the programme with the Pathfinder who has CHOSEN you to be their **MENTOR**.

Additional advice is also available from the SEC TLT Programme Co-ordinator whose contact details can be found on the final page of this manual.

Please note that this is intended as an additional resource, it does not replace the TLT Manual.

May God continue to bless you as you work with His youth.

## WELCOME TO THE TLT PROGRAMME

The TLT program is designed to challenge and empower the Teen Pathfinder with new and increased responsibilities while allowing them the security of doing so in a place they know and love. The TLT experience will assist the Pathfinder teen to form adult-Pathfinder relationships as an expression of their developing identity as teenagers. The TLT Members must learn how to give of themselves and how to receive from others. They must allow themselves to be known while getting to know others.

The TLT members need to believe in him/herself. Each Teen must have courage, determination, dedication and competitive drive. He/she must be willing to sacrifice the little things in life to pay the price for the things that matter.

The TLT program demands creativity. Teens want to experience achievement and responsibility through a leadership experience with their friends. Teens want opportunities to stretch their abilities through a '**shared service experience**' of Pathfinder Ministry.

Teen Pathfinders want to use their energy and commitment when they find something that involves character building and provides strength to live this life while preparing for the greater life as a son or daughter of God.

# PURPOSE

The Teen Leadership Training (TLT) program is designed to train and **Mentor** youth in service and leadership skills.

The TLT vision encompasses a core of youth fulfilling meaningful and responsible Pathfinder leadership positions in the Pathfinder Club and Conference/Union Pathfinder ministry, supporting the mission of the Seventh Day Adventist Church as they learn to give of themselves and to receive of others.

TLT youth will experience acceptance, achievement, and responsibility in developing self-efficacy, self-respect, and identity through adult-teen mentoring in a “**shared service experience**” in developing a redemptive relationship with God.

## GOALS

**To help Teens experience their developmental needs by making them feel:**

- A. A sense of achievement**
- B. A sense of responsibility**
- C. A sense of respect for authority**
- D. A sense of acceptance in adult leadership circles**
- E. A sense of confidence in the development of life skills**

## OBJECTIVES

- A.** Encourage TLT members to belong to the church and to actively participate in the organised leadership of the Church/Conference Pathfinder Ministry.
- B.** Involve TLT members as associates with Pathfinder adult leadership, holding responsible positions in Local and Conference Pathfinder Ministries.
- C.** Enable TLT in skill-building opportunities through positive communication and friendship networks created to increase resilience to peer pressure, increase self-efficiency, and increase self-confidence.
- D.** Challenge TLT members in the mission and ministry of Christ through Pathfinders, making God’s Word meaningful and fruitful in their lives.

# THE STRUCTURE OF THE PROGRAMME

The TLT program is a four-year course designed to include all aspects of Pathfinder club management, programming operations, and encourage Teens to explore and develop their talents in leadership, planning and social skills.

The program gives the TLT member permission to experience Pathfinder Leadership, under adult supervision with an assigned Mentor.

The program uses **six** major departments of a club as training sections. These include:

**Administrative**

**Activities**

**Outreach**

**Teaching**

**Records**

**Counseling.**

Within each of these operations are several service areas that must be completed.

Within the TLT program there are two training options:

1. Club-provided training

2. Conference-provided training.

- ❖ **Club** - provided training is where the Club Director or TLT Mentor assigns and teaches the operational tasks on his/her own and works together to fulfil each requirement.
- ❖ **Conference** - provided training is where the TLT and the TLT mentor attend training workshops at Conference-sponsored TLT training events and then return back to the club to fulfil the operational tasks together.

The key to the success of the TLT program is clear and ample communication. There must be effective and frequent communication between the TLT member and the Pathfinder club leadership. Therefore, it is imperative that TLTs attend staff meetings on a regular basis.

# REQUIREMENTS FOR MEMBERSHIP

**A.** Be in Year 9 and have completed at least one level of The Pathfinder Program and had an attendance record of at least 85% during the most recent active year.

1. Submit three separate recommendation forms, to be included with the application pack: A Pastor, A Teacher, and A Pathfinder staff person.

2. Submit an application to be approved and signed by the sponsoring Pathfinder Club Director.

3. Register the approved application with the Conference Pathfinder Director.

**B.** Applications are to be renewed, approved and registered annually.

**C.** Actively participate in leadership skill development assignments.

**D.** Exercise personality traits promoted by Christian ethics, the Pathfinder Pledge and Law, and the TLT Pledge must be an integral part of the participant's lifestyle.

# PROCEDURES

## Application

A Pathfinder or Secondary School age youth wishing to join the TLT Program must complete a *TLT Application Form* and obtain three recommendation forms.

These forms should be turned in to the Pathfinder Club Director at least two weeks before the beginning of the local Pathfinder year.

## Acceptance

Each club will establish it's own TLT Council. The TLT's commitment to Pathfinders, appropriate maturity level, and Christian witness should all be considered, in addition to the application and recommendations.

The TLT Council will work with the Pathfinder in selection of a TLT Mentor. Both the Club Director and the selected TLT Mentor will sign the application as a commitment to the TLT and his/her success.

Upon approval into the TLT program by the TLT Council, a copy of the TLT's application will be sent to the Conference Pathfinder Director to be registered with the Conference.

## Probation Period

Each new or transferring TLT must complete a minimum 60-day probationary period. During this period the TLT will perform as a regular part of the TLT Program and the Club Administration will evaluate the TLT's commitment to the program.

Should the Club Administration find significant cause, the TLT can be dismissed at the end of the probationary period.

The red and black shoulder cord and the TLT scarf which are issued to the applicant at the TLT Induction Service, will be taken back should they no longer remain on the program after the probation period.

## Department Evaluation and Promotion

On completion of the first operation the Club/TLT Director and the assigned Operational staff member will conduct the review with the mentor and the TLT. Evaluation sheets are provided.

All tasks must be completed by all TLTs. The TLT will proceed to their next operational assignment upon a satisfactory evaluation.

A final review of each TLT will occur at the completion of the two Operations. The Conference TLT Coordinator along with the TLT Administrative team will conduct the review at a scheduled appointment.

Upon successful completion of a level, the TLT will receive a level star pin that will indicate the level completed. The star is the same as the adult service star pin, except it is black and gold rather than red and gold.

Being a TLT requires great responsibility. If any conduct is deemed unbecoming, or the TLT has failed to complete his/her assignments, a review of the TLT will occur. If it is deemed necessary by the review, disciplinary action may need to be taken up to and including dismissal from the TLT Program.

# The MENTOR

There are two classifications of **Mentors** in the TLT program.

The **Mentor**, is an individual who will work with a specific TLT for the full four years of their training. Even though staff members change, this is the TLT's primary **Mentor**.

- ❖ The basic job function of the TLT **Mentor**, whether the Associate Director for TLT or the TLT's Counsellor, is to assist the TLT in their developmental needs as outlined in the Goals section above. **Mentors** must continually challenge, motivate, inspire, and encourage their TLTs; therefore, the success of the TLT's leadership development is directly related to the modelling and support given by their assigned TLT **Mentor**.
- ❖ The second classification is the Operational **Mentor**. These are the specialists who are responsible for various aspects of club leadership. They work with the TLT for shorter periods of time that relate directly to the Operational tasks they perform.

## CHARACTERISTICS OF A GOOD MENTOR:

To be a Mentor is a position of *Honour, Trust & Responsibility*. The Most effective mentors lead by *example* and *teach with understanding, compassion, dedication and love*.

The primary goal of the mentor is to help Teens experience their developmental needs.

## SELECTING A MENTOR

A TLT **should** be given the opportunity to choose who they want as their **Mentor**.

The Club/TLT Director is to assist a TLT in recruiting their assigned TLT **Mentor**. A selected **Mentor** must be or become a Pathfinder club staff member with the early months of the program. It is recommended that a **Mentor** have a maximum of three TLTs to a Mentor at any time.

## WHAT IS A MENTOR?

A Mentor is a person who guides a less experienced person, by building trust and modelling good behaviour.



# TLT MENTOR'S JOB DESCRIPTION

## ***Essential requirements:***

- ❖ Must be an approved volunteer to work with children by the church or Conference (must have a current DBS Certificate)
- ❖ Must be at least 18 years of age and 5 years older than the TLT's they mentor
- ❖ They must be the same gender as the TLT's they mentor (unless the parent is the mentor). In exceptional circumstances, where there is a shortage of Mentors of the appropriate gender, permission may be sought from the SEC TLT Co-ordinator to override this requirement.
- ❖ Preferably to be committed to the programme for 4 years;

## ***Desirable requirements:***

- ❖ Where possible be someone other than the TLT's parent

***Principal Responsibilities:***

- ❖ Read the entire TLT Manual
- ❖ Ensure that the spiritual development of the TLT is the primary focus of every decision
- ❖ Work with the TLT to ensure that they experience Pathfinder Leadership under adult supervision
- ❖ Support and guide the TLT when they are back in their local club
- ❖ Work TOGETHER with your TLT to ensure that the Operational task that has been assigned is completed
- ❖ Attend all Conference sessions/workshops with your TLT
- ❖ Know and understand the requirements of the Operational tasks
- ❖ Actively participate in all TLT related activities and decisions
- ❖ Be present when the review of the Operation is taking place
- ❖ Continually motivate, inspire and encourage your TLT
- ❖ Be a positive role model.

***Secondary responsibilities:***

- ❖ Be an active member of your Club's TLT Council if one exists.

## **TLT Curriculum**

- *Teen Leadership Training Manual 2014 Edition, NAD Pathfinder Ministries Advent Source*
- *Tools for Teen Leaders, 2009, NAD Pathfinder Ministries Advent Source*

# TLT Program Outline

The South England Conference follows the recommended program outline

- Level 1 & 2 TLTs are to complete 2 operations each pathfinder year.
- Level 3 TLTs are required to attend the South England Conference 10 hour Pathfinder Basic Staff Training program and then specialise in an Operation of their choice for the following 5 months. Those final 5 months they must complete an Operation.
- Level 4 TLTs take the Master Guide classes for (8 hours) at the Master Guide Training weekend and then specialise in an Operation of the choice for the following 5 months. The final 5 months they are to complete that last Operation.

# OPERATIONS

The following pages contain the requirements of each of the **six Operations** together with specific guidance regarding what the evidence are that must be produced in order for the TLT to complete the Operation and be able to work through the various levels of the programme.

Mentors are reminded that their role is to assist the TLT and this should be clear to the assessor at the evaluation through the TLT presenting their own work and being able to provide additional information where requested by the Assessor.

The three areas below are designed to help with understanding how to address each requirement, to benefit fully from being on the program and to complete the program in the most effective way possible.

## 1. Operational Key Words

- ❖ **Assist** – TLTs help by giving assistance to staff and other TLTs.
- ❖ **Coordinate** – TLTs work side by side with staff and other TLTs.
- ❖ **Develop** – TLTs work on their own and lead staff and other TLTs.

## 2. TLT Competencies

- ❖ Be organised
- ❖ Build relationships
- ❖ Enlarge networks
- ❖ Grow spiritually

## 3. Expectations

- ❖ Meet deadlines
- ❖ Work together without prodding
- ❖ Communicate effectively
- ❖ Exhibit a Christian spirit

# Administrative Operations

## Club Planning

1. Assist in planning club activities including, but not limited to:

- a. Regular meetings
- b. Induction
- c. Investiture

**Folder Evidence: Show the program outline**

3. Assist in planning and coordinating the yearly and single meeting schedules. This includes times for Pathfinder class work, honor instruction, special events, worship, outings, and camping trips.

**Folder Evidence: Show a club year plan, a weekly plan, worship outline, also travel itinerary**

4. Develop the weekly schedule in the Pathfinder meeting place (including weekend schedules on camping trips).

**Folder Evidence: The weekly schedule**

## Worships

1. Assist in developing ideas for worships including themes, topics, guests and activities.

2. Assist in planning and scheduling worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.

**Folder Evidence: Show the outline plan and backup program.**

4. Coordinate with TLT's assigned to teaching and counseling operations to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements.

**Folder Evidence: Sow a worship outline**

### **Drill & Exercises**

1. Assist in arranging, scheduling, and facilitating units in conducting opening and closing exercises during meetings and events including the posting of colours
2. Assist in teaching basic marching and drilling techniques.
3. Develop, train, and schedule the exhibition drill team.

**Folder Evidence: keep images to support the three requirements**

### **On-Site Safety**

1. Assist in planning, scheduling and coordinating safety personnel and equipment when necessary.
  - a. Parking lot and driveway entrances.
  - b. Entrances to the building and the Pathfinder meeting areas.

**Folder Evidence: Show safety procedure for the church**

2. Assist in establishing or continuing contact with local emergency and police agencies.

**Folder Evidence: List the contact details for the local police station and hospital.**

3. Develop a check out system for safety equipment and assist with its storage, upkeep and repair. This may include club flash lights, traffic cones, reflective vests, fire extinguishers, fire buckets, first aid kits, tool boxes, roadside emergency kits. etc

**Folder Evidence: Produce the safety checklist**

# Activities Operations

## **Event Planning**

1. Assist in planning at least two off-site events including one of the following, but not limited to:

- a. Camping Trips
- b. Field Trips
- c. Pathfinder Bible Experience Trips (Area, Conference, Union, Division levels)
- d. Special events not regularly scheduled by the club
- e. Other \_\_\_\_\_

### **Folder Evidence: The Minutes from the planning meeting**

2. Coordinate with Administrative and Teaching Operations to insure events or activities needed have time allocated for Investiture Achievement requirements, and that proper preparations are made. Prepare, mail, and post all necessary promotional materials, a schedule, task assignments, menus, and activities.

### **Folder Evidence: Put a copy of the documents in folder**

3. Assist in planning for photography/videography personnel to provide pictures to be used for reporting the event and for promoting your Pathfinder club ministry.

### **Folder Evidence: Photography/videography consent form and letter to parents**

## **Logistics**

1. Assist in planning campsite layout and facilitate campsite setup.

### **Folder Evidence: A drawn plan of the campsite layout**

2. Assist in developing a packing list, preparing and packing all general club gear, and unpacking, accounting for, and repairing general club gear upon return from an event.

3.

### **Folder Evidence: A Copy of the checklist, schedule of activities (pre and post camp)**

3. Develop and be ready to carry through alternative plans should the event have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

### **Folder Evidence: A Document detailing their plan B**

## **Food**

1. Assist in developing a menu and food supplies list for the event. Assist in the purchase of required food items and supplies.

**Folder Evidence: A Menu and breakdown of the food items required and the costing**

2. Assist in unit assignment in kitchen preparation, food preparation, water detail, and wash station.

**Folder Evidence: A Copy of the Rota**

3. Develop club guidelines for food safety. Learn about your local Councils requirement for food safety/handlers certificate. Get a certificate if your Area allows for minors to acquire one.

**Folder Evidence: A food hygiene certificate, & a Copy of the document detailing the club guidelines for food safety**

## **Off-Site Safety**

1. Assist in planning, scheduling, and arranging for adequate and proper safety at departure, on site (including night watch if needed), and at the return point.

**Folder Evidence: A Copy of the document detailing the plans**

2. Coordinate with the TLT attached to Records Operations to collect and record permission slips, fees or other required paperwork in preparation for departure. Track and tally the group total for clerical and security reasons.

**Folder Evidence: Create a checklist sheet in order to record the above.**

3. Assist in making arrangements for adequate transportation, including vehicle preparation and reservation, written directions provided to all drivers, and emergency policies and meeting places arranged for and communicated to all parties concerned.

**Folder Evidence: Copies of the relevant documents detailing the arrangements/plans**



# Outreach Operation

## Outreach Planning

1. Assist in planning at least two events including one of the following, but not limited to:

- a. ADRA
- b. Community Service
- c. Outreach Dinners
- d. Pathfinder Sabbath
- e. Vacation Bible School
- f. Evangelism
- g. Other \_\_\_\_\_

2. Coordinate with Administrative, and Teaching Operations to have programming for the event.

3. Assist in planning and be ready to carry through alternative plans should the program have to be changed for any reason. (i.e. rain, snow, cancellation, etc.)

**Folder evidence: Show plans for the event**

## Logistics

1. Assist in developing a packing list, preparing and packing all materials and necessary equipment, and unpacking, accounting for, and repairing all equipment upon return from an event.

**Folder evidence: Show a check list for the event**

2. Assist with developing a menu and food supplies list for the event as needed.

**Folder evidence: Show menu**

3. Coordinate with the TLTs assigned to Administrative and Activities Operations to confirm adequate and proper safety is arranged for both on-site and off-site activities as needed.

## **Communications**

1. Assist in promoting the event by preparing, posting, and mailing all necessary promotional materials.

**Folder evidence: Show promotional materials**

2. Assist in preparing, distributing and posting information at the event such as programs or bulletins, menus, staff assignments, and activities.

**Folder evidence: Show copies of risk management, menu and plans**

3. Develop a report about the event by writing/blogging the details quoting people's experiences and including pictures of what happened. Share your report with your club, your church, your Area Coordinator, and your Conference leaders.

**Folder evidence: Show a copy of the report**

## **Share Your Faith**

1. Develop and practice the skill of speaking and reading clearly in front of a large group. Practice voice projection, annunciation of words, clarity of thought (i.e. announcements, scripture reading, public speaking or preaching, storytelling, ...)

2. Develop and practice the skill of praying in public. Learn different styles and types of prayers (i.e. private prayer, meal prayers, intercessory prayer, congregational prayer invocation prayer, benediction...)

3. Develop your personal testimony into a three minute short story. Share it with your friends, your family, and your staff.

**Folder evidence: Produce a sign off sheet**

# Teaching Operations

## Instructional Planning

1. Assist in planning and carrying out Pathfinder class requirement instruction for the year or assigned time period.

**Folder evidence: Show year plan**

2. Assist in planning and carrying out Honor selection for instruction, including integration of honors required by the class requirement.

**Folder evidence: Show honor worksheet and plans to teach it**

3. Coordinate with other operations in making sure that Pathfinder Class requirements are cared for in the most appropriate fashion possible.

## Logistics

1. Assist with acquiring supplies and equipment. Provide substitute or teaching assistance.

2. Assist with set up of the teaching area, distribution of supplies and equipment. Provide clean-up and storage of leftover supplies and equipment following the instruction.

3. Develop an Honor, piloting the honor, and submitting it for approval to the SEC Department.

**Folder evidence: Produce the honor and its category**

## **Recruitment**

1. Assist in the recruitment of Pathfinder class instructors and Honor instructors.
2. Assist in providing teaching requirements and resources to instructors along with information about the setting out for teaching, time frame of instruction, and how many students to plan for.
3. Develop a follow up plan with instructors after teaching is completed. Send thank you notes and ask for feedback. Coordinate with the TLT assigned to Records Operations to make sure all expenses have been reimbursed to the instructor.

**Folder evidence: Show thank you note and follow up plan**

## **Teaching**

1. Assist in teaching a Pathfinder class requirement to Pathfinders as specified by the Guide or Master Guide requirements.

**Folder evidence: Show copies of risk management, menu and plans**

2. Assist in teaching an Honor to the relevant Pathfinder class, as specified by the Guide or Master Guide requirements.

**Folder evidence: Show honor work sheet**

3. Develop lesson plans that are relevant to the learning styles of your Pathfinders. Prepare handouts as necessary for the workshops that you teach. Submit your lesson plans to the club staff to be used by other instructors in the future

**Folder evidence: Produce and submit plans and handouts**

# Records Operations

## Clerical

1. Assist or lead out in keeping and tracking attendance records for club meetings and events and tallying them for use by the club director for church board, Area Coordinator and Conference reports.

**Folder evidence: A Copy of a section of the attendance record. The TLT must be able to explain what they were required to do.**

2. Assist or lead out in the distribution and collection of permission slips for events.

**Folder evidence: A Copy of the permission slip. The TLT must be able to explain the process used for distributing and collecting the slips.**

3. Assist or lead out in the preparation and distribution of applications forms, information packs, schedules, medical forms, consent forms and other club correspondence to parents and the church family.

**Folder evidence: A Copy of a selection of the forms mentioned in this requirement (preferably including one that the TLT designed). TLT must be able to explain their duties and any problems they encountered.**

## Reports

1. Assist or lead out in a class requirement and Honour reporting. Include a list of those who have completed the requirements and document their receipt of the investiture uniform items and honour patches. Assist in taking, processing and distributing uniform orders.

**Folder evidence:**

**A copy of your record used to track the completion of the requirements etc.**

**A photograph showing the TLT either collating or distributing the uniform items.**

2. Assist or lead out in submitting monthly reports of club activities and attendance totals to the church board, area coordinator and the conference.

**Folder evidence: A Copy of one monthly report that the TLT helped to prepare. TLT must be able to explain the report to the assessor.**

3. Assist with preparing and posting documents, photos and reports of events and activities on the church's website or club's webpage or on a leaflet.

**Folder evidence:**

**\* Either a printed screenshot of the page showing the item(s) the TLT has posted or demonstrate on the day using laptop or mobile phone.**

**\* Where the club does not have a webpage/site show evidence of another way that the TLT has participated in helping the club to inform the church of its activities.**

## **Finances**

1. Develop an understanding of how the business practices of budgeting, collecting and accounting enable the ministry of Pathfinders to operate and thrive. Practice general stewardship principles as they relate to the Pathfinder Pledge & Law.

**Folder evidence: Be able to explain either verbally or in a written document what budgeting, collecting and accounting are and how they enable Pathfinder clubs to operate & thrive.**

2. Assist the club treasurer in collecting money and writing receipts for: registration fees, dues, uniform items, club trips, special events and required supplies.

**Folder evidence: A Copy of a small section of a financial record.**

3. Assist in planning, collecting and accounting of fund-raising money.

**Folder evidence: The TLT must be able to talk for at least 2 minutes on their role in fulfilling this requirement.**

## **Accounting**

1. Develop a basic understanding on a debit/credit accounting system and assist the club treasurer with the financial records. Assist each month in the processes of monitoring the Pathfinder club yearly budget and preparing monthly reports for the club director and church board.

2. Develop or continue a working relationship with the church treasurer. Learn the cash flow and accounting processes of how money flows from the Pathfinder parent, through the club, to the church treasurer, and on, when paying for conference events, uniform items and Pathfinder resources.
3. Assist the club treasurer in accounting reimbursements and accounts payable.

**Folder evidence:**

- \* Prepare and complete a sign off sheet, to be evidenced by the Church Treasurer, that the three tasks were carried out under his/her guidance.**
- \* Be able to explain accounting reimbursements and accounts payable and the processes used at the local club.**

# Counseling Operations

## Unit Planning

1. Assist or lead in planning and carrying out unit activities during allotted unit time at regular club meetings. This could include unit honor instruction, unit worship planning, preparation for a unit event, or other activities as directed by the unit counselor or club director.

**Folder evidence: Produce a lesson plan for the activity**

2. Assist or lead in planning and carrying out an off-site unit day activity. Coordinate with TLT attached to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

**Folder evidence: Show copies of risk management, menu and plans**

4. Assist or lead in planning a unit camping trip. Coordinate with the TLT assigned to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

**Folder evidence: Show copies of risk management, menu and plans**

## Club Trips

1. Assist or lead in planning and carrying out unit activities during allotted time on club camping trips. This could include, but are not limited to: campsite set up, preparation for inspection, hikes, group meetings, curfew and lights out, and the striking of camp.

**Folder evidence: Produce an outline of the camp programme**

2. Assist or lead in the proper care and posting of club flags and unit guidons during transportation and at the campsite.

**Folder evidence: Provide instructions for taking care of and posting at club flags/ unit guidons**



3. Coordinate with the TLT assigned to Activities Operations for Off-Site Safety to assist in monitoring all safety issues within the unit. Know where the club first aid kits are and be familiar with their contents.

**Folder evidence: Show this in the risk management plan**

### **Teamwork**

1. Assist unit counselors in helping units become close knit teams. Plan age-appropriate games and activities that build cooperation and teamwork within units and throughout the club. Create unit guidons and mascots if this is your club practice.

**Folder evidence: Provide details of 1 age appropriate game and 1 activity**

2. Assist unit Captains and Scribes to learn their responsibilities and to be successful in providing leadership to their unit. Help unit members learn democratic processes for making group-decisions.

**Folder evidence: Provide the job description for the captains and the scribes**

3. Assist Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture Achievement and honor requirements.

**Folder evidence: A written conformation from your Mentor**

### **Personal Safety**

1. Assist in planning, scheduling and coordinating adequate and proper adult supervision ratios for all unit activities. Develop a unit-based buddy system for all Pathfinders.

**Folder evidence: Show this on the risk management form**

2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your Pastor or the church

**Folder evidence: Provide DBS and FCFS certificates**

**Safety Officer.**

3. Assist in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church, conference Pathfinder Department, and conference Communications Department.

**Folder evidence: Produce copies of the plans and site details.**

# Operation Planning & Evaluations

## Operation Planning

After the TLT workshops have been attended the following preparations are to be made for fulfilling the requirements within the Pathfinder club.

1. The Mentor and the TLT review the Operation requirements together in the TLT's Manual of the workshops attended and brainstorm how each required activity can be learned and accomplished through what was taught in each workshop.
2. The TLT writes a description of how he/she will complete each requirement relating to the activity.
3. The Mentor confirms the TLT's plan for completing each activity by writing near the bottom of the page:  
Plan is approved \_\_\_\_\_" and signs his/her name.
4. A copy of the completed Operations Evaluation page is made for the Mentor.

At this stage the Mentor and the TLT are ready to go back to their club and start working together to fulfil the Operation activities.

## Operation Evaluation Review Outline

At the Conference Teen Leadership Training Residential weekend, all returning TLT's and Mentors meet with a Reviewing Staff team to discuss their progress.

1. The Reviewing Staff reviews all the TLT's Operation Evaluation pages in his/her TLT manual, which he/she has had instruction in but not signed off.
2. The Reviewing Staff chooses a few of the required activities that seem important to him/her and discusses them with the TLT.

When all of the required items on an Operation Evaluation page are completed, the **"Approval for Advance"** box at the bottom of the event Operations Evaluation page is to be checked and signed and dated by the Reviewing Staff.

# **TLT Program Level checklist for Investiture**

During the Conference Teen Leadership Training Residential weekend, at the conclusion of the Operations Evaluation Review, the Reviewing Staff Reviews the TLT program level checklist with the TLT and their Mentor and discuss their progress.

Once all items have been fulfilled “Approved for Advance” box is checked, signed and dated by the reviewing staff.

TLT receives a certificate of completion for each advancement of the TLT program levels.

When all 4 levels have been completed, the TLT receives the level star pin no 4, a certificate of completion of the TLT program and an award.

# Club TLT Organisational Flow Chart

In order for Pathfinder club to most effectively facilitate Teen Leadership Training for their TLT's, it is recommended that they organise their staff around the TLT Operations. The various titles and combinations may vary according to each club structure.

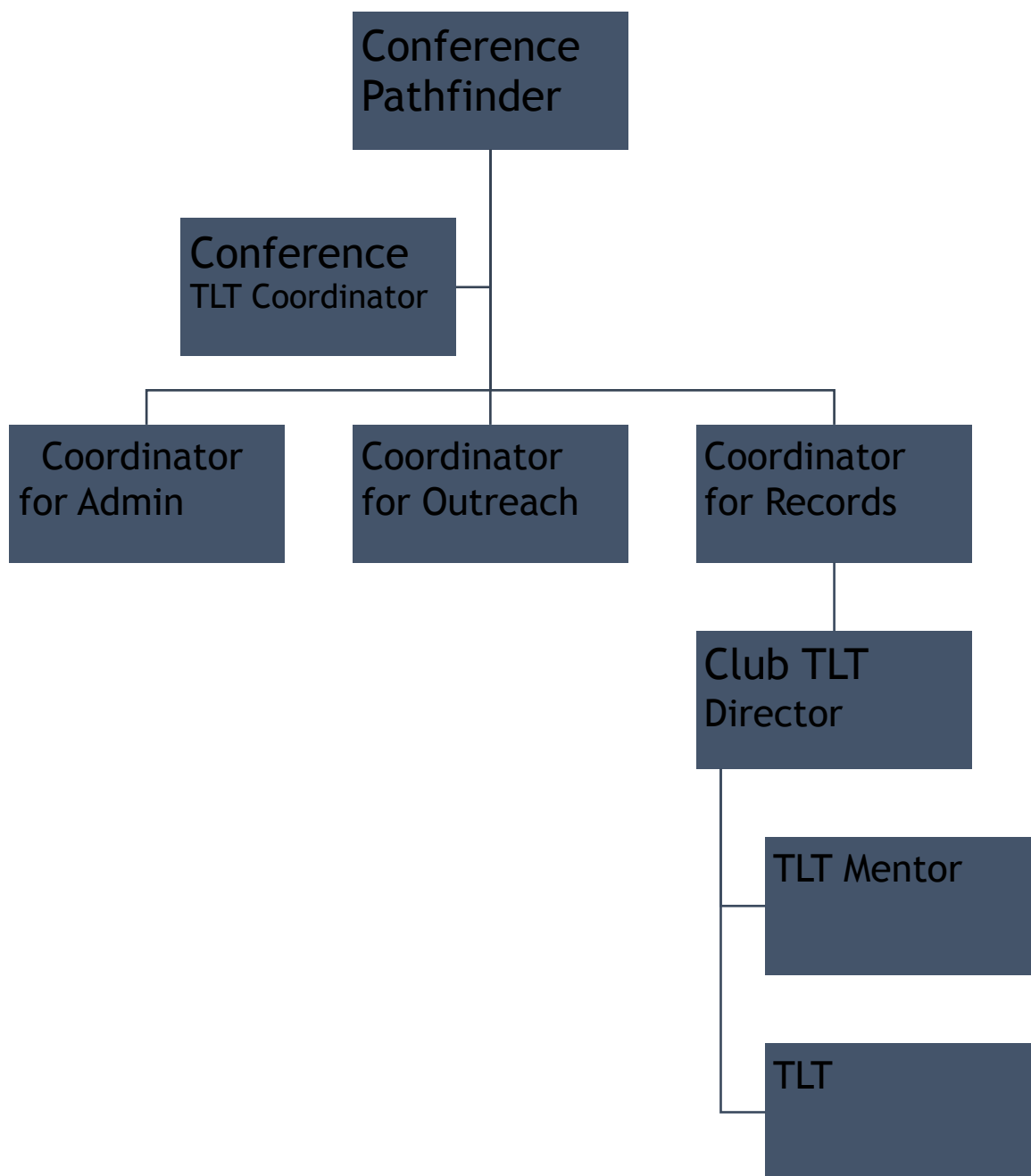
## Club

### TLT Director

- TLT Member
- Assoc. Director for Admin, Outreach, Operations
- Assoc. Director for Teaching, Records Operations
- Assoc. Director for Activities, Counselling Operations
- Counsellor/ TLT Mentor
- Operations

# Conference TLT Organisational Flow Chart

In order for the Conference Director to most effectively facilitate Teen Leadership Training for the club /TLT Directors, their TLT Mentors and their TLT's, it is recommended that they organise their staff around the TLT Operations.



Notes \_\_\_\_\_

This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of standard notebook paper. The lines are thin and extend from the left edge to the right edge. There are no margins, text, or other markings on the page.



For guidance or support regarding the programme



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