



The National Training Team Guideline

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List of Acronyms:

ASC	Adult Support Committee of the Scout Association of Maldives
NTT	National Training Team
APR	Asia Pacific Region – World Organization of the Scout Movement
WOSM	World Organization of the Scout Movement
SAM	The Scout Association of Maldives
NHQ	The National Headquarter of the Scout Association of Maldives



1. Introduction

- 1.1. This guideline is called “The National Training Team (NTT) Guideline”. This Guideline aims to provide direction on the formation and establishment of a National Training Team for the Scout Association of Maldives (Association).
- 1.2. This document is a supplement to the current National Adults in Scouting policy of the Association.
- 1.3. The NTT is a sub-committee of the Adults Support Committee (ASC) that works closely with the Chief Commissioner and respective commissioners and lead volunteer/staff assigned for Trainings.
- 1.4. The Members of the NTT reports to the National Commissioner responsible for Adults in Scouting at the Association and the lead volunteer / staff at the National Headquarter (Training Director) appointed by the Chief Commissioner.
- 1.5. The purpose of the NTT is to provide all relevant and necessary trainings for Adult Members of SAM, equipping Adult Members to function in different capacities and roles in Scouting, contributing effectively and efficiently to the development of Scouting in the Maldives.
- 1.6. The ASC shall be responsible for appointing members to the NTT and delegates the responsibility of regularly monitoring the functioning of this Team to the National Commissioner responsible for Adults in Scouting at the Association and the lead volunteer / staff at the National Headquarter (Training Director) appointed by the Chief Commissioner.
- 1.7. The ASC shall ensure the implementation, monitoring, and periodically when and if necessary, carry out the revision of this guideline.

2. Functions of the NTT.

- 2.1. Under the co-leadership of the National Commissioner responsible for Adults in Scouting at the Association and the lead volunteer / staff at the National Headquarter (Training Director) appointed by the Chief Commissioner, the NTT is required to carry out the following functions:
 - 2.1.1. Planning, organizing and delivery of all Adult Training Programmes carried out by SAM.
 - 2.1.2. Provide support and assistance to the ASC and the National Training Committee of the Association to evaluate the effectiveness of existing training methods/courses and to assess if these methods/courses meet the needs and requirements of Adult Members.
 - 2.1.3. Support the ASC and the National Training Committee of the Association in periodically reviewing, revising, and updating accordingly the content of Adult Training Programmes carried out by SAM. This includes updating training materials such as presentations, handouts, and training aids.
 - 2.1.4. Provide feedback and advice to the ASC, the National Training Committee, Chief Commissioner, National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ) on strengthening training and capacity building of Adult Members of the Association.
 - 2.1.5. Provide support and assistance to the ASC in developing and reviewing policies, regulations, documents relevant for Adult Training and Support when and as needed.



3. Composition and term of the NTT

- 3.1. The members of the NTT shall be appointed by the ASC.
- 3.2. The NTT shall consist adequate members, who are competent in delivering the necessary Adult Trainings organized by the Association.
- 3.3. A member of the NTT shall be appointed for a period of 3 years, from the date of appointment. The term is individual and not collective for the entire NTT.
- 3.4. The number of members of NTT, if required, shall be determined by the ASC.
- 3.5. By virtue of their position, the following office bearers of the Association shall be members of the NTT:
 - 3.5.1. The Chairperson of the ASC,
 - 3.5.2. Chief Commissioner,
 - 3.5.3. the Deputy Chief Commissioner responsible for Adults in Scouting (National Commissioner for Scouting Development),
 - 3.5.4. National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support),
 - 3.5.5. the National Commissioner for Youth Programme, and
 - 3.5.6. Lead staff / volunteer directing trainings at the NHQ (Training Director at the NHQ)
- 3.6. General requirements of a member appointed to the Training Team:
 - 3.6.1. Should be an Adult Member of the Association, who pays the membership fee,
 - 3.6.2. Should have completed the Wood badge, and
 - 3.6.3. Should meet the competencies outlined in clause 3.7. of these guidelines.
- 3.7. Competencies of the members of the NTT
 The ASC must select and appoint members to the National Training Committee based on the following competencies:

Training Expertise:	<ul style="list-style-type: none"> ○ Demonstrated experience in designing and delivering effective training programs. ○ Knowledge of adult learning principles and methodologies. ○ Ability to assess training needs and tailor programs accordingly.
Leadership Skills	<ul style="list-style-type: none"> ○ Strong leadership and team management skills. ○ Ability to motivate and inspire team members to achieve common goals. ○ Foster a positive and collaborative team culture.
Communication:	<ul style="list-style-type: none"> ○ Excellent communication and interpersonal skills. ○ Ability to effectively convey complex information to diverse audiences. ○ Strong presentation skills.
Collaboration:	<ul style="list-style-type: none"> ○ Proven ability to work collaboratively with different stakeholders and team members. ○ Foster a culture of teamwork and cooperation within the National Training Team. ○ Collaborate with other departments for a holistic approach to training.
Problem-Solving and critical thinking	<ul style="list-style-type: none"> ○ Strong analytical and problem-solving skills. ○ Decision-making skills with the ability to prioritize tasks effectively. ○ Ability to objectively analyse information, question assumptions, and make informed decisions.



Adaptability	<ul style="list-style-type: none"> ○ Ability and capacity to adjust to new conditions and changes, both personally and professionally.
Emotional Intelligence	<ul style="list-style-type: none"> ○ Understand and manage own emotions and the emotions of others, fostering better interpersonal relationships.
Self-Awareness	<ul style="list-style-type: none"> ○ Recognize own strengths, weaknesses, and biases, which facilitates the process of unlearning and relearning. ○ Has a natural inclination to seek out new knowledge and experiences.

- 3.8. While the general requirement to become a member of the NTT states that only an Adult Member of the Association can be appointed to the NTT, the ASC can appoint a non-scout, subject matter expert to the NTT if and when required, either as a full member for the three (3) year term or for a specific duration based on the need.
- 3.9. While the general requirement of an Adult Member appointed to the NTT requires that the Adult Member to have completed the Wood Badge, based on the subject matter knowledge, the need and if an individual meets the competencies outlined in clause 3.7., an individual can be appointed to the NTT despite not having completed the Wood Badge.

4. Selection process and Appointment of NTT Members

- 4.1. The Association shall make an open call providing sufficient duration for individuals to respond to the open call.
- 4.2. Chief Commissioner, National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ) can propose names of recommended NTT members to the ASC.
- 4.3. The ASC in consultation with Chief Commissioner, National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ) shall review the applications and recommendations, and if necessary, carry out an interview process to ensure that the members selected for the NTT poses the competencies required for this role.
- 4.4. Upon appointment, each member of the NTT shall be provided with the following:
 - 4.4.1. Warrant of appointment
 - 4.4.2. Mutual Agreement
 - 4.4.3. National Training Committee Guideline
 - 4.4.4. Details of appraisal process
- 4.5. All appointed NTT members must complete the most recent “Safe from Harm” training.
- 4.6. A member of the NTT can be terminated by the ASC, if a member of the Committee is unresponsive or fails to contribute and participate in assignments, trainings and other engagements of the NTT, without a compelling reason after carefully reviewing the case.

5. Organization, coordination and addressing grievances

- 5.1. The NTT is co-lead by the National Commissioner responsible for Adults in Scouting at the Association and the lead volunteer / staff at the National Headquarter (Training Director) appointed by the Chief Commissioner.
- 5.2. The co-leads of the NTT shall ensure that regular and periodic meetings of the NTT as held to discuss, network, exchange ideas and promote learning among members of the NTT.



5.3. Any grievances and or complaints regarding the activities and conduct of a member of NTT shall be addressed by the ASC of the Association in consultation with the Chief Commissioner. If an amicable solution is not reached, the case shall be forwarded to the statutory mechanisms within the Association.

6. Performance Management:

6.1. The members of the NTT are subjected to an initial performance appraisal carried out 3 months into appointment. Followed by a second appraisal 6 months after the initial appraisal. Based on the evaluation carried out via the Performance Management process, a decision for future can be made; this could include Renewal (continuation), retirement or reassignment.

6.1.1. Initial target setting: Upon appointment, the individual is required to provide targets for a 3-month period.

6.1.2. Renewal: Individuals will be required reset targets accordingly for the next 6 months – incorporate learning from the first 3 months and strive to increase productivity and be focused on further development and growth (both individually and in implementing the functional role).

6.1.3. Retirement:

- At any time, any individual working within the management organization and functional structure of the Association can decide to retire on their own accord.
- After two or more Performance Management cycles, if the individual is unable to meet the basic performance criteria, the Association has the right to initiate termination of the mutual contract with the individual.

6.1.4. Reassignment: Based on the Performance Management evaluation or based on emerging needs of the association, or upon the request of the individual, after a reasonable negotiation between the Association and the individual, reassignment of roles or functions can be made by the Association.

6.2. On behalf of the Association, the Performance Management process shall be initiated and executed by the ASC.

7. Resolving any issues or matter not addressed in this guideline.

7.1. Any issue or matter related to the NTT not specified under this policy must be taken to the ASC.

7.2. In the absence of the ASC the Chief Commissioner shall address any issues or matters raised regarding the NTT.