

The National Training Committee 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 Committee Guideline”. This Guideline aims to provide direction on the formation and establishment of a National Training Committee 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 National Training Committee is a sub-committee of the Adults Support Committee (ASC).
- 1.4. The National Training Committee reports to the the ASC and works closely with the Chief Commissioner and the National Commissioner responsible for Adults in Scouting at the Association.
- 1.5. The primary objective of establishing this committee is to function as the key technical committee of the Adults Support Committee (ASC) of the Association, responsible for developing and designing Adult Training courses of the Association.
 - 1.5.1. Its purpose is to meticulously design and prepare adult training courses, their contents, and set quality assurance standards.
 - 1.5.2. The committee is dedicated to equipping members of the National Training Team (NTT) with the necessary skills and content for effective adult training delivery for the Association.
 - 1.5.3. Through these efforts, the committee should aim to contribute significantly and efficiently to the advancement of Scouting in the Maldives..
- 1.6. The ASC shall be responsible for appointing members for this technical committee and regularly monitor the functioning of this committee.
- 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 National Training Committee.

The functions of the National Training Committee include the following:

- 2.1. Review, revise and submit for the endorsement of the ASC all adult training related; curriculums, learning outcome documents, training modalities, and content.
- 2.2. Ensure that the training system needs are focused on internal needs and be able to recognize and respond to trends in the local, national, and international communities (APR and WOSM).
- 2.3. Propose measures that will continuously upgrade the competencies of the National Training Team of the Association.
- 2.4. Provide technical support to the projects of all ASC that are related to training of Adults in Scouting.
- 2.5. Assist in the preparation of the Annual Training Calendar in consultation with the National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ).
- 2.6. In coordination with the National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ) design and conduct Training of Trainer programs, or any relevant program that would refresh the NTT.

- 2.7. Provide feedback and advice to the ASC, 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 training and capacity building of Adult Members of the Association.
- 2.8. Provide support and assistance to the ASC in developing and reviewing policies, regulations, documents relevant for Adult Training and Support when and as needed.
- 2.9. Periodically assess the situation of adult trainings carried out by the association and carryout Training Needs Analysis when and as needed and submit findings to the ASC of the Association.

3. Composition of the National Training Committee

- 3.1. The members of the National Training Committee shall be appointed by the ASC. The Chief Commissioner can propose names of such members to the ASC for approval.
- 3.2. The Chair of the National Training Committee shall be appointed by the ASC.
- 3.3. The National Training Committee shall consist of 7 members.
- 3.4. The Chairperson of the ASC, Chief Commissioner, the Deputy Chief Commissioner for Scouting Development, National Commissioner responsible for Adult in Scouting (National Commissioner for Adult Support) and Lead staff / volunteer directing trainings (Training Director at the NHQ) can attend meetings of the National Training Committee as ex-officio but non-voting (non-quorum) members of the National Training Committee.
- 3.5. Competencies of the members of the National Training Committee.
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.

- 3.6. While the general requirement of a member of the National Training Committee shall be an Adult Member of the Scout Association of Maldives, the ASC can appoint a non-scout subject matter expert to the committee if required.
- 3.7. In addition to this composition, the National Training Committee can from time to time invite technical subject matter experts to advice the committee if and when required.

4. Term and appointment of Members of the National Training Committee

- 4.1. The Term of the Members of the National Training Committee is three (3) years from appointment.
- 4.2. If the term of the Committee expires without renewal or appointment of a new Committee, the existing Committee shall remain until a decision is made by the ASC or the National Scout Council.
- 4.3. Upon appointment, each member of the Committee shall be provided with the following:
 - 4.3.1. Warrant of appointment
 - 4.3.2. Mutual Agreement
 - 4.3.3. National Training Committee Guideline
 - 4.3.4. Details of appraisal process
- 4.4. All appointed Committee members must complete the most recent “Safe from Harm” training.
- 4.5. A member of the National Training Committee can be terminated by the ASC, if a member of the Committee is unresponsive or fails to contribute and participate in Committee meetings and assignments without a compelling reason after carefully reviewing the case.
- 4.6. If a member has resigned or has been terminated from membership of the Committee from the ASC from the Committee, the ASC shall appoint a new member to the Committee.
- 4.7. The term of any new member appointed under clause 4.6., shall be the remaining duration of the existing Committee.

5. Organization and coordination among the National Training Committee

- 5.1. The ASC and/or the Chief Commissioner of the Association can assign tasks for the National Training Committee.
- 5.2. The National Training Committee shall prepare a work plan of the committee and share with the ASC for endorsement.
- 5.3. The National Training Committee shall regularly and periodically meet to carry out its functions based on the working methods agreed by the members of the Committee.
- 5.4. Committee meeting can take place without a specific quorum, however on matters that require the decision of the committee, the decision must be reached with a vote of one-third of members of the committee.

6. Performance Management:

- 6.1. The members of the National Training Committee is 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 stive 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 negation 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 related to Committee or this guideline.

- 7.1. Any issue or matter related to the Committee 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 Committee.