



Head Counselor Certification Course

Introduction

Workshop Overview

Purpose

This workshop focuses primarily on learning at the awareness level. It is designed to help head counselors become familiar with their *Head Counselor Handbook* and through it, gain a better understanding of their important role in their church's Cadet program.

The workshop is designed to be completed in one evening. You will be guiding the participants through the *Head Counselor Certification Course* booklet. **One hour is not adequate for completing the entire booklet.** Because you will be using an interactive learning approach, you will also be helping them to better understand what is expected of them.

The introductory paragraph to the Head Counselors Job Description (*Head Counselor Handbook*, page 6) sums up what is expected very well.

“The head counselor of a Cadet club has much in common
with a manager in the business world.
He is responsible for all aspects of the management process.”

After completing the workshop, make sure the completed booklets are submitted to you or your DCE team, so each man can receive his head counselor stripe and certificate.

Note: If possible, save time by making sure each participant has a *Head Counselor Certification Course* booklet beforehand and ask them to complete the profile on page 24 before coming to the workshop. They could also have the back of the course booklet filled in as well.

Materials and Equipment

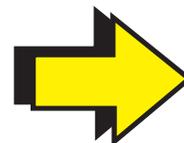
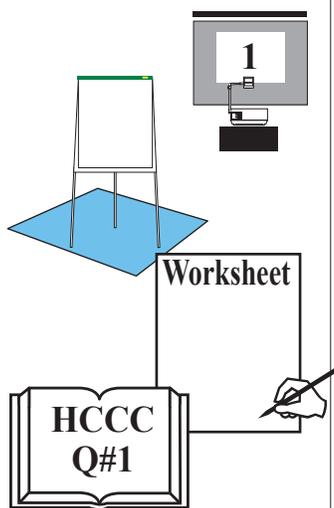
You will need the following to conduct the workshop.

- This *Instructor's Manual* with the overheads provided
- Head Counselor Certification Courses* — one for each participant
- Head Counselor Handbooks* — one for each participant
- Head Counselor Certification* worksheet — one for each participant
- Overhead projector and screen
- Flipchart with markers and masking tape

Approach

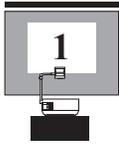
This workshop uses a step-by-step approach and incorporates the following training aids.

1. Lecture material is in **14 pt. GillSans font** for easy reading. You are encouraged to actually read the material as written. This will help you keep on track and within time limits. People generally will not care that you are reading, and by the second or third time through, you will be reading it as naturally as you would say it conversationally. There may be times when the script encourages you to add your own comments.
2. Visual symbols are also utilized to help you see what is coming next. They include:
 - Overhead Projector Transparencies — numbered so you will always know that you are on track.
 - Flipchart — not numbered, but shown to alert you that you will be publishing their ideas and input.
 - Exercise — *Head Counselor Certification* worksheet.
 - *Head Counselor Certification Course (HCCC)* or *Head Counselor Handbook (HCH)* — shown when counselors are to refer to their courses or handbooks, indicating the questions or pages they are to work on.



Workshop

Make certain each participant has a *Head Counselor Certification Course* and that every participant has a *Head Counselor Handbook*.



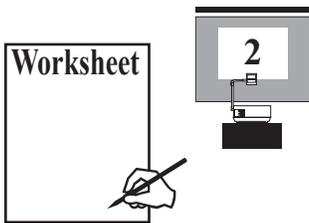
Display OH 1 and introduce yourself.

Welcome to the _____ Council's workshop entitled: *Head Counselor Certification Course*.

My name is _____. I am a counselor (head counselor) with the _____ Cadet club and I also serve as a Developer of Counselor Education for our council.

Display OH 2, pass out the worksheet handout, and explain that ...

Worksheet



Being a head counselor means understanding some important tools. Let's see if we can discover these tools.

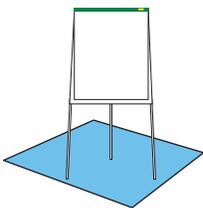
Ask them to consider the following scenario.

You have just arrived at a new job and the boss greets you and takes you to your office. He tells you he has a meeting to attend and so he leaves you to get settled in and start working on your own. As you sit there, you realize that you have no idea what is expected of you in this job!

Please think about why it is important to understand what is expected of you in your job. Write down three reasons on the handout.

Publish answers on the flipchart.

When all items have been published, point out that ...



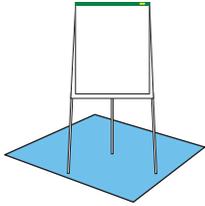
Many of these reasons are also applicable to head counselors and counselors in Cadet clubs.

So here we have discovered an important tool.
Clear expectations.

Now let's continue with the scenario:

The boss returns and explains that one of the problems they have discovered is that no one is being held accountable for the work they do. He states that your job is to explain to the employees why it is important that they be held accountable for doing their jobs.

Please write down three reasons you would give for the need for accountability.



Publish on the flipchart. When all items have been published, point out that ...

Many of these reasons also apply to head counselors and counselors in Cadet clubs.

So here we have discovered the second important tool.

Accountability.

Display OH 3 and explain that ...



So, now we have discovered that, in order for the counselors of a club ...

To PERFORM effectively, we need ...

- Clear *expectations*.
- *Accountability* for meeting those expectations.

As head counselor, it is your task to organize things so that these things happen.

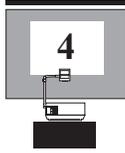
To help you with this, the Calvinist Cadet Corps has developed a handbook. This handbook is intended to help you discover what should be expected of a counselor, as well as what counselors can expect from you — the head counselor.

Using this, clear expectations can be laid out, which then also allow us to evaluate if the expectations are being met.



Have them open the *Head Counselor Certification Course* booklet.

- Ask them to read the Introduction on the top of page 2.
- After they have finished reading, remind them that the column on the left side of each page shows where to find the answer in the *Head Counselor Handbook*.



Display OH 4 and direct them to the top of page 3 in the *Head Counselor Certification Course* booklet.

Have them work individually, or in groups of two or three, to complete questions 1–2.

- Review the answers by asking them for theirs. This will help you see whether they understand the information.



Display OH 5 and have them work individually, or in groups of two or three, to complete questions 3–4 about head counselors.

- Review their answers to see if they understand the information.

Continue the same procedure with questions 5–9 regarding counselors.

Display OH 6 and ...

- Continue the same procedure with questions 10–11 regarding club membership.



Display OH 7 and ...

- Complete and review questions 12–14 dealing with structure, using the same procedure.

Note: Make sure that the reason for having cadres is clearly understood.

Display OH 8 and ...

- Complete and review questions 15–16 looking at supplies, using the same procedure.
- Continue the same procedure with questions 17–19 regarding planning.



Display OH 9 and ...

- Continue using the same procedure to complete questions 20–22.
- Continue the same procedure with questions 23–24 dealing with communication.

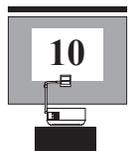


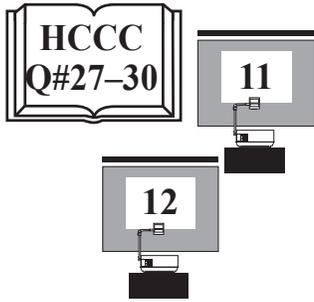
Note: If possible, and to save time, ask the participants to complete the profile on page 24 in the *Head Counselor Handbook* before coming to the workshop.

Suggest also that they plan to fill out the Head Counselor Leadership Profile once again at the end of this Cadet season to see what progress they have made.

Display OH 10 and ...

- Complete and review questions 25–26 about controlling, using the same procedure.





Display OH 11 and ...

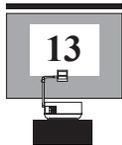
- Continue the same way to complete and review question 27.
- Continue the same procedure with questions 28–29 dealing with counselor education.

Display OH 12 and ...

- Complete and review question 30, using the same procedure.

Once your workshop is completed, explain your DCE team's procedure for ...

- collecting their booklets
- distributing the head counselor stripes
- sending the list of names and addresses to the Corps office so certificates can be mailed to them



Direct their attention to the back page of their booklet. Ask them to fill in the information requested.

Then ...

- Distribute the *Workshop Evaluation Forms* (see section 12 in your *DCE Manual*) for them to complete.
- When they are finished, collect the forms.

Once this has been done, it's time for the closure.

Display OH 13 — Close your workshop by reminding them of page 7, item 5 in the *Head Counselor Handbook*.

You may want to read the paragraph to remind them what it said.

••• End •••



Remember:
Cadeting
is a ministry
to which
God
has called us.
He expects our best!



Head Counselor Certification Course

Worksheet



1. List three reasons why understanding what is *expected* of you in your job is important.

2. List three reasons why being held *accountable* for your work is important.