

Tips for getting unit leaders trained:

- ❑ Clearly set expectations with unit leaders that they complete training as part of accepting the position to serve
- ❑ Find out the current training status of individual unit leaders
 - Review the Training Completed and Training Not Completed reports
 - Determine whether the Training Not Completed report is accurate
 - Report inaccuracies to the District Executive (include training dates)
- ❑ Determine what training is still needed
- ❑ For training that can be completed online (i.e., youth protection, safe swim defense, fast start, etc.), obtain membership ID numbers. These can be located in several ways:
 - Address label of the individual leader's Scouting Magazine
 - On the bottom of the leader's BSA membership card
 - Unit rosters available in the Internet Advancement show member ID #s
 - The Training Not Completed report shows ID #s
 - Contact a District Executive at the Scout Service Center
- ❑ Determine when the District will be offering the needed training
- ❑ If the regularly scheduled training events in the district and sector do not meet the needs of your unit and/or its leaders, the district training committee can make arrangements to provide a more individualized training at the subdistrict, unit, or individual level
- ❑ Recognize those who have successfully completed training for their position
 - Training and performance awards are available for unit leaders who have done their job and been trained for every unit level position
 - Recognize unit leaders who have completed training in courts of honor and similar events
 - Make a big deal out of individuals who complete their training
- ❑ Report completed training to the District Executive
- ❑ Keep a copy at the unit level of any training events that your unit leaders attend so there is a back-up record
- ❑ Ask for new Training Completed and Training Not Completed reports from time to time to verify that completed training has been successfully recorded