

# Master Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
304	<b>Commissioner Service for Units at Risk</b>	Unit Commissioner District Commissioners Assistant District Commissioners	This course will show how to recognize the signs of a unit in crises and develop the skills to resolve the issues. It will also cover what information to input to commissioner tools.	<p><b>List</b> signs of a unit in trouble</p> <p><b>Identify</b> symptoms of and describe possible causes of a unit in trouble.</p> <p><b>Describe</b> the process of determining the problem.</p> <p><b>Describe</b> approaches to solve the problem. Indicate in commissioner tools the problems of the unit, what is needed to correct them, and to indicate clearly to the ADC/DC the unit's health. Timely entering of findings and solutions will be emphasized.</p>
305	<b>Resolving Critical Unit Issues</b>	Unit Commissioner, District Commissioners, and Assistant District Commissioners  Suggested prerequisite: MCS 304.	The course will quickly review information from MCS 304. After this introduction, various role playing scenarios and discussion scenarios will be presented for the class to work through.	<p><b>Review</b> the information in MCS 304. Discuss the role of commissioner tools in working through critical unit issues.</p> <p><b>Provide</b> practical experience for the commissioner in solving various issues through role playing and discussion of scenarios of units with critical issues.</p> <p><b>Demonstrate</b> how to prepare a detailed assessment and unit service plan.</p>
306	<b>Mentoring Skills</b>	All Commissioners	The course will discuss the new mentoring model, differences of coaching and mentoring and how it applies to commissioner service	<p><b>Recognize</b> the role of a mentor.</p> <p><b>Understand</b> mentoring methods.</p> <p><b>Discuss</b> building the mentoring relationship</p>

307	<b>Commissioner Service for Newly Formed Units</b>	Commissioners who will be assigned to a newly formed unit.	The course will explain the role of the new unit commissioner in the establishment of a new unit and his role in providing service to that unit. It will discuss the special needs of a new unit and provide guidance in providing that service. The guidance will be made in accordance with the role as described in the Unit Performance Guide	<b>Define</b> the role of the new unit commissioner in unit development <b>Understand</b> the requirements of being a new unit commissioner. Describe the needs of a new unit that are different from a well-established unit. <b>Know</b> the role of the new unit organizer and how they work together.
309	<b>Good Commissioners Need Both Head and Heart</b>	All Commissioners	Commissioners need a balance between technical knowledge and personal relationship with their units	<b>Understand</b> the role of a commissioner relative to the unit's leadership <b>Discuss</b> the need to engage units in a guided discovery process to identify unit needs. <b>Provide</b> communication skills to work effectively with units.
311	<b>All About the ADC's Role</b>	All Commissioners	Educate the audience on the purpose of the assistant district commissioner role and how it benefits commissioner services.	<b>Review</b> the purposes and roles of a ADC <b>Define</b> types of ADCs <b>Identify</b> how ADCs can enhance good commissioner service.
312	<b>Recruiting New Commissioners</b>	All Commissioners	To be able understand and implement the 10-step process in recruiting commissioners.	<b>Demonstrate</b> an understanding of the 10-step process of recruiting commissioners as outlined in the Fall 2006 Commissioner newsletter. <b>Explain</b> the job functions of the various commissioner roles that you will be recruiting for. <b>Outline</b> a method of how the 10-step process will be implemented in your local District or Council.

<p>314</p>	<p><b>The Commissioner and the Professional</b></p>	<p>All Commissioners  Follow up with DCS 514 Relationships</p>	<p>Commissioners explore the commonalities of their roles and the roles of the professionals in order to foster positive and productive relationships.</p>	<p><b>Understand</b> the common origins of the commissioner and professionals, and their current roles.  <b>Discuss</b> elements of a positive and productive relationship.  <b>Discover</b> opportunities to work together to support unit success including “Tricks of the Trade.”  <b>Experience</b> “Volunteer-driven and Professionally guided.”</p>
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