

# Master Course Descriptions 2018

Course Number	Course Title	Audience	Course Description	Learning Objectives
304	Commissioner Service for Units at Risk	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	Resolving Critical Unit Issues	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	Mentoring Skills	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.

314	<b>The Commissioner and the Professional</b>	All Commissioners  Follow up with DCS 514 Relationships	Commissioners explore the commonalities of their roles and the roles of the professionals in order to foster positive and productive relationships.	<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.”
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