

Giving Information and Directions

- Make sure others are listening before you start giving information. This may mean a place free of distractions.
- Speak slowly and clearly and make eye contact
- Be certain everyone understands the objective or the results you want
- If possible write the most important points on a flip chart or white board
- Draw diagrams and pictures to simplify complex ideas
- Repeat key facts such as dates, times and places
- Have those receiving instructions make notes or distribute notes or copies of schedules, duty rosters, menu, activity plans to the patrol
- Have others repeat back their understanding of the information
- If your patrol has a task to do:
 - Delegate jobs to each member
 - Keep yourself in a position to coach the patrol. Do not get wrapped up in the project by doing most of it. This is an opportunity for the patrol members to develop their skills and for you as a leader to learn how to effectively manage the patrol

Start, Stop, Continue (SSC) Self-Evaluation

Ask yourself these questions to see if you are effective in giving information and directions

- Are they paying attention?
- Are your Scouts forgetting less?
- Do they take notes regularly?
- Do they ask questions when in doubt?
- Do you take notes yourself and review them to be sure you don't forget?