

10-15 min

Weekly Quick Check-In

DATE

SCOUT

POSITION

1. How's it going this week?

2. What's coming up that you need to prepare for?

3. Any challenges I can help you think through?

4. What went well this week?

5. Anything else?

Next week's focus:

10-15 min

Weekly Quick Check-In

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1. How's it going this week?

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Next week's focus:

20–30 min

Monthly Deeper Check-In

DATE

SCOUT LEADER

POSITION

MENTOR

1. WINS & CELEBRATIONS

5 min

What went well this month?

What are you proud of?

What positive feedback have you received?

2. CHALLENGES & LEARNING

10 min

What's been difficult?

What situations didn't go as planned?

What did you learn from those experiences?

What would you do differently next time?

3. JOB CARD PROGRESS REVIEW

5 min

Responsibility	Going Well?	Needs Support?	Notes
	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	
	☐ Yes ☐ No	☐ Yes ☐ No	

4. LOOKING AHEAD

5 min

What's coming up in the next month?

What do you need to prepare for?

What resources or support do you need?

What's one thing you want to improve?

5. GOAL SETTING

3 min

Focus for next month:

How will you know you accomplished it?

First step:

6. MENTOR SUPPORT

2 min

How can I best support you this month?

Do you need me to connect you with anyone?

ACTION ITEMS

NEXT MONTHLY MEETING

☐

☐

☐

30–45 min

First Meeting Agenda

DATE

SCOUT

POSITION

MENTOR

1. BUILD RELATIONSHIP

5–10 min

Why I volunteered to mentor:

Scout's Scouting background:

Why they wanted this position:

2. JOB CARD REVIEW

15–20 min

☐ Reviewed all responsibilities together

Scout's questions about the role:

Most excited about:

Seems hardest:

Clarifications needed:

3. SET GOALS

5-10 min

What do you want to accomplish in this position?

What do you want to learn?

How will you know you've been successful?

2-3 Specific Goals:

1.

1.

1.

4. ESTABLISH CHECK-IN ROUTINE

5 min

WEEKLY CHECK-IN TIME

FIRST MONTHLY CHECK-IN

HOW TO REACH ME

SCOUT'S PREFERRED CONTACT

5. ENCOURAGEMENT

5 min

Key message to Scout:

FOLLOW-UP ACTIONS

- ☐ Email parents to introduce myself
- ☐ Send Scout summary of goals
- ☐ Put check-ins on calendar
- ☐ Touch base with Scoutmaster

5-10 min

Event / Activity Debrief

EVENT / ACTIVITY

DATE

SCOUT LEADER

3 MAGIC QUESTIONS

1. What went well?

2. What would you do differently next time?

3. What did you learn?

ACTION ITEMS

☐

☐

☐

5-10 min

Event / Activity Debrief

EVENT / ACTIVITY

DATE

SCOUT LEADER

3 MAGIC QUESTIONS

1. What went well?

2. What would you do differently next time?

3. What did you learn?

ACTION ITEMS

- ☐
- ☐
- ☐

Problem-Solving Conversation

ISSUE / CHALLENGE

DATE

SCOUT

EXPLORE THE SITUATION

What happened?

What was challenging about it?

How did it make you feel?

BRAINSTORM SOLUTIONS

What are your options?

1.

1.

1.

1.

What do you think would work best?

What are the pros/cons of that approach?

MAKE A PLAN

What will you try?

What's your first step?

When will you do it?

What support do you need?

How will you know if it worked?

FOLLOW-UP

CHECK BACK ON

What to look for:

End-of-Term Reflection

SCOUT LEADER

POSITION

TERM START

TERM END

LOOKING BACK

What were your goals at the start?

1. _____

1. _____

1. _____

Did you achieve them?

☐ Goal 1: Yes / Partially / No ☐ Goal 2: Yes / Partially / No ☐ Goal 3: Yes / Partially / No

ACCOMPLISHMENTS

What are you most proud of from your term?

What was your biggest challenge and how did you handle it?

What skills did you develop?

LEARNING

What did you learn about leadership?

What did you learn about yourself?

What would you do differently if you did this again?

ADVICE FOR NEXT LEADER

What advice would you give the next person in this position?

What should they know that isn't in the job card?

What resources were most helpful?

MOVING FORWARD

Do you want to pursue a different leadership position?

How will you use what you learned?

What's your next leadership goal?

MENTOR OBSERVATIONS

Growth I observed:

Strengths demonstrated:

Areas for continued development:

Congratulations on completing your term!

Your leadership made a difference in Troop 221.