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World Organization of the Scout Movement  
Organisation Mondiale du Mouvement Scout  
Всемирная Организация Скаутского Движения  
Organización Mundial del Movimiento Scout  
المنظمة العالمية للحركة الكشفية

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## **Circular No. 34, series of 2012**

To: Chief Commissioners  
International Commissioners  
Chief Scout Executives

07 December 2012

### **49th APR Basic Management Course for Scout Executives**

Dear Colleagues:

Greetings from the regional office!

We are happy to inform that Persekutuan Pengakap Malaysia will host the Asia-Pacific Regional Basic Management Course for Scout Executives, which will be the 49<sup>th</sup> of such course organized by the region since 1972.

This 49<sup>th</sup> course will be the first to be held after the review of course content and duration by the APR Management Sub-Committee. The course is now redesigned for 11 days and is also open to Volunteer leaders that have executive's roles in National Scout Organizations.

Please be advised that both Professionals and Volunteers will receive participation certificates accordingly. However, the "APR Scout Executives Medallion", upon fulfilling the requirements, will be issued only to full time executives who have attended the course fully and have submitted the report as specified.

Volunteers who cannot join for the 11- day course can join from the 5<sup>th</sup> day of the course.

Other details of this course are as follows:

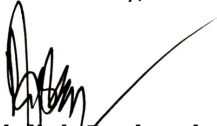
- Aim:** To strengthen the managerial and professional competencies of full time Scout executives and volunteers serving the national Scout organizations in the Asia- Pacific Region in order to effectively perform their responsibilities and meet emerging challenges.
- Venue:** International Youth Centre (IYC)  
Kuala Lumpur, Malaysia
- Dates:** 4 to 14 April 2013  
*Professionals (full time) executives are expected to arrive on 3<sup>rd</sup> April and may leave on 15<sup>th</sup> April onwards.*  
*Volunteers may arrive on 7<sup>th</sup> April and may leave on 15<sup>th</sup> April onwards.*
- Fees:** The fee is US\$150.00 which will cover inland transportation, food, accommodation, course materials and educational tour.
- Participants:** Professional Scout Executives and Volunteers in executive positions at the national and sub-national levels. Potential Professional Scouters may also be nominated to take part in the course.

- Course Design:** Please be advised that the course is now based on Modules. Feedback on elective Modules will be needed and it is included in the course. Thus, please ensure to nominate your participants well ahead of the cut out date.
- Pre- Course Assignment:** The WSB/ APR will issue the pre course assignment by the first week of March. Participants are expected to complete these assignments and submit to APR Office, within the schedule.
- Course staff:** Experienced and competent Scout Executives and volunteers from national Scout organizations will be invited to serve in the course. Majority of the faculty staff, counselors and support staff will be from the host association. Local resource speakers will be invited to make input on specific topics. Scout Executives from APR will coordinate this course.
- Weather:** This months' normal temperature ranges from 23.7°C to 33°C.
- What to bring:** Scout uniform, personal kit, and light cotton clothing is advisable.
- Course Contents:** Mission of Scouting, Adult Resources Management, Membership Growth concept, Professional Scouters Concept, Human Resources, Leadership, Resources Development and Financial Management, Office Management, Public Relations, Management Principles, Organizational Development, Strategic Planning, Change Management, Learning Organization, World Strategy in Scouting, Services from the NSOs and Messengers of Peace.

As the course will have limited seats, may I request you to send the nominations of your participants on the attached reply slip in order of priority. We assure that each NSO will have at least 2 participants from the names submitted. We will appreciate receiving the reply slip not later than **31st January 2013**.

Thank you for your attention and response.

Yours sincerely,



**Abdullah Rasheed**  
Regional Director

**49<sup>th</sup> APR Basic Management Course for Scout Executives**  
International Youth Centre, Kuala Lumpur, Malaysia  
4 to 14 April 2013

**REPLY SLIP**

National Scout Organization: \_\_\_\_\_

- The following Scout Leader/s from our Scout association will participate in the 49<sup>th</sup> APR Basic Management Course in Malaysia.

No	Name	Position in Scouting	Professional or Volunteer	Age	Email ID	Mobile No.
1						
2						
3						
4						

Remarks: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this reply slip not later than **31 January 2013**.

<p>To: <b>Mr Mohd Zaki Nurud-din @Nordin</b> Chief Executive Officer Persekutuan Pengakap Malaysia "Rumah B-P", Jalan Hang Jebat 50150 Kuala Lumpur, Malaysia Tel No: +603 20780836/ 20706978 Fax No: +603 20709057 Email: <a href="mailto:pengakap@streamyx.com">pengakap@streamyx.com</a></p>	<p>Cc: <b>Mr. Abdullah Rasheed</b> Regional Director World Scout Bureau / APR 4F ODC International Plaza Building 219 Salcedo St., Legaspi Village Makati City, Philippines Tel No: +63 2 8180984/ 8171675 Fax No: +63 2 8190093 Email: <a href="mailto:asia-pacific@scout.org">asia-pacific@scout.org</a></p>
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