

TLT MINISTRY – THE CURRICULUM

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TLT Curriculum

- *Teen Leadership Training Manual*, 2014 Ed, NAD Pathfinder Ministries, Advent Source
- *Tools for Teen Leaders*, 2009, NAD Pathfinder Ministries, Advent Source

Supplemental Materials:

- Voyager and Guide Investiture Achievement
 - Basic Staff Training Certification and Maser Guide
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TLT Program Outline

The “Recommended” Program Outline is intended for conferences that host a Pathfinder Leaders Convention which includes TLT training for their TLTs, and a TLT Convention. The Pathfinder Leaders Convention is best held in the summer so the TLTs can accomplish their required lab hours by the end of the fall semester. The TLT Convention is best held in the winter following the New Year and runs through the end of the school year when they can again complete their required lab hours by the end of the spring semester. (pgs. 10-12 sidebars)

TLT Workshops by Operations

	<u>Administrative Operations</u>	<u>Outreach Operations</u>	<u>Teaching Operations</u>
Wksp #1	Scheduling & Planning Club Planning #1,2	Outreach Planning Outreach Planning #1,2	IA & Honors Planning Instructional Planning #1,2
Wksp #2	Creative Worship Worship #1,2	Making Outreach Happen Logistics #1,2	Teaching Supplies Logistics #1,2
Wksp #3	Calling the Commands Drill & Exercises #1,2	Getting the Word Out Communications #1,2	Find & Keep Instructors Recruitment #1,2
Wksp #4	Keeping it Safe On-Site Safety #1,2	Speaking Out for God Share Your Faith #1,2	Interactive Teaching Teaching #1,2

	<u>Activities Operations</u>	<u>Records Operations</u>	<u>Counselor Operations</u>
Wksp #1	Planning Activities Event Planning #1,2	Keeping Pathfinder Records Clerical #1,2	Making Unit Plans Unit Planning #1,2
Wksp #2	Gear Packing & Care Logistics #1,2	Sharing the Details Reports #1,2	Fun with your Unit Club Trips #1,2
Wksp #3	Food for Everyone Food #1,2	Collecting PF Money Finance #1,2	Building Your Unit Teamwork #1,2
Wksp #4	Traveling Safe Off-Site Safety #1,2	Working with Accounting Accounting #1,2	Playing it Safe Personal Safety #1,2

	<u>Special Operations</u> (PF Leaders Conv. only)	<u>Mentor Operations</u>	<u>Coordinator Operations</u> (PF TLT Conv. only)
Wksp #1	Basic Staff Training or Master Guide classes	TLT – the Club <i>TLT Manual</i> pgs. 3-7	TLT – the Convention
Wksp #2	Basic Staff Training or Master Guide classes	Teen Developmental Stages <i>PF Staff Manual</i> pgs. 28-30	TLT – the Curriculum <i>TLT Manual</i> pgs. 8-28
Wksp #3	Basic Staff Training or Master Guide classes	TLT Mentoring Practices <i>Tools for Teen Leaders</i>	TLT – the Conference <i>TLT Manual</i> pgs. 29-32
Wksp #4	Basic Staff Training or Master Guide classes	TLT Safety	TLT Ministry – Q & A

TLT Workshop Outline – Example

Administrative Operations – Meaningful Worship

Purpose & Goals of Workshop

This workshop is intended to help the TLT learn the basic aspects of inviting people to come and lead out with club worship. The TLT has been bored by past worships and has ideas about how to make them more interesting.

Students

All TLTs who attend this Operation are new to the TLT program. It is imperative that this workshop be interactive and activity-based. Most of these TLTs will not know each other and will just be starting to form long-lasting relationships. Plan activities that they can do together.

Source Curriculum – TLT Manual pg. 19, Administrative Operations, Worship #1,2

Worships

1. Assist in developing ideas for worships including themes, topics, guests and activities.
 2. Assist in planning and schedule worships. Prepare materials, invite speakers, introduce them, and send thank you notes. Be prepared with a backup program if there is a problem.
 3. Coordinate with TLT's assigned to teaching and counseling operations to make sure that opportunity is given for Pathfinders to do worships necessary for completion of requirements.
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Ideas for Workshop activities:

- Break-out into groups of 2 or 3 and have TLTs share their most memorable Pathfinder meeting worships. Discuss together what it was that made them memorable and have them list those items on a worksheet they can share with their Mentor.
- In groups of 2 or 3 practice doing introductions by asking each other biography-type questions (what, where, when, why, how). Examples are: Where were you born and where do you live now? Who is in your family? What is your favorite color, food, or place? When was your most embarrassing experience? Why do you like Pathfinders?
- Teach the following details they need to know to invite someone to come to their club for a worship presentation: date, time, location, topic, setting of presentation, how many attending, and dress code. Have them prepare a planning worksheet to use.

Ideas for Convention activities:

- Assign TLTs in groups and prepare the introductions for the Convention speakers.
 - Coordinate with Convention Leaders to have TLTs give the Speaker's Introduction at each meeting throughout the Convention.
 - Coordinate with Convention Leaders to have the TLTs introduce their mentors at meeting times, or introduce who will be praying for the meals at meal times – this will give them practice.
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Additional Resources:

Operation Planning & Evaluations

Operation Planning (TLT Manual pages 29-36)

After the TLT workshops have been attended the following preparations are made for fulfilling the requirements within the Pathfinder Club.

1. The Mentor and the TLT review the Operation requirements together in the TLT's Manual of the workshops attended (page 29-36) and brainstorm how each required activity can be learned and accomplished that was taught in each workshop.
2. The TLT writes a description of how he/she will complete each required activity on the "Notes" lines to the right of each required activity.
3. The Mentor confirms the TLT's plan for completing each activity by writing his/her name at the top of the page in the space for "Mentor/Staff."
4. A copy of the completed Operations Tasks page is made for the Mentor.

Now the Mentor and the TLT are ready to go back to their club and start working together to fulfill the operation tasks.

Operation Evaluation Review Outline (TLT Manual pages 29-36)

At conference leadership conventions all returning TLTs and Mentors meet with a Reviewing Staff to review their progress.

1. The Reviewing Staff reviews all the TLT's Operation Tasks pages in his/her TLT Manual which he/she has had instruction in but not signed off.
2. The Reviewing Staff chooses a few of the required activities that seem important to him/her and discusses them with the TLT.
3. When all the required items on an Operations Tasks page are completed the "Task checklist complete. Approved for advance" box at the bottom of the Operations Tasks page is to be checked, signed, and dated by the Reviewing Staff.

TLT Program Level Checklists & Level pins (TLT Manual, pg. 25-28)

During the conference leadership conventions, at the conclusion of the Operations Evaluation Review the Reviewing Staff reviews the TLT Program Level Checklist with the TLT and Mentor and discuss their progress.

1. When all items have been fulfilled, the "Level checklist complete. Approved for advance" box is checked, signed, and dated by the Reviewing Staff.
2. A TLT receives a Level Star Pin for each advancement of the TLT Program Levels.
3. When all 4 levels have been completed the TLT receives Level Star Pin #4, and a "Certificate of Completion."

Club TLT Organizational Flow Chart

In order for Pathfinder clubs to most effectively facilitate teen leadership training for their TLTs it is recommended that they organize their staff around the TLT Operations. (pg. 8)

Office titles and combinations may vary according to the club.

Note: solid lines indicate primary mentor relationships and dashed lines represent secondary mentor relationships.

