

# Step 5 & 6

## Asking someone to help you

### Offering support and welcoming them into Scouting

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#### Step 5 - Asking someone to help you

By now you will have decided on the role that needs filling, identified the skills and qualities the person will require, produced list of names of people who could do the job and identified your 'best choice'. In other words, you have completed steps 1-4 of the Six Step Approach.

Having gone through all the hard work to find somebody who will be right for the role, you need to make sure there is the best possibility of them saying yes! The only way to make this more likely is to meet them, explain what it is you want them to do. Answer any questions they might have, and make sure they are clear why you've asked them.

An important part of the asking process is who you choose to go and speak to the "best choice." Even though you may have organised all the recruitment process up to this stage you might not be the best person.

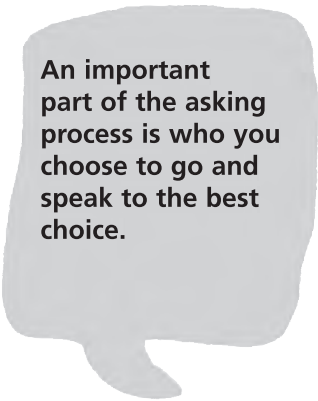
Ideally, the person who does the asking should be their friend or know the person well. They are more likely to say 'yes' to a friend rather than stranger, and will feel more comfortable discussing the options. If you have someone in the District or County who has experience in sales or public relations, it might be helpful to get them involved. They may be the best person to approach individuals you would like to ask to take on the role, or could give you some handy advice. They will be able to help you 'sell' Scouting, the role, and the opportunities it offers in a really positive light.

Whatever happens, the person who is going to do the asking should be:

- outgoing
- friendly
- able to make people feel at ease
- prepared to answer in depth questions about Scouting in your area
- able to 'sell' the opportunity.

They will also need to know about the role that they are asking the person to take on and the support and training they will get if they agree.

It is also important not to get disheartened if the first person you ask says "no". If you can take an objective view, it will make the process easier – remember that if they don't want to be involved then they probably are not the best person for the role anyway, and there are other people on the list you can ask.



**An important part of the asking process is who you choose to go and speak to the best choice.**


### Tips for the person who is doing the 'asking':

Contact the best choice and arrange a meeting. Then follow these steps:

- Explain your role in Scouting and that you would like to talk to them about how they could support Scouting.
- You will need to make a good case so that they will agree to a meeting!
- Don't discuss the role you want them to do at this stage.
- Agree a time, date and venue with them when neither of you will be disturbed.
- Let them know how long you think the talk will last.

### Preparing for the meeting

- The venue needs to be an informal and comfortable setting.
- Plan what you are going to say
- Take all the relevant information with you, such as the role description and the list of skills and qualities.
- You will also need to know who will contact them if they say 'yes'.



**Be flexible and willing to discuss and alter the role description to fit them.**

You might find it useful to break the meeting down into the following stages:

- What the role is
- Why you want them to do it
- The benefits – what's in it for them!
- The support they will receive
- Asking them to do it!

Be flexible and willing to discuss and alter the role description to fit them, their time and what **they** want to do.

You need to strike a balance between selling a really positive image of Scouting, and 'over-selling', or sounding desperate!

If they can only fill part of the role, then look back at your list that you came up with in Step 4 and look for someone to do the other part (maybe your second best choice).

If they say 'yes,' make sure they know who is going to contact them next and when this will be. Make sure the follow up is swift so as not to lose their initial enthusiasm.

Leave them with some basic information about Scouting and the role that they are going to carry out. Such information would obviously depend on the role that they have agreed to take on. A good start is using some of the information from *The Induction Toolkit*.

### **But what happens if they say no?**

Don't be disheartened, go back to your shortlist and ask the next person on the list.

### **A practical example**

At the 4th Anytown Scout Group, the Beaver Leader is asked to approach Melissa Peters, as she is the 'best choice' for the job of AGSL. Melissa is a friend of the Beaver Scout Leader and it was her who came up with Melissa's name. They arrange to meet for an hour at Melissa's home. Having discussed the role Melissa does not feel able to take it on at the moment due to pressures at work.

Undeterred by this set back, the 4th Anytown GSL approaches Michael Carr to do the job and he says yes! They agree to meet up the following week to discuss the Role Description, fill in the appropriate AA and CRB forms and start the appointment process!

### **Step 6 – Offer support and welcome them into Scouting**

You have now found somebody with the appropriate skills and qualities agree to take on a role that you have identified.

Their line manager (e.g. GSL or DC) needs to get in touch with them, so they can agree the job description and begin the appointment process.

This step of welcoming them into Scouting, or 'induction', will be important in getting them to stay involved. For more help on induction plans and welcome packs, refer to the publication: *Induction – Starting Adults in a New Role* and *The Induction Toolkit*.