

Review

This prompt card is for all those who carry out reviews to help support adults in Scouting. Use it as a reminder of the key points when conducting both formal and informal reviews.

Review – valuing adults in Scouting

Reviews are a way of making adults feel valued and appreciated. It is the process used to assess how someone is getting on in their role and to discuss options for the future – continuing in their current role, moving to a new role or taking a step back from an active role.

The steps to carrying out a successful review are as follows:

Before

- ▶ Arrange a comfortable venue and time.
- ▶ Allow sufficient time.
- ▶ Find out the facts.

During

- ▶ Set the scene.
- ▶ Listen.

- ▶ What went well, what could be better?
- ▶ How does the adult see the future?
- ▶ What other options are there?
- ▶ What support is needed?

After

- ▶ Follow up!

Successful reviews; good support
Reviews recognise individuals' strengths, successes and contribution. They are also a chance to offer adults the support they need for the future. More information on the support available to adults can be found in the publication *Support within Scouting*.



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This prompt card contains the key steps for carrying out successful reviews. For a step by step guide on how to put these into practice, please see the publication *Review: Helping adults choose the right path* available from the Scout Information Centre on

0845 300 1818

or online at

www.scouts.org.uk/scoutbase



This card and the publication can be downloaded free of charge from www.scouts.org.uk/adultsupport