

# 26 World Scout Jamboree – Poland 2027

## UK Contingent



## Tools and Tactics to get stuff done!

Below is a summary of the tools we have talked about in the slides with some space for you to add some notes following group discussions

### Essential tools for project management

- **Prioritise Visual Simplicity:** Use intuitive platforms like Trello or Monday.com to maintain a high-level overview of tasks.
- **Centralise Communication:** Use tools such as Basecamp or Microsoft Teams to reduce notification "noise" and keep all schedules and files in one location.
- **Structured Delegation:** Utilise Asana to break large unit goals into small, assignable tasks with clear timelines and accountability.
- **Visual Status Tracking:** Implement a simple RAG (Red-Amber-Green) system to quickly identify which projects are on track and which are blocked.

### Maximising Meeting Efficiency

- **Establish a Meeting Cadence:** Replace "ad-hoc" chats with a predictable rhythm, such as fixed monthly conversations. You can always cancel if you don't need them.
- **Have an agenda:** Save time by making sure everyone is clear *why* you're meeting and what you are talking about.
- **Standing Items:**
  - Upcoming events (camps) and any 'milestone activities' (Unit identity: name, badge, kit item etc.)
  - Communications and actions from the UK Contingent
  - Concerns and worries...
  - Anything else you want to cover
- **Apply the 40/20/40 Rule:**
  - 40% of the time on prep
  - 20% of your time meeting
  - 40% of your time on follow up
- **Create a shared place for agendas and decisions:** Help everyone be clear what's happening and what's decided.
- **Assign Purposeful Roles:** Rotate roles - Chair, Timekeeper, Note-taker\*, and "Sheep dog"- to keep discussions focused. Any member of the team can do these (Not the sole job of ULI)
- **\*Use AI**
  - Fellow – Otter AI

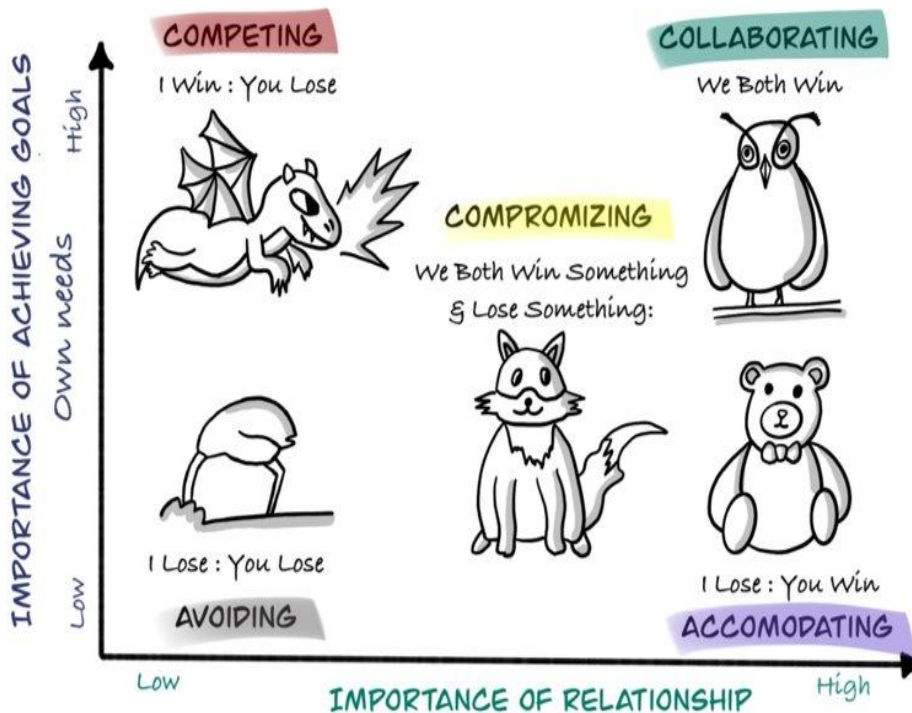
### Thoughts from others:



## Managing Conflict

# Benefits of Productive Conflict

A Team That Fears Conflict:		A Team That Engages in Conflict:
Has boring meetings		Has lively, interesting meetings
Creates environments where personal attacks thrive		Extracts and exploits the ideas of all team members
Ignores controversial topics that are critical to team success		Solves real problems quickly
Fails to tap into all the opinions and perspectives of team members		Minimizes politics
Wastes time and energy with posturing and interpersonal risk management		Puts critical topics on the table for discussion



Observations following task: How could this help you to understand others better?