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| 501           | Selecting Your Project or Thesis Topic           | All Commissioners seeking their Doctorate                                | This session assists doctoral candidates in selecting their project or thesis concept.                                                                                                                                 | **Identify** what constitutes a good topic or focus area  
**Distinguish** between a project and thesis  
**Describe** DCS Degree and Knot requirements                                                                                                         |
| 502           | Limiting the Scope the Topic                    | All Commissioners seeking their Doctorate                                | Doctoral candidates explore various procedures to reduce their topic to a workable size. A suggested approval process will also be shared.                                                                               | **Select** a specific project / thesis topic  
**Complete** *S.M.A.R.T.* analysis for a selected topic                                                                                                           |
| 503           | Developing Your Project or Thesis                | All Commissioners seeking their Doctorate                                | This session covers the project or thesis outline and a variety of suggestions for writing and revising the report.                                                                                                 | **Identify** the main parts of a project report / thesis  
**Develop** a first draft outline  
**Identify** methods of gathering information  
**Give examples** of common writing errors to be avoided when writing the project report or thesis                                                                 |
| 512           | Commissioner Recruiting Workshop                 | All Administrative Commissioners . Suggested pre-requisites BCS 112 and MCS 312 Follow up with DCS 514 | This session is designed to discuss best practices for recruiting administrative commissioners                                                                                                                     | **Decide** who will be part of the recruiting group.  
**Define** the position(s).  
**Familiarize** the group with the expectations of the position.  
**Construct** a list of skills that are necessary for effective completion of the assigned task.  
**Use** old and current commissioner lists to **construct** a prospect list.  
**Determine** who has this set of skills. Is their someone already doing the job without a title?                                                                 |
| 516 | **Succeeding With the Unit Service Plan** | Administrative Commissioners  
Suggested pre-requisites BCS 116 and MCS 316 | The Unit Service Plan is the roadmap to unit success. With appropriate guidance the commissioner staff can provide significant unit assistance. The district administrative commissioners will need comprehensive data to set the course for unit success across the district. | **Understand** the Unit Service Plan from the district point of view.  
**Discover** the many sources of detailed unit performance information.  
**Understand** the relationship of the district committee and unit success.  
**Discover** methods to confirm unit performance over time. |