

Region Manager Training

Time	Topic	Includes	Notes
8.45 am	Welcome	Introductions Housekeeping and emergency procedures World Song	
9.00 am	Becoming a Manager	The role of the Manager <ul style="list-style-type: none"> • PD – what is my job? my area of responsibility • Who I work with • Support for me • Expectations eg code of conduct, Promise & Law, Policies • Prioritising and decision making Where do I fit? (Units, District, Region, State) <ul style="list-style-type: none"> • communication and reporting requirements 	Mention Learning Partners
10.15 am	Morning Tea		
10.30 a	Leading Guiding	Effective Meetings <ul style="list-style-type: none"> • Purpose and value of agenda items • Minutes and decision making • Chairmanship • Finance • Reports • Timekeeping • Feedback Support Groups <ul style="list-style-type: none"> • Area of responsibility – financial support, meeting place, cost of Leader/Manager training, fundraising Promise & Law Team Building Recruiting Child Safe Environments First Aid Training	Runa meeting
12.30 pm	Lunch		
1.15 pm	Questions	15 mins re-cap, questions, clarifications	
1.30 pm	Being Involved with Guide Units	Unit Visits <ul style="list-style-type: none"> • AGP & Patrol system overview • Observation and feedback • Sharing at District Meeting 	
2.pm	Managing Admin - Finances	Finances <ul style="list-style-type: none"> • As per webinar outline 	
2.30 pm	Afternoon Tea		

Time	Topic	Includes	Notes
2.45 pm	Managing Admin	<p>Forms</p> <ul style="list-style-type: none"> • Why we use forms • Where to find them <p>Membership especially new Leaders</p> <ul style="list-style-type: none"> • Forms, Inc. police/WWC check • reference checks • Induction <p>Records</p> <ul style="list-style-type: none"> • Database – people, reports • Meeting minutes, (property, financial in appropriate bits of session). (Not just how we do it but why.) 	<p>This session is not about filling in forms! It is about the management and administration of Guiding and should include lots of practical exercises, e.g.</p> <ul style="list-style-type: none"> • Explain membership and police/WWC forms, but in pairs, practice both an induction and phoning referees. • Ask people to bring a laptop and log on to database to find reports & records
3.30 pm	Managing Admin - Property	<p>Property and insurance</p> <ul style="list-style-type: none"> • As per webinar outline 	
4.00 pm	Minimising Risk	Minimising Risk from Manager's perspective	Could be 90min session if not done Being Safe or 60 min if have done being Safe.
5.00 pm	Closing		