

NAME (IN FULL):

MEMBER NO:

Section 4: Induction as a Member of the Learning & Development Team

Meeting with State Learning & Development Manager (or her nominee)

Review the Manager's Recommendation form.

Discuss the Workshop Presenter and/or Trainer Position Description/s.

Obtain the Learning & Development Qualification Passport.

Discuss your other leadership / management commitments and any constraints that might affect the performance of your Workshop Presenter / Trainer role and ways of achieving a reasonable balance between commitments.

Discuss your likely time allocation to your Workshop Presenter / Trainer role.

Discuss responsibilities for risk management as a Workshop Presenter / Trainer.

Obtain the State / Region training calendar and confirm if your attendance is required.

**State Learning & Development Manager
Name:**

Signature

Meeting with Training Partner

Review Guiding experience and any professional skills or qualifications that may provide exemption from some aspects of the training or required activities. Complete Recognition of Prior Learning. Discuss and agree your Learning Plan and target date to achieve the Learning & Development Qualification.

Ensure access to required resources, as listed under each module and to access the L&D Intranet on the GGA website (Passwords required). <http://www.girlguides.org.au/leaders-and-volunteers/intranet/learning-and-development.html>

Schedule required training courses.

Identify an opportunity to renew your Girl Guide Promise and discuss what it means to you today.

Discuss who could provide additional support. Record their contact details in Section 2.

**Training Partner
Name:**

Signature

Record here the date all elements of the Induction were completed and scan / send this page to your Training Partner who will then forward to your State Office.

Date

Office Use Only Records Updated by State Office: