

## Summary of GGA Learning & Development Qualification for Workshop Presenters, Trainers and Training Partners

A **Girl Guides Australia Qualification and Appointment** for Workshop Presenters, Trainers and Training Partners consisting of three modules, see summary below. The Workshop Presenter qualification can be completed in approximately six months and the Trainer qualification in about two years depending on the schedule of courses and workshops in her State. A Trainer can be appointed as a Training Partner after two years further experience.

- **Learning & Development Qualification Passport** – sets out the full requirements for the relevant qualification and records any relevant experience and/or previous qualifications, as well as progress towards the GGA Learning & Development Qualification for Workshop Presenter or Trainer. Depending on previous experience and / or qualifications the candidate can be exempt from some of the requirements.
- **Training Partner** – a Trainer who provides guidance on completing learning activities and offers support throughout the learning process.
- **Induction** – comprises meeting with State Learning & Development Manager and meeting with Training Partner.
- **Learning activities** – a mix of reading, training, reflections and activities that replicate the main training tasks, and can be completed in any order. Most activities are signed off in the Passport by a Trainer, but some are signed off by either the Training Partner or the State Learning & Development Manager.
- **WAGGS Leadership Development Program (WLDP) Facilitation Guide** – provides core reading material. Ideally, reading should be completed before module activities are undertaken.
- **Training** – Presenting with Pizazz, Facilitation Skills, and Learning Partner training courses are all delivered face to face.
- **Completion of Qualification** – Training Partner signs off that new Workshop Presenter or Trainer has completed the required learning activities for the Learning & Development Qualification Passport and the State Learning & Development Manager confirms the appointment.
- **New to Role Review** – after 6 months with the State Learning & Development Manager or her nominee

Modules	Training	Reading	Summary of Learning Activities
<b>Workshop Presenter</b>			
<b>Training and Facilitating Learning</b>	<ul style="list-style-type: none"> <li>• Presenting with Pizazz</li> </ul>	<i>WLDP Facilitation Guide</i> – <ul style="list-style-type: none"> <li>• Chapter 5 <i>The Facilitation Process</i></li> <li>• Chapter 6 <i>Facilitating the Learning</i></li> <li>• Chapter 7 <i>Facilitation Methods &amp; Techniques</i></li> </ul>	6 activities: Conduct openings, lead ice-breakers, set out training area, discuss a training session plan, evaluate sessions, facilitate a minimum of 4 hours training across two sessions.
<b>Administering Workshops and Courses</b>			8 activities: Thank others at end of course, complete attendance records, select resources and equipment, work within a budget, prepare program with others, organise venue, accommodation and catering, organise information for participants, prepare course report or evaluation.
<b>Trainer</b>			
<b>Training and Facilitating Learning</b>	<ul style="list-style-type: none"> <li>• Presenting with Pizzazz</li> </ul>	<i>WLDP Facilitation Guide</i> – <ul style="list-style-type: none"> <li>• Chapter 5 <i>The Facilitation Process</i></li> <li>• Chapter 6 <i>Facilitating the Learning</i></li> <li>• Chapter 7 <i>Facilitation Methods &amp; Techniques</i></li> </ul>	10 activities: Conduct openings, lead ice-breakers, set out training area, discuss a training session plan, evaluate sessions, make contact with 2 members of state L&D Team, facilitate a minimum of 8 hours of training including at least two sessions at a Leadership or Management Qualification course, co-moderate a training webinar. The eight hours may include training provided as a workshop presenter.
<b>Administering Workshops and Courses</b>			9 activities: Thank others at end of course, complete attendance records, select resources and equipment, work within a budget, prepare program with others, organise venue, accommodation and catering, organise information for participants, prepare course report or evaluation, coordinate a workshop/course
<b>Designing Learning</b>	<ul style="list-style-type: none"> <li>• Facilitation Skills</li> </ul>	<i>WLDP Facilitation Guide</i> – <ul style="list-style-type: none"> <li>• Chapter 3 <i>Facilitation</i></li> <li>• <i>Prepared to Learn, Prepared to Lead</i></li> </ul>	7 activities: Access GGA L&D intranet for learning resources, discuss learning design for skills and knowledge sessions, develop a personal training resource, plan sessions, research learning resources, follow-up with participants.
<b>Training Partner</b>			
	<ul style="list-style-type: none"> <li>• <i>Learning Partner</i></li> </ul>	<i>WLDP Facilitation Guide</i> – <ul style="list-style-type: none"> <li>• Chapter 8 <i>Coaching</i></li> <li>• Chapter 9 <i>Mentoring</i></li> </ul>	2 years experience as a Trainer