

Becoming a Manager – Session Notes

AIM	<p>To provide District and Region Managers with the knowledge and skills to be able to:</p> <ul style="list-style-type: none"> • Build an effective team • Support all personnel within the team, maintaining a safe environment. • Manage the administrative requirements of the role
AUDIENCE	District and Region Managers
TIME	7 hours
Pre- Reading:	<p>Letter sent to participants re pre-reading and activities before attending course</p> <p>TOPICS:</p> <ul style="list-style-type: none"> • Manager’s PD and role requirements or have completed induction • Leader’s handbook Chapter 3 Being Part of Guiding in Australia p19-25 • Access Guide Lines website – risk management and ratios • Manager’s Handbook – note headings • Bring any questions you would like answered

Time	Session	Content detail	Resources
8.30am	Introduction	Introductions, WH&S	
8.40	Overview of the Role 30 minutes	<p>Burning Questions from pre-course work</p> <p>Discuss – Passport, Induction, Learning partner/Mentor, own path to Qualification, Position Description</p> <p>Small group activity – explore the Managers Handbook with handbook quest – draws attention to some key aspects of the role and the team.</p>	<p>Managers Handbook</p> <p>GuideLines</p> <p>Leaders Handbook</p> <p>State and GGA websites</p> <p>Managers Passport</p> <p>Timeline for District Managers – State version</p> <p>Handbook quest</p>
9.10	The Team 80 minutes	<p>WAGGGS organisational chart overview down to District Level ppt</p> <p>Discussion/Activity</p> <p>The District Team – who is part of the District Team (Leaders & Guides, parents), Support Group / District Support Team, Learning Partners, Outdoors Leader</p> <p>Supporting the Team eg awards, compliments, gifts, thanks, role reviews</p> <p>Awards Refer to Guidelines</p> <p>Building Relationships / Creating Harmony activity</p>	<p>Organisational Chart</p> <p>Managers Handbook: Leading the Team</p> <p>Handouts: Presenting Awards</p> <p>Thanking Volunteers</p> <p>GuideLines</p> <p>Cards asking what would you do if..kitchen always left</p>

		People and Performance Management – GGA People Management Framework documents - New to Role & Annual Role Review Q&A	messy, someone too vocal at meetings, too insistent on having it her way. People Management Framework (GuideLines and GGA website Leaders page) Role review templates
10.30	Morning Tea		
11.00	Recruiting New Members 60 minutes	Share ways to promote Guiding and encourage membership growth Procedure for Leader Membership Reference Checks (as per state requirements) Membership Process LQ Passport and how received Path to Qualification – Manager’s role Induction Learning Partner – Appointing and follow up	How to ‘Guides’ from NSW&ACT (URL) Reference checklist State requirements for membership process LQ Passport Guidance notes for LPs – DMs role, LP PD
12.00	Administration 45 mins	Website exploring –GGA, State, Guidelines, (could be a Scavenger Hunt) Including: OUT forms and process for checking and signing Support Group information PR resources Risk Management – Webinar etc, Risk Assessment Plan State database and membership records	Location of resources – State and GGA website
12.45	Lunch		
1.30	Finance 45 mins	Financial Responsibilities of DM ppt and Q&A State Financial policy & procedures Oversight of accounts in the District/Region Audit procedures Annual Returns Budgets – Who pays for what	Generic ppt State specific resources PPT Budget template What the Support Group pays for
2.15	Properties 45 mins	Overview and state specific ppt on Halls/meeting place, Trailers, Equipment, Leases, maintenance Crown Land/Freehold/Council, Insurance Trainer led	PPT – generic State specific State Property procedure documents

3.00	Meetings 30 mins	District / Division / Region / State Support Group AGM Your role at each meeting – Before, During & After Reports - Templates	Manager's Handbook Tips for Chairing AGM Checklist and How popular Your Role at meetings State website resources Report samples
3.30	A/Tea		
3.45	Planning for the Future 30 mins	Explore the context of WAGGGS Strategic Plan – GGA, State, Region, local level Goal Setting – Future plans Managing Operational Risk issues Succession planning	State Strategic Plan SMART Goals
4.15	Promise and Law 30 mins	Activity: Prepared to Learn, Prepared to Lead: p10 Our Australian Promise – how does it reflect the WAGGGS interpretation? The Manager as role model to all	WAGGGS Resource – P 10
4.45	What's Next: Management Journey	Leading Volunteers Webinars – Managing Operational Risk State requirements Your learning partner/mentor – be proactive – it is a two-way communication.	State Calendar
5.00	Closing		

List of Resources:

- WAGGGS resources: WAGGGS organisational chart, Prepared to Learn, Prepared to Lead Booklet
- GGA website – Manager's Handbook, GuideLines, Manager's Passport, Strategic Plan 2015-2020, ALQP Passport Guidance Notes, LQ Passport, People and Performance Management Policy, Framework and forms
- State Resources: Property Manual/folder, Financial package, Reporting Template, PR Resources
- Leader's Handbook
- PowerPoint: Properties, Finances

Handouts

- Timeline for DMs – need to adjust to suit each State
- Handbook Quest – from QLD but could do own sheet of questions
- Hints for Conducting Reference Checks
- What the Support Group Pays For
- Tips for Creating Harmony
- AGM checklist, How Popular is your AGM