**WA PILOT – ONE-DAY LEADER QUALIFICATION TRAINING PROGRAM 2017**

***Objectives:***

* *To deliver a quality learning program to new leaders in a one day training with supporting framework.*
* *To build the knowledge and skills of women to be able to deliver quality Australia Guide Program at a unit level.*

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| **Time** *(approx)* | **Content**   * *Trainers are encouraged to add their own activities as long as the basic content is covered.* * *Trainers must be aware that flexibility is required for timing as well as content, which is dependent on the participants of each individual course.* * ***TD*** *denotes available for Leaders on the LQ thumb-drive* * *Trainers need to be prepared to add any resources they use to the already loaded thumb-drives* * *Trainers to add copies of any extra resources (handouts, games, activities – including instructions) used to the training boxes* | **Justification**   * *WAGGGS training is tailored to meet the needs of the Learners* | **Trainer** |
| **8.45am-9.15am**  30 minutes | **Guiding Traditions**  Introductions   * *Introduce Trainers and any other staff for the day* * *First Aid, bathrooms, food etc, safety issues, emergency procedure and assembly area*   Opening/ closing ceremonies (6.4.2 – previous passport)   * *Colour Party – explanation, demonstration or discussion as necessary* ***(TD – Session 1 & 14)*** * *See Handbooks*   Guiding symbols (6.1.3 – previous passport)   * *WAGGGS Symbols of the Movement – game, activity or discussion* ***(TD)*** * *Leader’s Handbook pp:78-79* | Guiding Traditions **(TD – Session 7)** |  |
| **9.15am-10.15am**  1 hour | Introduction to the structure of Girl Guides Australia   * *Covered in Guiding Orientation webinar but may need a more detailed explanation, particularly at a State level* * *See Leader’s Handbook Chapter 3*   Access WAGGGS website and find a resource to use at a unit level (6.1.2 – previous passport)  <http://www.wagggsworld.org/en/home>  Activity: Girl Guide and Girl Scout Method (6.3.6 – previous passport)   * *What does” Girl led” mean?* * *Introduce WAGGGS philosophy – Prepared to Learn, Prepared to Lead* ***(TD)*** *(My Path, My Pace)* * *Passport take home Activity 3.4 GGGS Method – LQ 2016 training session 3* ***(TD)*** | Brief understanding of State, National and WAGGGS  To introduce the Girl Guide and Girl Scout Method  WAGGGS – Prepared to Learn, Prepared to Lead **(TD)** (My Path, My Pace) |  |
| **10.15am-10.30am** | **Short morning tea break** |  |  |
| **10.30am-12.00pm**  1.5 hours | Promise and Law   * *Discussion and/or activities* ***(TD – Session 10)*** * *Leader’s Handbook pp57-63*   Delivering the AGP   * *The AGP Process – Leader’s Handbook pp28-32* * ***TD – Session 2, 3, 4 & 5*** * *Leaders could form groups to plan activities relevant to their Unit’s age range for the next term* * Wide Games could be introduced at this point   Plan 2 unit meetings using the AGP – I Activity incorporates Leadership skills (6.3.7 previous passport)  Change (Adapt) Activity to suit the individual needs of a guide in the unit (6.3.5 – previous passport)  Identity two methods to evaluate the activities in the unit (6.4.4 previous passport) | Understanding of the ethics of Girl Guides  Understanding of the AGP and how it is applied in unit programs  Individual needs of the girls are considered |  |
| **12.00pm-**  **12.30pm** | **Lunch break** |  |  |
| **12.30pm-1.00pm**  1 hour | Child Safety – New   * *Discussion, clarification and Q&A* * *Current State Policy Statement* ***TD*** | Child Safety Procedures including disclosures and reporting procedures |  |
| **1.00pm-3.00pm**  2 hours | Being a Leader in a unit   * *What does this entail?*   Being Safe (6.5.5 previous passport)   * *Three questions****(TD)***   *1. What are we about to do? [Activity]*  *2. What can go wrong? [Hazard]*  *3. What can I do to make it safe? [Control measure]*   * *Incident reporting procedure – forms on website*   Communicating with leaders and parents (6.4.3 previous passport)  Programming   * *Consider and incorporate National, State, Regional and local event (6.6.I previous passport)* * *Training will use the current 12-month calendar – should be available as a State Calendar and from events on the database*   Unit Record Keeping (6.6.8, 6.6.9 previous passport)   * *Membership and personal records for girls* * *Programs and activities (including evaluations and comments)* * *Correspondence / notices – parents, local paper, PR* * *Minutes of meetings*   Completing Unit Reports (6.6.3 previous passport)   * *WA uses Survey Monkey – reminder with link sent directly to main Leader of the Unit*   Finances   * *what a leader needs to know – public money, can be handled by someone else (trusted person), receipts, donations etc.* * *Who Wants to be a Millionaire – finance quiz PPT (PDF on* ***TD****)* * ***note:*** *does not include how to do the cashbooks as this is considered further development after the first 6 months.* | Introduction to being a leader  Introduce 3 Questions and the risk approach (i.e. if a known place, familiar environment, the three questions need to be asked).  If on excursion with high risk, adventure activities, camp or unfamiliar environment full risk assessment training to be completed. |  |
|  | **Include a working afternoon tea at some point** |  |  |
| **3.00pm-4.00pm**  1 hour | Database  Networking  Learning Passport  Further development  Questions | Accessing and using the State Database  Building networks  Support and development |  |
| **7 hours** | **Contact time face to face** |  |  |