**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 WAGGGSTo 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 GuidesUnderstanding of the AGP and how it is applied in unit programsIndividual 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  | DatabaseNetworkingLearning PassportFurther development Questions | Accessing and using the State DatabaseBuilding networksSupport and development |  |
| **7 hours** | **Contact time face to face** |  |  |