



GGV 2018

Learning and Development

2018 BECOMING A MANAGER INFO KIT

For women who are new to Guiding or new to the Manager's role.

The day will include sessions on Becoming a Manager and Leading in Guiding and will include administration, finances, property matters, and risk management.

It is recommended that *Becoming a Manager* is attended near the beginning of the Management journey and prior to attending Leading Volunteers.

For 2018, all Management and Learning Partner training days (dates and locations) will be planned based on responses to this form: <https://goo.gl/forms/ssNLWCyaQOZbWYW83>

The Learning & Development Department will assess the need, location, and timing for training based on the expressions of interest received. You will be contacted by a member of L&D to organise a suitable date and location. Registrations will then be online as usual.

Time	9.00am – 5.00pm <i>Please arrive by 8.45am</i>
Cost	No cost
Registration	Once a date has been chosen (express your interest here: https://goo.gl/forms/ssNLWCyaQOZbWYW83), you will need to register online as usual. Any requests to change a booking must be emailed to support@guidesvic.org.au . Changes will be confirmed via email.
Pre-Training Questions	On registration you will be asked some additional questions. Please complete this so that the GGV Learning & Development Team can effectively assist you in your role.
Booking Confirmations	A Booking Confirmation is automatically emailed at the time of online registration that confirms the booking, times and venue. If you do not receive an email Booking Confirmation the online registration has not been successful. Check your 'shopping cart' as you may not have completed the registration. Please call JPC 03 8606 3500 if you require assistance. <i>Please ensure that you maintain your current email address in your member profile on the GGV website.</i>
Catering	Cuppa available on arrival & Morning Tea supplied. BYO lunch.
What to bring	Please bring your <i>Management Qualification Passport (District or Region)</i> from from the GGA website: www.girlguides.org.au/leaders-and-volunteers/australian-learning-qualification-program.html <ul style="list-style-type: none"> ● Notebook and pen ● Laptop (optional) ● USB Stick (for Handouts and resources to be copied to)



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*Please note: We will endeavor to run the trainings as scheduled.
Minimum numbers for trainings apply. Please ensure you check the closing date.*



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	<ul style="list-style-type: none"> Lunch 		
Trainer/s	In case you need to contact her on the day of your training you will be emailed the Trainer's contact phone number prior to the training.		
Emergency Contact	You will provide an Emergency Contact on registration. When signing in please check that your emergency contact is current.		
Uniform & Name Badge	Please wear a Guide shirt and navy pants. Please wear your name badge if you have one.		
Personal Possessions	Please keep your purse and any valuables with you at all times. In consideration of others, during the session please turn off your phone or forward to message bank.		
Questions?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Training Questions</i> training@guidesvic.org.au</td> <td style="width: 50%; border: none;"><i>Booking Questions</i> support@guidesvic.org.au</td> </tr> </table>	<i>Training Questions</i> training@guidesvic.org.au	<i>Booking Questions</i> support@guidesvic.org.au
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