



# GGV 2018

## Learning and Development

### 2018 LEADERSHIP QUALIFICATION - SINGLE DAY TRAININGS

The Leadership Qualification Training Days are suitable for Unit Leaders and Assistant Unit Leaders. They will provide training to cover the following: Delivering the Australian Guide Program (AGP); Being a leader of your Unit including ceremonies, and Program planning and evaluations; and Being Safe which covers risk and duty of care requirements. In addition the Unit Leader training will cover modules for Managing your Unit including: policies and procedures; and Finances and promotions.

**This is a two day program. It is compulsory to attend a Day 1 and a Day 2 to complete the training. If possible, please attend both days at the same location.**

Day 1	Sat 17 March	<b>Yarraville Guide Hall</b> Clare St, Yarraville
Day 2	Sat 16 June	<b>Yarraville Guide Hall</b> Clare St, Yarraville
Day 1	Sun 16 June	<b>Seaford Guide Hall</b> Cnr Seaford Rd & Prince Crs, Seaford
Day 2	Sat 28 July	<b>Seaford Guide Hall</b> Cnr Seaford Rd & Prince Crs, Seaford
Day 1	Sun 16 June	<b>Morwell Guide Hall</b> Sir Norman Brookes Park, Margaret St, Morwell
Day 2	Sun 26 August	<b>Morwell Guide Hall</b> Sir Norman Brookes Park, Margaret St, Morwell
Day 1	Sun 9 September	<b>Vermont Guide Hall</b> 11 Nunkeri Street, Vermont
Day 2	Sun 18 November	<b>Vermont Guide Hall</b> 11 Nunkeri Street, Vermont

<b>Time</b>	<p>Start time: <b>9.00am</b>    <i>Please arrive by 8.30am</i>            Finish time: <b>5.15pm</b></p> <p>The Leadership Qualification Training is for Unit Leaders and Assistant Unit Leaders. On Day 2 Assistant Unit Leaders finish at 2.30pm. Unit Leaders will need to complete the remaining sessions finishing at approximately 5.15pm.</p> <p><b><i>The training days will be very intensive and so to ensure there is time to complete all</i></b></p>
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	<i>the content, it is expected that all trainees are in attendance for the entire day.</i>
<b>Cost</b>	No Cost
<b>Registration</b>	<p>Online registration only (register separately for each day).</p> <p>Any requests to change a booking must be emailed to <a href="mailto:support@guidesvic.org.au">support@guidesvic.org.au</a> Changes will be confirmed via email.</p>
<b>Pre-Training Questions</b>	<p>On registration you will be asked some additional questions.</p> <p>Please complete this so that the GGV Learning &amp; Development Team can effectively assist you in your role.</p>
<b>Booking Confirmations</b>	<p>A Booking Confirmation is automatically emailed at the time of online registration that confirms the booking, times and venue.</p> <p>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.</p> <p><b><i>Please ensure that you maintain your current email address in your member profile on the GGV website.</i></b></p>
<b>Catering</b>	<p>Morning Tea &amp; Afternoon Tea are supplied. Please BYO Lunch.</p>
<b>Guiding Orientation Webinar</b>	<p>Please speak to your Learning Partner about participating in one of the <i>Guiding Orientation Webinars</i> <b>before the training</b> or speak to them about getting RPL (Recognition of Prior Learning) for this section of the <i>Leadership Learning Passport</i> if you think you qualify.</p>
<b>What to bring</b>	<ul style="list-style-type: none"> <li>● Notebook &amp; Pen</li> <li>● Laptop (optional)</li> <li>● Your <i>Leadership Qualification Passport</i></li> <li>● The <i>Leaders Handbook</i></li> <li>● The Handbook/s relevant to the unit you are working with.</li> <li>● <i>Aim High, Look Wide, (Look Wider Still</i> if working with 14+)</li> <li>● USB (for any relevant handouts/resources)</li> <li>● Lunch</li> </ul>
<b>Trainer/s</b>	<p>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.</p>
<b>Emergency Contact</b>	<p>You will provide an Emergency Contact on registration. When signing in please check that your emergency contact is current.</p>



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<b>Uniform &amp; Name Badge</b>	Please wear a Guide shirt and navy pants/jeans. Please wear your name badge if you have one.	
<b>Personal Possessions</b>	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.	
<b>Questions?</b>	<b>Training Questions</b> training@guidesvic.org.au	<b>Booking Questions</b> support@guidesvic.org.au



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