



2019 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 16 Mar 2019	Yarraville Guide Hall Clare St, Yarraville
Day 2	Sat 18 May 2019	Yarraville Guide Hall Clare St, Yarraville
Day 1	Sun 19 May 2019	Linbogol Guide Campsite 16 Geddes Rd, Creswick North
Day 2	Sat 20 Jul 2019	Linbogol Guide Campsite 16 Geddes Rd, Creswick North
Day 1	Sun 21 Jul 2019	Seaford Guide Hall Cnr Seaford Rd & Prince Crs, Seaford
Day 2	Sat 7 Sep 2019	Seaford Guide Hall Cnr Seaford Rd & Prince Crs, Seaford
Day 1	Sun 8 Sep 2019	Vermont Guide Hall 11 Nunkeri Street, Vermont
Day 2	Sat 16 Nov 2019	Vermont Guide Hall 11 Nunkeri Street, Vermont
Day 1 (with Day 2 TBC in 2020)	Sun 17 Nov 2019	Moonee Valley Guide Hall Cliff Alison Reserve, Sturt St, Essendon North

Time	Start time: 9.30 am <i>Please arrive by 9.00 am</i> Finish time: 4.30 pm The Leadership Qualification Training is for Unit Leaders and Assistant Unit Leaders. On Day 2 Assistant Unit Leaders finish at 2.30 pm. Unit Leaders will need to complete the remaining sessions finishing at approximately 4.30 pm.
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	<i>The training days will be very intensive and so to ensure there is time to complete all the content, it is expected that all trainees are in attendance for the entire day.</i>
Cost	No Cost
Registration	<p>Online registration only. Register for Day 1 and Day 2 together. If you cannot attend Day 2 at your Day 1 location, please email training@guidesvic.org.au.</p> <p>Any requests to change a booking must be emailed to support@guidesvic.org.au Changes will be confirmed via email.</p>
Pre-Training Questions	<p>On registration you will be asked some additional questions.</p> <p>Please complete this so that the GGV Learning & Development Team can effectively assist you in your role.</p>
Booking Confirmations	<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><i>Please ensure that you maintain your current email address in your member profile on the GGV website.</i></p>
Catering	<p>Morning Tea & Afternoon Tea are supplied.</p> <p>Please BYO Lunch.</p>
Guiding Orientation Webinar	<p>Please speak to your Learning Partner about participating in one of the <i>Guiding Orientation Webinars</i> before the training 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>
What to bring	<ul style="list-style-type: none"> ● Notebook & Pen ● Laptop (optional) ● Your <i>Leadership Qualification Passport</i> ● The <i>Leaders Handbook</i> ● The Handbook/s relevant to the unit you are working with. ● <i>Aim High, Look Wide</i>, (<i>Look Wider Still</i> if working with 14+) ● USB (for any relevant handouts/resources) ● Lunch
Trainer/s	<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>





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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/jeans. 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?	Training Questions training@guidesvic.org.au	Booking Questions support@guidesvic.org.au



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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.*