



GGV 2020 Learning and Development

2020 MANAGEMENT QUALIFICATION: Online

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

The training will include sessions on Becoming a Manager and Leading Volunteers in Guiding and will cover administration, finances, property matters, risk management, and coaching and conflict resolution skills.

You must complete 9 eGuiding modules, attend all three ZOOM meetings, and meet all Passport requirements to complete this training.

It is recommended to have a quick browse of the Manager's Handbook before attending this day:
https://www.guidelinesforgirlguides.org.au/managers_handbook/

Training in JUNE/JULY	Saturday 13 June, Saturday 27 June, Saturday 11 July
Training in AUG/SEPTEMBER	Saturday 22 August, Saturday 29 August, Saturday 5 September

Time	10.00 am - 12.00 pm (TBC)
Cost	No cost
Registration	You will need to register on the Girl Guides Victoria website. 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 and time. 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 on 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>
Resources	Access to <i>Management Qualification Passport (District or Region)</i> from the GGA website:



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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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	www.girlguides.org.au/leaders-and-volunteers/australian-learning-qualification-program.html	
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.	
eGuiding modules	<p>It is essential that the relevant eGuiding modules are completed prior to each Zoom meeting.</p> <p><i>Before the first meeting:</i></p> <p>Leadership Skills (LS), Building and Managing Teams (BAM), Making Decisions (MD), Running Effective Meetings (REM), Operational Risk (MOR), and Being Safe. Those who are new to Guiding should also complete Guiding Orientation (GO).</p> <p><i>Before the second meeting:</i></p> <p>Managing Difficult Situations (MDS), and Time and Priority Management (TAP).</p> <p>New Managers may also find the following eGuiding modules helpful in their role, although these are not compulsory:</p> <p>Planning and Running Events (PAR), Developing Resilience, Stress Management, Supporting Colleagues with Anxiety and Supporting Colleagues with Depression.</p> <p>Please note a fourth Zoom meeting may be scheduled at a later date as a "check in" for new Managers.</p> <p>Please ensure you log in 10 minutes prior to the scheduled meeting time to check your microphone and audio connection.</p> <p>Sessions are interactive and tailored to the needs of the group.</p>	
Uniform	Please wear a Guide shirt.	
Questions?	Training Questions training@guidesvic.org.au	Booking Questions support@guidesvic.org.au



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