

LEARNING AND DEVELOPMENT: MANAGEMENT QUALIFICATION

What	Management Qualification online training 2021		
Who	<p>For women appointed to the following roles:</p> <ul style="list-style-type: none"> • District Manager/Assistant District Manager • Region Manager/Assistant Region Manager 		
Overview	<p>Administration, finance, property, risk management, coaching and conflict resolution skills as required by management volunteers completing the Girl Guides Australia <i>Australian Learning and Qualification Program</i>.</p> <p>Sessions are interactive and tailored to the needs of the group. A fourth Zoom meeting may be scheduled at a later date as a “check in” for new Managers.</p> <p>In order to complete your Management Qualification you must:</p> <ul style="list-style-type: none"> • Attend all three Zoom sessions • Complete all necessary eGuiding modules • Work with your Learning Partner/Mentor to complete your District/Region Manager Qualification Passport 		
Where	Online (Zoom)		
When	Session 1	Session 2	Session 3
Cohort 1/2021*	Tuesday 2 March	Tuesday 16 March	Tuesday 30 March
Cohort 2/2021*	Sunday 23 May	Sunday 6 June	Sunday 20 June
Cohort 3/2021*	Saturday 14 August	Saturday 28 August	Saturday 11 September
Cohort 4/2021*	Wed 3 November	Wed 17 November	Wed 1 December
Time	<p>Weekdays: 7.30pm – 9.30pm Weekends: 10.00am – 12.00noon</p> <p>Please log in 10-15 minutes prior to the scheduled meeting time to check your video/microphone, or for assistance using the Zoom annotate tool.</p>		

<p>Upon registering</p>	<p>On registration, you will be asked some additional questions. Please complete this so that the GGV Learning & Development Team can effectively support you in your role.</p> <p>Access the relevant District or Region Management Qualification Passport from the GGA website if you have not done so already: www.girlguides.org.au/leaders-and-volunteers/australian-learning-qualification-program.html</p> <p>Have a browse of the Manager’s Handbook: https://www.guidelinesforgirlguides.org.au/managers_handbook/</p>
<p>Before Session 1</p>	<p>It is essential that the relevant eGuiding modules are completed prior to each Zoom meeting. Before the first session, please complete:</p> <ul style="list-style-type: none"> • Being Safe (BS) • Building and Managing Teams (BAM) • Guiding Orientation (GO) – for those new to Guiding • Leadership Skills (LS) • Making Decisions (MD) • Running Effective Meetings (REM)
<p>Before Session 2</p>	<p>Before the second session complete the following eGuiding modules:</p> <ul style="list-style-type: none"> • GGV – Finance for Managers (GFF) • GGV – Property Management (GPM) • Managing Operational Risk (MOR)
<p>Before Session 3</p>	<p>Before the third session complete the following eGuiding modules:</p> <ul style="list-style-type: none"> • Change Management for Managers (CMF) • GGV – Skills for Managers (GSF)
<p>Optional</p>	<p>The following optional eGuiding modules are recommended, especially for new managers:</p> <ul style="list-style-type: none"> • Designing and Delivering Presentations (DAD) • Managing Difficult Situations (MDS) • Planning and Running Events (PAR) • Stress Management (SM) • Supporting Colleagues with Anxiety/Depression (SCW) • Time and Priority Management (TAP)

Wear	Guide shirt
Registration	<p>You will need to register on the Girl Guides Victoria website. Please ensure you check the closing date.</p> <p>Any requests to change a booking must be emailed to support@guidesvic.org.au. Changes will be confirmed via email.</p>
Booking Confirmations	<p>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.</p> <p>Please call JPC on 03 8606 3500 if you require assistance.</p> <p>Please ensure that you maintain your current email address in your member profile on the GGV website.</p> <p>Please note: We will endeavour to run the trainings as scheduled. Minimum numbers for trainings apply.</p>
Booking questions	support@guidesvic.org.au
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.
Training questions	training@guidesvic.org.au

*Cohorts	The training team prefer that you attend all three sessions from one cohort. If this is not possible, you may be able to reschedule for a make-up session at a later date. Please contact training@guidesvic.org.au .
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