

Learning and Development

Learning Partner Information Kit



What	Learning Partner Training and Update
Who	<p><i>Learning Partner Training:</i> For Leaders and Managers who have been qualified for two years or more</p> <p><i>Learning Partner Update:</i> For Learning Partners who have already been appointed.</p>
Overview	<p>A Learning Partner supports a new Leader or Manager to gain their Qualification. Learning Partner Training and Update includes skill development in coaching, active listening, and questioning, and how to support a new Leader/Manager to gain their Qualification in Victoria.</p>
Where	<p>Online (Zoom)</p>
When	<p>Monday 15 March Tuesday 8 June Wednesday 8 September Saturday 6 November</p>
Time	<p>Weekdays: 7.30pm – 9.00pm Weekend: 10.30am – 12.00pm</p> <p>Please log in 10-15 minutes prior to the scheduled meeting time to check your video/microphone, or for assistance using Zoom.</p>
Registration	<p>You need to register on Girl Guides Victoria’s website. Please ensure you check the closing date for the relevant training.</p> <p>On registration, you will be asked some additional questions. Please complete these so that the GGV Learning and Development Team can effectively support you in your role.</p> <p>Access the relevant Unit Leadership and District Management Qualification resources from the GGV website, if you have not already done so: https://www.guidesvic.org.au/2021/05/20/australian-learning-and-qualification-program/</p> <p>Any requests to change a booking must be emailed to support@guidesvic.org.au. Changes will be confirmed via email.</p>

<p>Before online session</p>	<p>It is essential that the relevant eGuiding modules are completed prior to the online session. The modules required for Learning Partner Training and Update are:</p> <ul style="list-style-type: none"> - GGV Learning Partner - GGV Learning Partner Skills <p>Be familiar with the relevant Qualification Passport/s, depending on who you will be supporting as a Learning Partner.</p> <p>Please visit GGV’s Inclusion and Diversity webpage, read at least one resource listed and be able to share your learnings from that resource during the online session: https://www.guidesvic.org.au/2020/07/23/inclusion-and-diversity-resources/</p>
<p>Optional</p>	<p>It is recommended that before you support a new Leader or Manager working towards their Qualification, that you review the content of the relevant Qualification eGuiding modules, to assist in the RPL process. The relevant eGuiding modules are listed below:</p> <p>Unit Leadership Qualification:</p> <ul style="list-style-type: none"> - Guiding Orientation - Facilitating the Girl Experience - Leadership in the Unit - Girl Recognition System - Being Safe - GGV Finance for Leaders <p>Management Qualification:</p> <ul style="list-style-type: none"> - Guiding Orientation - Being Safe - Building and Managing Teams - Leadership Skills - Making Decisions - Running Effective Meetings - GGV – Finance for Managers - GGV – Property Management - Managing Operational Risk - Change Management for Managers - GGV – Skills for Managers

<p>Booking Confirmations</p>	<p>A Booking Confirmation is automatically emailed at the time of online registration. If you do not receive an email Booking Confirmation, then your online registration has not been successfully. 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 Membership Profile on the GGV website. This email address will be used for any correspondence in relation to this training.</p> <p>Please note: We will endeavour to run the trainings as scheduled. However minimum numbers for trainings apply.</p>
<p>Booking questions</p>	<p>support@guidesvic.org.au</p>
<p>Trainer/s</p>	<p>In case you need to contact a Trainer on the day of your training, you will be emailed the Trainer's contact phone number prior to the training.</p>
<p>Training questions</p>	<p>training@guidesvic.org.au</p>