

Learning and Development

Mentor Information Kit



| What | Mentor Training and Update |
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| Who | <p><i>Mentor Training:</i> For Leaders and Managers who have been qualified for two years or more.</p> <p><i>Mentor Update:</i> For Learning Partners who have already been appointed but haven't refreshed in the last three (3) years.</p> |
| Overview | <p>A Mentor supports a new Leader or Manager to gain their Qualification. Mentor 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> <p>Mentors are appointed by their Region Manager for a term of up to three (3) years. They may be re-appointed.</p> |
| Where | <p>Online (Zoom)</p> <p>Please note that we require all participants to actively participate in the session, so please have your video turned on and be ready to turn your microphone on when appropriate. Feel free to ask questions as we go, or if you have specifics you want to work through privately, feel free to stay online after the session or contact us directly after the session.</p> |
| When | <p>Monday 6 March Tuesday 28 March Wednesday 31 May Saturday 19 August Monday 16 October</p> |
| Time | <p>Weekdays: 7.30pm – 9.30pm Weekend: 10.00am – 12.00pm</p> <p>Please log in 10 minutes prior to the scheduled meeting time to check your video/microphone, or for assistance using Zoom.</p> |

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| <p>Registration</p> | <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 during the training.</p> <p>Access the relevant Unit Leadership and 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 Mentor - GGV Mentor Skills <p>It is expected that each module will take approximately 30 minutes to complete.</p> <p>Be familiar with the relevant Qualification Passport/s, depending on who you will be supporting as a Mentor.</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>We recognise that everyone is busy, and life changes between the time of registering and actual training. If you are unable to complete the relevant eGuiding modules prior to training, then you can transition to the next Mentor Training or Update. Just email support@guidesvic.org.au to arrange this.</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, and each one usually takes 20–30 minutes to complete:</p> |

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| | <p>Unit Leadership Qualification:</p> <ul style="list-style-type: none"> - Guiding Orientation - Facilitating the Girl Experience - Leadership in the Unit - Girl Recognition System - Risk Awareness - GGV Finance for Leaders <p>Management Qualification:</p> <ul style="list-style-type: none"> - Guiding Orientation - Managing Operational Risk - Leadership in the Unit - Building and Managing Teams - Running Effective Meetings - Time and Priority Management - Engaging and Motivating People - Managing Difficult Situations |
| <p>Booking Confirmation</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 successful. Check your 'shopping cart' as you may not have completed the registration process.</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 that 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> |