

LEARNING & DEVELOPMENT

MENTOR TRAINING INFORMATION KIT 2024



WHAT

MENTOR TRAINING

WHO

For Leaders and Managers who have been qualified for two years or more.

OVERVIEW

A Mentor supports a new Leader or Manager to gain their Qualification. Mentor Training includes skill development in coaching, active listening, and questioning, and how to support a new Leader/Manager to gain their Qualification in Victoria.

Mentors are appointed by their Region Manager for a term of up to three (3) years. They may be re-appointed.

WHERE

Online – Microsoft Teams

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.

WHEN

You are required to attend one session only.

Tuesday 19 March
Monday 13 May
Saturday 17 August
Thursday 17 October

TIME

Weekdays: 7.30pm – 9.30pm
Weekend: 10.00am – 12.00pm

Please log in 10 minutes prior to the scheduled meeting time to check your video/microphone, or for assistance using the platform.

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REGISTRATION

You need to register on Girl Guides Victoria's website. Please ensure you check the closing date for the relevant training.

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.

Any requests to change a booking must be emailed to events@guidesvic.org.au. Changes will be confirmed via email.

BEFORE ONLINE SESSION

It is **essential** that the relevant eGuiding course is completed **prior** to the online session. The course required for Mentors comprises two modules:

- GGV Mentor
- GGV Mentor Skills

It is expected that each module will take approxi 30 minutes to complete. You will find both modules contained within the *GGV – Mentor Online Training* course in the eGuiding platform.

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/>

This should include the relevant Qualification Passport/s, Steps to Qualification in Victoria and relevant Learning Plan/s for GGV.

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.

We recognise that everyone is busy, and life changes between the time of registering and actual training. If you're unable to complete the relevant eGuiding modules prior to training, then you can transition to the next Mentor Training or Update. Just email events@guidesvic.org.au to arrange this.

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OPTIONAL

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:

Unit Leadership Qualification:

- Guiding Orientation
- Facilitating the Girl Experience
- Leadership in the Unit
- Girl Recognition System
- Risk Awareness
- GGV Finance for Leaders
- GGV Do Food Safely

Management Qualification:

- 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
- GGV Finance for Leaders
- GGV Property Management

BOOKING CONFIRMATION AND TRAINING ACCESS

You can confirm your registration by selecting the small Events tab on your Member Home page. Current and historical registrations reside here. The training link and reminders to complete your eGuiding modules will be distributed after registrations close and again a few days prior to the training.

If you require registration assistance, please email events@guidesvic.org.au or call JPC on 03 8606 3500.

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.

Please note that we will endeavour to run the trainings as scheduled. However minimum numbers for trainings apply.

TRAINER/S

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.