Learning and Development
Region Management Qualification
Learning Plan 2024 for GGV

The **Region Management Qualification,** for both Region Managers and Assistant Region Managers, is designed to ensure new Manager and Assistant Managers gain the knowledge, and develop the skills, attitudes and behaviours required to successfully run a positive and valued Region. The Qualification includes a variety of learning activities to be completed. The Region Management Qualification can be completed in six months however, most take up to one year.

The Region Manager Qualification Passport sets out the full requirements for the Region Management Qualification and records any relevant previous experience and/or qualifications, as well as progress. Depending on previous experience and/or qualifications, it is possible to gain exemption from some of the requirements through Recognition of Prior Learning (RPL). The recommended reading and eGuiding modules provide the knowledge required for the role; the training provides experiential learning; the activities within the Region setting provide more practical applications, and the reflective activities embed everything that the new Leader has learnt. The activities and reflections can be completed in any order.

This Learning Plan for GGV is to be used by new Managers and/or Mentors to keep track of tasks completed, including those specific to Girl Guides Victoria. **Please note the additional requirements set out by GGV at the end of this document, as they are not included in the national Passport.**

Induction	
Induction meeting with State Commissioner.	Induction meeting with Mentor.

Girl Guiding in Australia			
Guiding Orientation eGuiding module	GGA Manager's Handbook Being involved in Guides	Activity: Find out uniform requirements.	Activity: Attend an event within your Region.
Activity: Access the GGA website and review, and find one useful resource.	Activity: Access your SGGO website and review, and find one useful resource.	Activity: Attend Region meeting to meet your Region Team and discuss priorities.	Reflection: How do your Region's priorities fit within the State Plan?

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Child Safe Child Friendly			
CSCF for Adults in Guiding eGuiding module *(already completed during onboarding)*	*CSCF for Leaders and Managers* eGuiding module	Access Guide Lines and read the CSCF Framework.	Review the CSCF Framework and understand your responsibility.
Activity: Review the CSCF Framework and discuss one element at a Region meeting.	Activity: Research the process to follow for a child to travel in a Leader's vehicle.	Reflection: Consider how how District Managers contribute to a CSCF community?	

Risk Management			
Managing Operational Risk eGuiding module	Access Guide Lines and read the section on Risk	GGA Manager's Handbook Applying a Risk Management Approach	GGA Manager's Handbook Managing Administration, Guidelines and Reports
Activity: Review a completed Risk Assessment Form (ADM.56b) for an outdoor activity, event or camp.	Activity: Review the Regional Operational Risk Plan.	Activity Discuss the importance of the Camp Leader-in-Charge to complete the OUT.1 Camp/Adventure-based Event form.	Activity: Discuss the process for Region/State approval for a camp.
Activity: Review the Feedback, Concerns and Complaints Procedure.	Reflection: On the application of the risk processes of GGiA and the informal risk assessment used for all activities.		

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Supporting your Leaders			
Gain HTLAID010 (or higher) Provide Basic Emergency Life Support qualification	*Leadership in the Unit* eGuiding module	GGA Manager's Handbook Being Involved with Guides	Activity: Review the programs, processes and activities in the Units in your Region.
Activity: Reflect on ways you could support your Leaders.	Reflection: Why is it important for Unit activities to be Girl-Led?		

Building and Managing Teams			
Building and Managing Teams eGuiding module	GGA Manager's Handbook Leading Your Team – Communicating with your Team	Activity: Review the District structure, including communication and culture.	Reflection: What are the communication methods that best support your Region?

Facilitating Effective Meetings			
Running Effective Meetings eGuiding module	GGA Manager's Handbook Leading Guiding – Region Meeting	Activity: Set the Region Meeting schedule for 6 months.	Activity: Set the meeting agenda with input from Region and distribute.
Activity: Set up the meeting venue and facilitate the meeting.	Activity: Review the Region's goals/plan with your Region Team.	Reflection: Consider what went well in your meeting, what could have been different or better.	

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Time Management			
Time and Priority Management eGuiding module	Activity: Identify the key tasks you are responsible for.	Activity: Create a schedule for one term to manage the needs of your Region.	Activity: Identify two realistic goals for your Region.
Reflection: Use the Time Matrix (from the eGuiding module) to maximise the time you spend on Important tasks.			

Technology and Social Media			
Access Guide Lines and read the Social Media and Privacy sections.	Activity: Rate your Microsoft Office skills and identify options for further developing these skills (if needed).	Activity: Schedule and host an online meeting using Microsoft Teams.	Activity: Access your State database and locate information for an event, report or document.
Activity: Review the social media requirements by both GGA and your State.	Activity: Identify which social media platforms you need access to as an administrator and/or member. Arrange for this to happen.	Reflection: Consider the pros and cons for using different social media platforms.	

Financial Management			
Activity: Identify the process for completing change of signatories paperwork for Region, District, Unit, property and/or Support Group bank accounts.	Activity: Identify the financial obligations including record keeping, reviewing and auditing requirements.	Complete SGGO financial training – *GGV Finance for Managers* eGuiding module.	Activity: Review the Region budget with your Region Team.
Reflection: Identify what process you could put in place to contribute to sound financial management in your Region.			

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GIRL GUIDES AUSTRALIA VICTORIA

Check in with your SC (this form does **not** need to be sent to GGV)

Engaging and Motivating People			
Engaging and Motivating People eGuiding module	GGA Manager's Handbook — Leading Your Team – Volunteer Management	Activity: Review the Districts in your Region regarding numbers of volunteers and girls and what recruitment is needed.	Activity: Identify different recruitment strategies for attracting Leaders.
Activity: Review the District Management Passport and understand your role in the Qualification process.	Activity: Practice the Induction process for a new District Manager.	Activity: Understand the GGA Adult Good Service Awards and Membership recognition, and how to nominate/apply for these.	Reflection: Identify the value of and how you can recognise volunteers.

Advocating for Girls and Young Women			
Activity: Use appropriate language and behaviour in your Region.	Activity: Discuss how your Region can be more inclusive and challenge gender expectations.	Activity: Research the WAGGGS website and find an age-appropriate resource for use in your Region, and discuss with your Region.	Activity: Identify any leadership opportunities to promote to your Region, and discuss with your Region.
Activity: Discuss ways to break down gender barriers at a Region meeting.	Reflection: How can you be a positive role model in advocating for girls and young women?		

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Property Management			
GGA Manager's Handbook Managing Administration - Property	Activity: Review the meeting places in your Region and understand what is required for sound management of these properties.	Activity: Obtain and review any leases applicable to these properties and understand the responsibilities of Guiding within these.	Activity: Review State processes, agreements and responsibilities for renting out your properties.
Activity: Review insurance requirements for your District.	Activity: Review contractor requirements for insurance within your District.	Activity: Review the meeting places in your District, identifying maintenance required and costs to complete.	Reflection: Identify whether you need support managing the properties used by your Region.

Unit Management			
Activity: Review State processes for opening a new Unit; considering meeting space, rent/lease, banking, registration.	Activity: Review State processes for placing a Unit into recess and for reinstating a Unit.	Activity: Review State processes for closing a Unit, including transfer of funds, closing accounts, allocation of assets.	Reflection: Identify ways to prevent a Unit from going into recess or closing; and why closing a Unit might be a good idea.

Challenging Situations			
Managing Difficult Situations eGuiding module	GGA Manager's Handbook Leading your Team – Managing Performance	Activity: Identify what your role is in performance management of the volunteers in your District.	Activity: Review the People and Performance Management Policy and ADM.47 Role Review.
Activity: Review any issues in your Region and discuss with the SC ways to manage these.	Activity: Outline the steps to deal with a member who is not following the GGA Code of Conduct.	Reflection: Identify ways of positive intent to influence behaviours.	

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Additional GGV requirements			
Make or renew the Guide Promise.	Complete the MQ Training.	*GGV Property Management* eGuiding module	Activity: Set up your GGV M365 account, accessing your email, Guide Hub and your relevant SharePoint sites.
Activity: Access the GGV Member's Portal to access your Region list and other important information.	Activity: Access the GGV Member's Portal and find the Centralised Fees section.	Activity: Discuss with the volunteers in your Region the different methods of communication used in your Region.	Activity: Access the GGV Guide Hub and find Victorian policies and procedures, PR resources and where to Units submit their Attendance Records.

Qualification and Appointment
Region Management Qualification and Appointment Form