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| **Name** | Click or tap here to enter text. |

The renewal process is the chance to reflect on your last three years as a Girlguiding qualified trainer. The observation form is a collaborative process; a chance to work with an observer (chosen by your country or region) to look at your performance within an observed session, and then independently consider the last three years of experience. All training must meet the Girlguiding standards for training delivery.

There are two parts to the form.

1. An observed session
2. The last three years

We’d suggest completing Part One together and then complete the self-reflection of your last three years. Once complete; submit the form along with your Personal Development Plan and the renewal confirmation checklist to your country or region.

*This observation form is to be used for trainers who are renewing their qualification for a further three years. Prospective trainers and trainers adding an additional module should use the Trainer Qualification version.*

This form is an opportunity to reflect on your performance during today’s session, but equally provides you with an opportunity to look back on the last three years of training to identify any areas for improvement or key areas you could share with other trainers.

**Part One – Observed Session**

When responding to these sections, record your thoughts with the phrasing of what went well, even better if, what is next. This will help to identify anything to add to your personal development plan. Things to think about with regards to the observed session:

*Logistics* –   
Your liaison with the training organiser, identifying learning needs, is there a budget, do you know numbers, and have you confirmed the aim, objectives, and outcomes of the session.   
What is the venue *(including online spaces)* like, and will there be technology involved?   
Is there a set feedback route planned?

*Training plan –*

You don’t need to share this with your observer before the session.  
Is your training plan able to be picked up and delivered by another trainer if needs be?Have you been given the needs of the participants including additional needs, what experience do they have, and can you adapt to meet the needs?  
Does it meet the aims, objectives and outcomes?  
Is a risk assessment included?

*Delivery*–  
Is the set-up of the room appropriate, have you checked expectations of the participants, and have you adapted as required?   
Have you been checking understanding throughout, have you challenged any incorrect assumptions, and have you included a range of activities to meet the needs of participants?   
Have you considered current adult learning theories, e.g. L.E.A.R.N.E.R.S (Stella Collins)?

*After the session* -   
Have you met the aim, objectives, and outcomes of the session, have participants had their expectations met, and have you met any additional requests of the training organiser?   
Have you asked participants for their feedback, reflected on your performance, and have you enabled participants to consider how to apply the learning to their Girlguiding roles?

**Today’s session (observed)**

We’d suggest framing your comments using What went well? Even better if? What is next? – complete this with your observer who will be able to provide you with their thoughts on the session. If this is an online session, ideally you will have been involved in the writing and design of the session (including aim, objectives and outcomes). If not, then please ensure you can describe how you have differentiated for your participants.

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| **Session Topic** | | Click or tap here to enter text. | | **Date of session** | Click or tap to enter a date. |
|  | | **Comments** | | | |
| **Logistics and Training Plan**   * Learning needs * Aim, objectives, and outcomes * Liaison with training organiser * Additional needs   *(and anything else)* | | Click or tap here to enter text. | | | |
| **Delivery and participant learning**   * Knowledge checks * Learning theories considered * Communication with participants * Set up of room (Inc. online rooms) * Five Essentials * Relevant activities * Feedback given to participants Aim, objectives, and outcomes met? * Participant expectations met. * Participants able to apply learning to their role. * Self-reflection   *(and anything else)* | | Click or tap here to enter text. | | | |
| **Discussion with observer**   * Thoughts on next steps * Quality of planning * Strengths of the session * Was the session delivered to Girlguiding standard? * Areas for development   *(and anything else)* | | Click or tap here to enter text. | | | |
| Trainer | Click or tap here to enter text. | | Observer | Click or tap here to enter text. | |
| Signed | Click or tap here to enter text. | | Signed | Click or tap here to enter text. | |
| Date | Click or tap to enter a date. | | Date | Click or tap to enter a date. | |

**Part Two – Self Reflection**

You will need to write around 300 words about your experiences over the last three years. It’s an opportunity to highlight anything you’d like to improve your skills in or other things you’d like to consider in the next three years as a Girlguiding qualified trainer. There’s no specific structure to this section, but you may wish to consider the following things when reflecting on your last three years.

- Practical delivery of sessions

- Keeping knowledge and skills up to date

- What has been your overwhelming success

- What could have gone a little better

- What would you like to achieve over the next three years

You will then summarise the key things you would be looking to achieve over the next three years and add these to your personal development plan. This will help your trainer coordinator to identify common areas for development across the country/region.

**The last three years**

What have been your highlights, learning curves and opportunities, share your thoughts on your experiences over the last three years.

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| Click or tap here to enter text. |

**Discussion with another trainer**

From the above reflections and your observed session, make a note of some of the key discussion points, you may want to do this with your observer or with another trainer of your choice.

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| Click or tap here to enter text. |

Thank you for completing the trainer renewal process. Please now send this form along with your personal development plan and renewal checklist to your trainer coordinator.

Your trainer coordinator will be in touch to confirm the renewal process is complete and to discuss any areas of concern.

Thank you for giving your time to deliver learning within Girlguiding.