

Girlguiding volunteer induction session

Introduction

As a commissioner, you may need to organise inductions for new volunteers or those returning to Girlguiding. This pack will help you to plan and run practical, consistent induction sessions. You can adapt the contents depending on the size and needs of your group.

The pack is flexible and contains:

- A session plan, including activity instructions, for you to print off.
- An optional PowerPoint presentation that you can use on-screen or as handouts.

Why run an induction session?

This session will give new volunteers a better understanding of the aims of Girlguiding, the role of volunteers and the journey younger members make through the sections. Taking part is a great opportunity for new volunteers to meet each other and create a support network.

New volunteers will:

- Learn more about Girlguiding - who we are and what we do.
- Identify the key stages of the guiding journey for girls and young women aged 5 to 25.
- Discuss the Promise and Guide Law.
- Explore ways to deliver good guiding, using the Guiding Method (The Five Essentials) and other key elements to ensure we are all Being our Best.

How long will it take?

The session will take around two hours for a group of 6 to 8 new volunteers, less if you adapt it for a smaller group.

How much will it cost?

Costs could include:

- Hire of premises.
- Expenses (including travel and any resource/admin/stationery/refreshments).

What else do I need to think about?

- When you plan your session, take into account the needs of all your participants.
- As with all guiding activities you must complete a risk assessment.
- Explain safety information, such as fire regulations, at the beginning of the session.



SESSION PLAN

Time	Activity	Method	Resources	Comments
5 mins	<p>Welcome On arrival, ask everyone to complete the pre-session questions.</p> <p>Share essential information such as fire exits, health and safety points etc.</p> <p>Explain the objectives and timetable of the session.</p>	Presentation	<p>PowerPoint - (slides 1 and 2) on screen or as handouts</p> <p>Pre-session questions (Appendix 1)</p>	If you are not able to use the presentation on a screen or print off copies for delegates, please do print a copy for yourself with the 'notes pages' to help guide you through the session, along with a copy of this session plan.
10 mins	<p>Introductions Introduce yourself using the prompts in the presentation. Then go round the room asking everyone to do the same - why not use a throwing and catching game to liven things up?</p>	Icebreaker	<p>PowerPoint (slide 3)</p> <p>Ball / beanbag / ball of wool</p>	<p>A quick 'getting to know you' exercise. You can substitute a similar exercise or adapt it depending on the size of the group.</p> <p>The game could even be adapted as an activity to do back in their units.</p>
15 mins	<p>Girlguiding history Run a short quiz to get participants thinking about the history of Girlguiding.</p> <p>Play the Welcome to Girlguiding video (6 mins).</p> <p>Explain Being our best - Girlguiding's plan for 2020.</p>	<p>Activity</p> <p>Group discussion</p> <p>Video</p> <p>Presentation</p>	<p>PowerPoint (slides 4-6)</p> <p>Quiz sheet and paddles if required (Appendix 2)</p> <p>Video - find the link within the presentation and in Appendix 3, or get a downloadable file from your country/region</p>	<p>The quiz can be done in pairs using true and false paddles, or as a group by dividing the room in two and telling delegates to go to the 'true' or 'false' side depending upon their answer.</p> <p>If you do not have an internet connection, please ask your country/region for a copy of the video to play.</p>
25 mins	<p>Local and national guiding In small groups, explore Girlguiding's structure, volunteer roles and skills required, starting with a unit and working up towards WAGGGS. Re-group to discuss each part of our structure.</p> <p>Highlight the Participation on a plate resource and the importance of team work, especially when it comes to planning.</p> <p>Use the volunteer roles poster or handout to expand on the roles they have come up with.</p>	<p>Activity</p> <p>Group work</p> <p>Facilitated discussion</p> <p>Presentation</p>	<p>PowerPoint (slides 7-9)</p> <p>Paper (the bigger the better!) and different coloured pens</p> <p>Participation on a plate resource (see Appendix 3)</p> <p>Roles poster or handout (see Appendix 3)</p>	<p>You may want to give a copy of Participation on a plate to each new volunteer, or if you're only printing a few copies for the room, please signpost attendees to our website where this resource can be found using the search facility.</p> <p>The roles poster is included in the PowerPoint presentation but you can order free copies from the online shop. Handing it out and getting volunteers to use it locally will enable part of their LQ to be signed off and could also aid your county's membership growth plans.</p>

10 mins	Break		PowerPoint (slide 10) Refreshments and nibbles	Short comfort break.
25 mins	<p>What girls do in guiding Create a timeline (0-30) and ask attendees to come up with the age range for each of our sections.</p> <p>Use the presentation to give more detail about each of the sections.</p> <p>Use the slides to look at the Promise for each section and the Guide Law. Do your chosen Promise activity with the group while you talk about the meaning behind each part of the Promise.</p>	<p>Group work</p> <p>Presentation</p> <p>Activity</p>	<p>PowerPoint (slides 11-18)</p> <p>Large paper and pens to create timeline</p> <p>Promise activity materials of your choice</p>	See Appendix 3 for Promise activity ideas or use an activity of your choice to demonstrate how to bring the Promise to life for members.
25 mins	<p>Planning Introduce planning templates and discuss the Five Essentials of guiding, as well as how to use girl feedback to gauge success using evaluation ideas.</p> <p>In small groups, plan an activity that could be run in a unit and think about which of the Five Essentials it covers.</p> <p>Talk about other important things to consider when running a unit: - Membership system (GO) - Finances - subs and accounts.</p>	<p>Presentation</p> <p>Group discussion</p> <p>Group activity</p> <p>Presentation</p>	<p>PowerPoint (slides 19-23)</p> <p>Planning template (Appendix 4)</p> <p>Participation on a Plate for activity and evaluation ideas (Appendix 3)</p>	
10 mins	Questions and feedback		Feedback forms (Appendix 1)	

Appendix 1: Feedback Forms

Please ask everyone who attends to complete the short form below before you start the session. They should fill in the form on the next page at the end of the session. These will help you measure how much they have learned and evaluate the impact of this induction session.



Cut here

Girlguiding volunteer induction session

Before the session

How much do you know about the following topics?

	I don't know about this at all	I don't know much about this	I feel OK about this but could know more	I know quite a lot about this	I know a lot about this
Who Girlguiding are and what we do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The key stages of the guiding journey for girls and young women aged 5-25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Guiding Method (The Five Essentials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Promise and the Guide Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After the session

Please circle or tick the answers that are right for you.

1. Did you enjoy the session?

No - not at all Some of it Yes - most of it Yes - all of it

2. Did the session cover everything you expected it to?

No - not at all Partly Mostly Yes - fully

3. How relevant was the session to your role in guiding?

Not relevant Partly Relevant Relevant Very relevant

4. Will you be able to apply what you have learned today in your guiding role?

None of it Some of it Most of it All of it

5. How much do you now know about the following topics?

	I don't know about this at all	I don't know much about this	I feel OK about this but could know more	I know quite a lot about this	I know a lot about this
Who Girlguiding are and what we do	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The key stages of the guiding journey for girls and young women aged 5-25	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Guiding Method (The Five Essentials)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Promise and the Guide Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Do you have any comments about this session?

Appendix 2:

GIRLGUIDING QUIZ

Statement	True/False	Notes
1. Girlguiding was first established in 1910	True	After girls 'gate-crashed' the first Boy Scout Rally at Crystal Palace asking Robert Baden-Powell to 'offer something for girls too', the Guide Association was formed. It was led by Baden-Powell's sister, Agnes Baden-Powell.
2. The most senior volunteer role in Girlguiding is the Chief Guide	True	The Chief Guide is the figurehead for Girlguiding in the UK and is the most senior volunteer. She takes an active role in managing senior volunteers and inspiring volunteering and membership of Girlguiding. She acts as an ambassador and a public face of the charity, working in partnership with the Trustees and the Chief Executive.
3. You have to be 11 to become a Guide	False	Rainbows are aged 5 to 7 (4 to 7 in Northern Ireland); Brownies are aged 7 to 10; Guides is for girls aged between 10 and 14; and members of The Senior Section are aged 14 to 25 (this is currently under review as part of our Programme Renewal, and this section will soon have a new name and new look for girls aged 14-18).
4. Girlguiding is a founding member of the World Association of Girl Guides and Girl Scouts (WAGGGS)	True	WAGGGS was established in 1928 to replace the International Council that had been in place since 1919. It now has links with many other organisations, including the United Nations, and is the largest women's organisation in the world!
5. WAGGGS has 100 member countries	False	The WAGGGS movement has ten million members across 146 countries in five regions worldwide.
6. JK Rowling was a Girlguiding member	True	She was once quoted as saying that she 'could easily imagine Hermione Granger in the Guides, given that she is resourceful, highly motivated and eager to learn. She might be a little over-competitive when it came to badges though.'
7. There are over 500,000 Girlguiding members in the UK	True	In the UK, Girlguiding has 26,000 units and over 540,000 members, made up of 110,000 volunteers and 430,000 girls and young members.
8. There are 10 Guide Laws	False	There are six and we will look at these in more detail later.
9. Brownies were originally known as Snowdrops	False	'Rosebuds' were formed in 1914 to enable girls under 11 to be involved in guiding. The section became Brownies in 1915.
10. <Insert your county> is part of Girlguiding <insert your region>	True	<Insert your region> is made up of <insert number> counties.

TRUE

FALSE

Appendix 3: Useful links

Participation on a plate:

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/programme-and-activities/participation-on-a-plate.pdf>

Promise activity ideas:

Our activity finder has a few Promise activity ideas for you to use with the group:

<https://www.girlguiding.org.uk/get-involved/become-a-volunteer/register-your-interest/>

More activity ideas can be found here:

<https://thegirlguidinglife.files.wordpress.com/2017/02/guide-promise-activities.pdf>

Please do feel free to use one of your personal favourites to bring the Promise to life for the group.

Welcome to Girlguiding video:

<https://youtu.be/bcdf98csSPM>

Programme planning templates can be found on our website and at the back of the Leadership qualification booklet.

Appendix 4: Programme planning template

Sharing a commitment to a common standard										
Caring for the individual										
A balanced and varied programme										
Encouraging self-government and decision-making										
Working together in small teams										
Programme content										
Date										