Supporting leaders in training

A guide for commissioners

Contents

Introduction

One important job you do as a commissioner is work with leaders in training in your area to make them feel supported and valued.

You can nurture the enthusiasm of leaders in training by helping them to get started on the Leader development programme as soon as possible. This document will help you with guidance on your role and responsibilities in this process.

What's the leader development programme?

The leader development programme is a suite of learning materials suitable for anybody who volunteers with a unit. It's structured as follows:

- **Getting started in Girlguiding** introduces volunteers to supporting Girlguiding.
- **Growing in Girlguiding** is for volunteers who already know about Girlguiding but want to take on more responsibility.
- **Becoming a leader** is full of courses to explore, develop and apply the skills volunteers need to lead in a unit. Everyone who wants to become a leader needs to do these courses, and we support these volunteers in various ways.

For example, if a unit helper would like to take on more responsibility, they could complete some of the courses in Growing in Girlguiding.

Each of the courses is split into bite-sized online modules, which volunteers can work through as and when needed.

As commissioner, you may sometimes want to direct a volunteer to specific learning material, for example Including all which sits in Growing in Girlguiding.

Anybody who would like to become a leader must complete Becoming a leader.

How does someone become a leader in training?

Ideally, volunteers who'd like to become a leader should first talk to their local commissioner to let you know they're interested in this.

The training is accessed via the learning platform, with two routes into the content.

Option 1 – complete 'Getting started in Girlguiding' and 'Growing in Girlguiding', then register to begin the leader training.

Option 2 – if the volunteer has been with Girlguiding for a while, they may know lots about Girlguiding already, so can complete a quiz to check their knowledge.

With both routes, once they have completed the quiz or registration, you'll receive a notification on GO to change their role to Leader in training. At this point, 'Becoming a leader' will be unlocked.

A note on under-18s: If a young leader completes their registration, they will automatically gain access to the Becoming a leader training. You'll still get a notification of this, but their role shouldn't be changed. If you get a notification and they haven't yet reached out to you, contact them to make sure they have all the support they need from their leader.
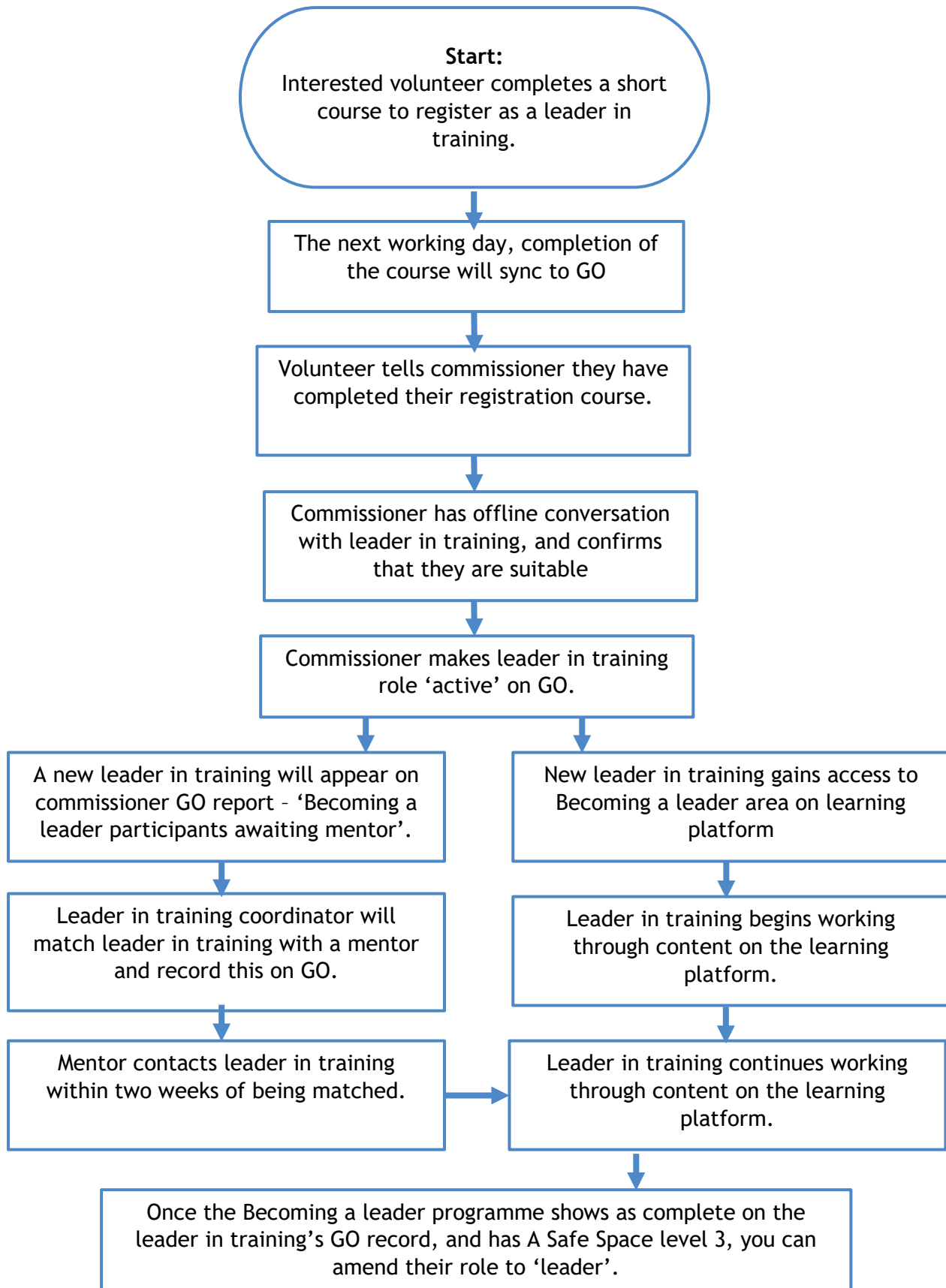
Your role and responsibilities in the Becoming a leader process

As a commissioner, it's your responsibility to make sure volunteers feel settled in their role and supported along the way. For volunteers interested in becoming a leader, this includes:

- encouraging new volunteers to explore the training available on the learning platform and, when they are ready to become a leader in training, direct them to the Leader development programme.
- meeting with potential leaders in training and make sure they know what their role does
- helping them decide which option (1 or 2 from above) is best for them to begin their journey.
- making sure leaders in training feel included in the local area and introduce her to people.

Your main responsibility in the Becoming a leader process is making sure the volunteer is listed in the correct role on GO, as this will allow them to access relevant content on the learning platform. Full details of how to change roles can be found in the Help Area on GO.

Your involvement in the leader training process

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┌─────────────────────────────────┐
│            Start:               │
│ Interested volunteer completes  │
│ a short course to register as a │
│    leader in training.          │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ The next working day,           │
│ completion of the course will   │
│ sync to GO                      │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Volunteer tells commissioner    │
│ they have completed their       │
│ registration course.            │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Commissioner has offline        │
│ conversation with leader in     │
│ training, and confirms that     │
│ they are suitable               │
└─────────────────────────────────┘
                │
                ▼
┌─────────────────────────────────┐
│ Commissioner makes leader in    │
│ training role 'active' on GO.   │
└─────────────────────────────────┘
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A new leader in training will appear on commissioner GO report – 'Becoming a leader participants awaiting mentor'.

New leader in training gains access to Becoming a leader area on learning platform

Leader in training coordinator will match leader in training with a mentor and record this on GO.

Leader in training begins working through content on the learning platform.

Mentor contacts leader in training within two weeks of being matched.

Leader in training continues working through content on the learning platform.

Once the Becoming a leader programme shows as complete on the leader in training's GO record, and has A Safe Space level 3, you can amend their role to 'leader'.

Other areas you may need to support with

- Mentor recruitment – keep a lookout for anybody in your area who would make a good mentor and let your county leader in training coordinator know.
- Troubleshooting – the leader in training's mentor will usually be best placed to support with any challenges, but sometimes you may need to step in and act as a voice of reason.
- How will they resolve issues – eg someone taking a long time to do something

How will leaders in training complete their training?

The Becoming a leader training is split into three learning areas. They're designed to help your leader in training explore, develop, and apply the skills needed to run a Girlguiding unit and provide a great guiding experience. The learning areas are:

- **Building foundations**: how to deliver guiding in a fun and safe way, while following our policies.
- **Engaging guiding**: how to involve young members in creating the very best Girlguiding experiences in a way that's suitable for all.
- **You and your team**: working as a team and managing the unit admin.

Each learning area has three courses which include e-learning or training, as well as some suggestions of how to apply the training to a meeting setting. See appendix 1 for an overview of the topics included in the Becoming a leader training.

The image below shows how the topics will appear to your leader in training on the learning platform. The topics will appear blue until the leader in training has fully completed the course – then they'll turn green. Once they have completed all three topics in a row, the check-in box will unlock, and you'll be invited to meet them in their unit meeting setting.

Building foundations

This section will help you to deliver guiding in a fun and safe way, whilst following our policies.
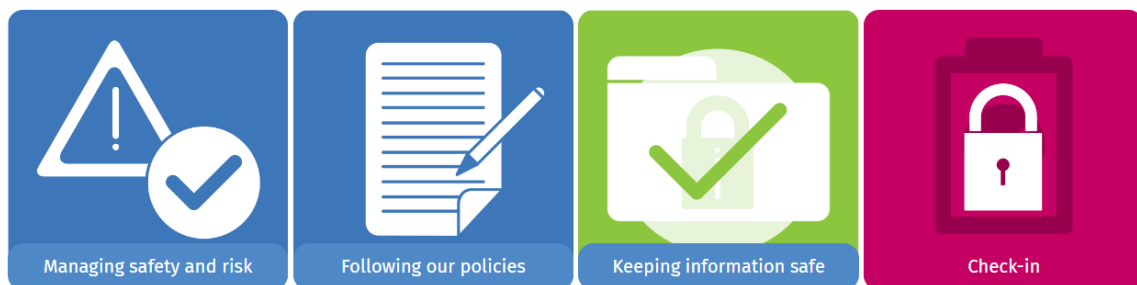

Image 1. Building foundations topics as they appear on the learning platform

When will the leader in training become a leader?

The Becoming a leader training is designed to be self-led, meaning that the leader in training can work through each topic independently, without you needing to worry about them every step of the way. Most leaders in training will complete their learning within less than 12 months, depending on how much time they have to give.

Every leader in training will be matched with a mentor by your county leader in training coordinator. The mentor will check-in with them at various points throughout their development journey – at the end of each learning area, and at other suitable points as agreed between them.

At the official check-in points, the mentor will complete a check-in form which the leader in training needs to upload to their learning area.

Whilst the mentor won't be testing anyone, they will be watching to see how the leader in training has taken onboard any of the learning into their unit meeting settings.

Leaders in training will need to complete all the topics in Becoming a leader, as well as the check-ins, before their training will be marked as complete.

To become a leader, they will also need to complete A Safe Space level 3. For over-18s, they can do this as part of their 'Managing safety and risk' course. Under 18s will need to attend the 'Risky Business' webinar and complete A Safe Space level 3 when they turn 18.

What if a leader in training leaves?

If a leader in training decides to leave or abandon their training before they have completed it, you will need to change their role on GO. They will lose access to the Becoming a leader training area on the learning platform, but any training they have already completed will remain on their record.

Who else can support leaders in training?

Mentor

- Supports leader in training in their journey
- Visits units and carries out 'check-ins'
- Helps identify areas for development.

Leader in training coordinator

- Regularly reviews GO reports to spot new starters
- Matches leaders in training with mentors.
- Monitors timescales using GO reports.
- Supports mentors.
- Approves check-in forms which have been uploaded to the learning platform.
- Supports if there are issues to be addressed.

Local Commissioner

- Keeps an eye on timescales and the 'valid to' dates of roles.
- Helps access resources/trainings.
- Can sign off parts of modules.
- Updates new Leader's role on Go! when the LQ is completed. This is done for Young Leaders only once they turn 18.

Unit leader

- Welcomes leader in training to team.
- Involves her in the unit and in planning and running the programme.
- Gives guidance where needed.
- Flags up any concerns to commissioner.
- Helps access resources/trainings.

GO Coordinator

- Can update information on GO when requested by commissioner or leader in training coordinator

Appendix 1 - Becoming a leader topic checklist

TOPIC/MODULE	LEARNING OUTCOME
Building foundations	
Managing safety and risk **Includes webinar**	☐ Complete a written risk assessment and know when this is needed ☐ Identify and find the policies and procedures and contact details you need in the event of an emergency
Following our policies	☐ Discover policies that help you have a fun and safe time while volunteering with Girlguiding ☐ Explore where to find more information about our policies ☐ Do an activity where you decide what to do in difficult situations that might come up in your unit
Keeping information safe	☐ What data protection is and why it's important to understand it ☐ What is meant by personal data and special category data ☐ The rights of individuals under GDPR ☐ Your responsibilities for data protection ☐ The seven principles of data protection ☐ How to collect data safely ☐ How to download, share and use data safely ☐ How long data should be kept for and how to dispose of it ☐ What is a data breach and what to do if it happens ☐ Where to go for more information
Engaging guiding	
Planning for good guiding	☐ Explore how to plan your programme around the six themes ☐ Find out how to apply the five essentials to your unit's activities through our doing our best webinar ☐ Find more resources for building a great programme
Celebrating every member	☐ Know which forms can be used to support girls and volunteers ☐ Recognise examples of inclusive decision making and leadership ☐ Suggest ways to adapt activities and meetings ☐ Know how to report incidents of discrimination
Involving girls in decisions and planning	☐ Feel confident staying up-to-date with young people and what matters to them ☐ Know what leadership opportunities there are for young members in Girlguiding ☐ Practise building girl-led activities into your programme

	□ Understand how to listen to young members and turn what they tell you into meaningful and intentional action
You and your team	
Developing as a team	□ Understand what makes a great unit team, and how to develop one □ Apply key techniques which will help you lead a team □ Encourage development within your team □ Communicate effectively with your unit team and beyond.
Managing the unit's money	□ Budget for the unit and its activities and know where to go for advice and help □ Run unit finances in accordance with Girlguiding's policies to ensure accounts will withstand scrutiny □ Use the Girlguiding spreadsheet and consider regular spends such as annual subscriptions.
Organising your unit	□ Understand how to use GO to organise your unit and plan your programme □ Have practiced using the GO system □ Know where to find more help with the system if you need it