

Supporting leaders in training

A guide for leader in training coordinators

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Introduction

Thank you for volunteering to be a leader in training coordinator. In this role you'll match leaders in training with their mentor and monitor their progress through the leader development programme as they train to become leaders.

Your role

Each county manages the role of leader in training coordinator a little differently, depending on the structure and size of the area, so check in with your county commissioner to make sure you're both clear on what your role involves.

Generally, the leader in training coordinator role is focussed around two key areas:

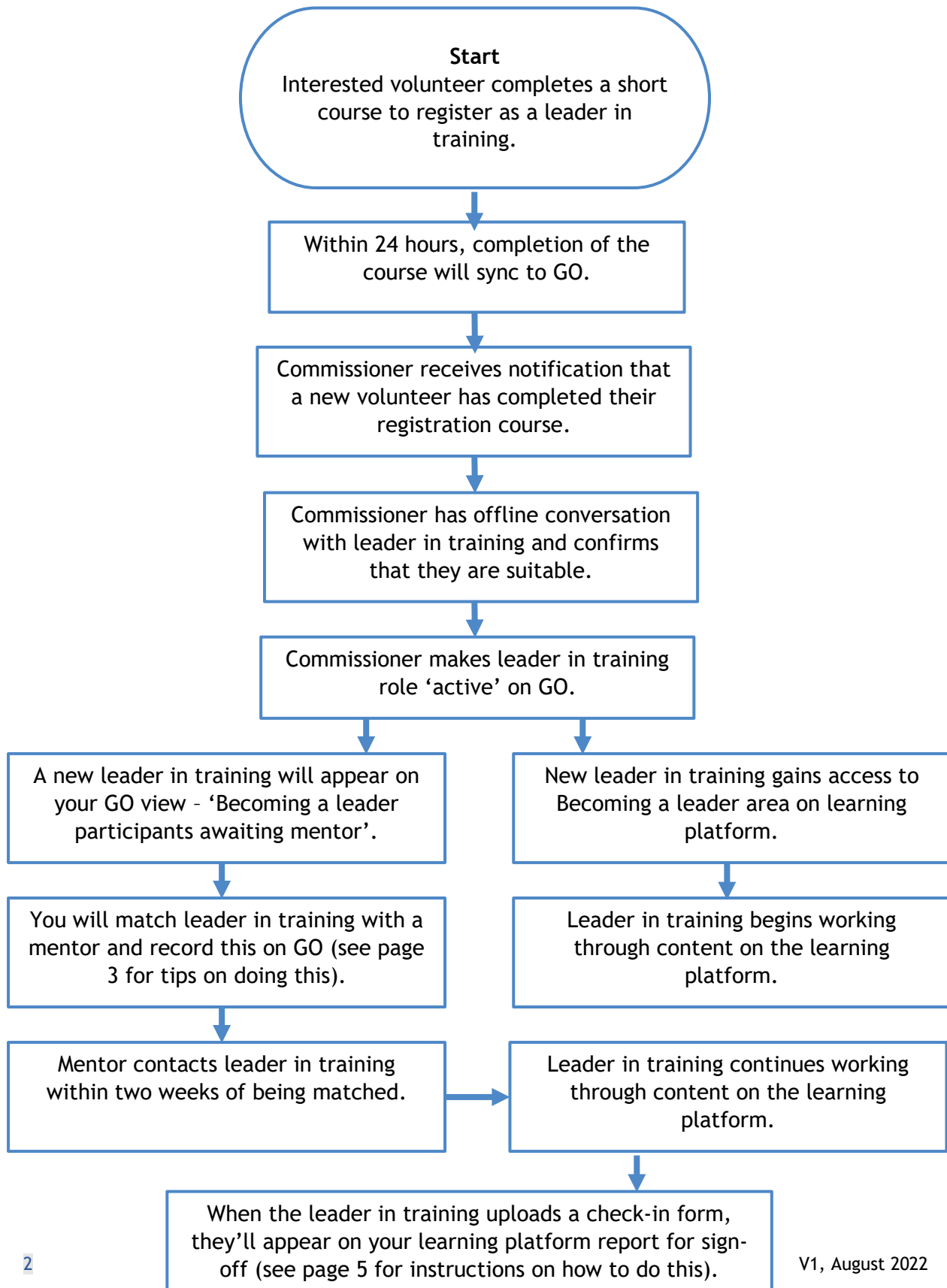
- **Volunteer support:** matching leaders in training with their mentors, recruiting and inducting mentors, keeping in touch with key roles.
- **Digital support:** running reports on GO, reviewing and approving uploaded documents on the learning platform, approving completion of Becoming a leader training.

You can read the full role description on our website.

These responsibilities may be shared between volunteers, or carried out by one person, so in this document you will find guidance to help you in both aspects of the role.

Your involvement in the leader training process

To carry out your role it's important you understand your role in the process, so we've included a flowchart on the next page to show this. You can also download a copy of the mentor's journey from the learning platform.



Inducting mentors

Appendix 3 has some top tips for recruiting mentors. When a volunteer has the role of mentor added to their GO record, they'll gain access to a mentor area on the learning platform. This includes a mentor handbook, and details of how to carry out their role, as well as an overview of the leader in training content which can all be downloaded from the leader in training coordinator area.

As part of the mentor induction, you should make sure they've found the mentor area and give them the opportunity to ask any questions.

Matching leaders in training with mentors

Every leader in training needs to be matched with a mentor. The mentor will meet with them (online, over the phone or preferably in-person) to help guide a leader in training as they develop new skills and take on more of a leader role in their unit. They'll be on-hand to answer questions, but the most important part of their role will be to listen.

A mentor for leaders in training should become a 'critical friend', who helps the leader in training challenge their ideas and try new things - normally by asking good questions along the way. Training is available on the learning platform to help mentors gain and practise these skills.

The mentor doesn't need to have lots of experience in guiding but they should be, or have recently been, a leader and have plenty of enthusiasm.

Making sure a mentor is the right match for a leader in training is important as they'll be visiting the leader in training at their unit throughout the *Becoming a leader* journey and will be their first port of call if they are having problems.

Try to make a good match in terms of:

- Location
- Availability
- Personality
- Skills and experience

Learning more about your potential mentors will help you give the right support and match them with leaders in training, so make sure you ask them for information when they show an interest in the role. Appendix 1 (page 8) suggests information to gather.

If you'd like local commissioners to gather and forward information to you about leaders in training at registration, share Appendix 1 with them too. Make sure any data which can be used to identify people is stored securely, in line with our data protection policy and procedures. [Access our data protection e-learning on the learning platform.](#)

Once your leader in training has been matched with a mentor, you can assign them to each other on GO. See the helpfile on GO if you're unsure how to do this.

Volunteers can begin their leader training from the age of 16 so, if you pair a mentor with a young leader, please make sure they're carefully following our [Health, safety and](#)

[welfare policy](#). There is also information on the mentor area about mentoring 16-17-year-olds.

Briefing mentors

When their role is made active on GO, mentors will gain access to a mentor-specific area on the learning platform. Depending on how experienced the mentor is, you may want to share some additional information with them. For example:

- County map
- A who's who in local guiding (useful local contacts such as section advisers and commissioners)
- Training calendar
- Expenses form for mentors and information about how to claim (if your county has a budget in place for this)

Ask a new mentor if they have any preferences, for example, whether they are confident to work with 16- and 17-year-olds who are training to become a leader.

Encourage the mentor to contact the leader in training to arrange a meeting within two weeks of being matched. Leaders in training can begin as soon as their role is made active on GO. If the first meeting is early on, the mentor can help plan a schedule for completing the Becoming a leader training.

Information on contacting mentors and mentees can be found in the GO help file.

When the mentor has finished

Remember to thank mentors for their hard work once a leader in training has completed their training - perhaps with a 'thank you' card.

Follow up with them and check whether they would like the opportunity to do it again in the future. If they don't, ensure that their mentor role is made inactive on GO.

Seeing who has uploaded a check-in form for approval

A key part of the leader in training coordinator’s role is to approve check-in forms which the leader in training has uploaded to the learning platform.

When you click on the leader in training coordinator area, you’ll see a series of buttons, with ‘Approve check-ins’ listed below. **You won’t see any detail on this report until you’ve clicked on the ‘Induction to your role’ and completed the course.**

The report shows:

- 1) A full list of leaders in training who have uploaded a check-in, and their unit
- 2) Which courses the leaders in training are working on
- 3) The time that the learner uploaded the check-in form and the last person who changed this page (this will normally be the leader in training when they uploaded the document)
- 4) A link to evaluate their learning (this is where you will sign-off their upload)

Approve check-ins					
User's Fullname	Level name	Check-in name	Time modified	Modified by	Evaluate link
Annabelle LearningTesting	1st Girlguiding Training Rainbow and Brownie and Guide and Ranger Uni	You and your team	3 Aug 2022 at 10:46	Caroline LearningTesting	Evaluate
Georgia Training	Training District	You and your team	26 Jul 2022 at 11:29	ldpuatcoordcheckin2 ldpuatcoordcheckin2	Evaluate

View full report

Image 1. Leader in training coordinator area

Important to note:

- You should only see volunteers who are waiting for you to approve the uploaded check-in form
- Once you’ve evaluated a leader in training’s check-in form they will disappear from the report

Approving check-in forms

When you click on 'evaluate', this will load a page with several checkboxes. The page displays:

- 1) The title of the document which has been uploaded (this is a hyperlink, in pink text)
- 2) A space for your comments and feedback
- 3) Checkboxes - one to confirm you've seen the leader in training's form, and another to confirm you've left a comment.

You and your team check-in - Beth Training

[Print this OJT](#)

Once you have completed all of the training in 'You and your team', your mentor will come to a unit meeting and observe you leading.

- Download this form, and give this to your mentor to use as a conversation guide.
- Once they have completed their parts of the form, you should add your own 'personal reflections' and then upload the form onto the learning platform.
- Your local Leader in training coordinator will approve your upload. Please allow a minimum of two weeks for this approval.

[Download You and your team check-in form here](#)

Note - the completed form can be uploaded as a pdf document, scanned file, or photo.

Upload your check-in form below ✕

Witnessed

You and your team

3

1
You and your team observation form - 16-12-21 (4).pdf

2

3

Image 2. Check-in form

Important to note:

- The comment you leave doesn't need to be detailed, but try to leave something personal which reflects on their check-in form
- By ticking both boxes, you're confirming that the check-in took place and you have seen evidence of this through the check-in form. When you have ticked both boxes, this check-in will disappear from your 'Approve check-ins' report.

Appendix 1: Matching mentors with leaders in training

Some information that might help you to match potential mentors and leaders in training can be found on GO, for example:

- District
- Division
- Meeting night(s) and time(s), and address(es) of meeting place(s)
- Sections they work with
- Mentors' experience (roles, qualifications, recorded skills).

It also may be helpful to ask both mentors and leaders in training about:

- Commitments outside guiding - voluntary or paid employment and their interests
- Days and times they could be available to meet or speak with a prospective leader in training/mentor
- Ease of travel - car, public transport, difficulty finding transport
- Where else in the county they could meet (eg if they work in a different area)
- Any other information that could be helpful for the leader in training coordinator to know, for example any special needs

Any previous experience they may have of supporting other people

For leaders in training, additional questions could include:

- Any previous experience in Girlguiding, if relevant - as a young member or as an adult volunteer
- Any experience working with children (including own family if appropriate)
- The best way to contact them, and the best time

Appendix 2:

Top tips for recruiting mentors

- Advertise for new mentors in your local newsletters, websites or by email.
- Network to find mentors across the county. Ask local commissioners and advisers to recommend people who would make good mentors. Look around your area. You may know someone already who would make a great mentor.
- Encourage enthusiastic mentors to talk about why they enjoy it and use quotes from them when advertising.
- A recently qualified leader can make an excellent and enthusiastic mentor. They don't have to have lots of experience.
- Experienced volunteers who have recently stopped guiding can also make good mentors.
- When talking to a potential mentor, emphasise the rewarding nature of the role. Find out their motivation, whether it is 'giving something back' or for career development.
- Hold a 'mentoring skills' or 'communication skills' training session, then offer people the opportunity to put their newly developed skills into practice.