Guidance notes on organising and delivering new programme training

The Volunteer Learning & Development team have created a suite of resources to help you to organise and deliver new programme training. The trainer resources are all designed to be "pick-up-and-edit", so that they can be adapted to suit volunteer needs and the training time you have available. Everything has been done so you can spend more time supporting leaders and less time on planning.

These guidance notes provide helpful information on the trainer resources available, tips for how you might want to use them and some background information on their development.

We are always looking for ways to improve and adapt our resources to help volunteers. If you have any suggestions please get in touch with us at leadership@girlguiding.org.uk.

What programme modules are there?

You can download training resources on each of the below modules here. For further information on the aims and objectives of each module click here.

- The Girlguiding programme overview
- Interest and anniversary badges
- Unit meeting activities and skills builders
- Awards
- Using section handbooks and badge/record books
- Unit programme planning

We want to ensure that all volunteers are able to access training on the new programme no matter where they live, their access needs and the free time they have available. Therefore, volunteers can also complete these modules via webinar and e-learning.

What trainer resources are available for each module?

Each module has its own trainer pack which contains:

- Training plan:
  - o All information for delivering the training and learning points.
  - o *You will still need to review the training plan and decide on what you will need to adapt to meet the specific needs of the volunteers attending your training and the space you're presenting in as you normally would (timings, what to bring, resources available etc).*
- PowerPoint slides:

- The slides reflect the training plan and contain programme images to help volunteers understand the new programme.
- The trainer notes contain some extra information on the programme for trainers (where necessary) and suggestions to help you with delivery.
- Handout:
    - The key learning points for participants to take away with them.
- Resources:
    - These are the resources needed to do the activities that are included in the training plan.

Trainer FAQs are available here. Should any questions arise in your training that you can't answer please send them to ourjourney@girlguiding.org.uk.

How should I use the trainer resources?

All the trainer resources are designed to be 'pick-up-and-edit'. This means that you can use the materials exactly as they are, or you can edit them to suit the particular training session you are doing. Examples of ways you may wish to edit the resources are:

- Include additional or replacement activities that you know work well or will suit the particular participants you will have in a session (e.g. due to learning preferences or disability).
- Reduce or lengthen sessions to fit the time you have available. The timings that have been provided are a best guess and you may need to allow more time, or less, to suit the needs of your participants, the size of your group or other influencing factors.
- Combine different modules together to fit the training requirements for a session.
- Remove elements/section-specific information that is not relevant in the training you are doing.
- Combine with other training topics as appropriate to your participants or the requirements given to you by the training organiser.

If editing the resources, please ensure you retain the learning points for each module and follow the guidelines for using our programme images, icons and resources and the editorial guidelines.

How have the trainings been designed and structured?

- The programme training materials have been designed to be delivered in cross-sectional trainings and we recommend you structure trainings in this way as the programme themes and elements are the same across each of the sections from Rainbows to Rangers
    - This will allow more training opportunities for more leaders as section groups can be combined, reducing the need to train very small section-specific groups.

- o This will allow all leaders, no matter which section(s), to understand a girl's entire guiding journey from Rainbows to Rangers. This will help leaders to support with retention and transition between sections, helping to keep girls in guiding for longer.
- Training should not be organised solely by individual themes e.g. Express Myself or Have Adventures. Core programme training should be based on the different elements of the programme e.g. skills builders or awards. Themes are a foundational part of the programme and should form part of each relevant training, but not direct the training.

Suggested training structure

It is entirely up to you and your training organiser to decide which modules to use and how to organise them, but below you will find some suggestions for different amounts of time you might have.
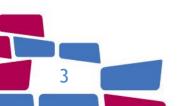
A full day's programme training

1. The Girlguiding programme overview.
2. Unit meeting activities and skills builders.
3. Anniversary and interest badges module or Awards module.
4. Unit programme planning.
5. A recommendation that participants attend a follow up in-person training, webinar or e-learning to cover the other modules.

A residential weekend's programme training

1. All modules in the same order as full day programme above (consider using some of the extension ideas in the session plan to allow participants more time to consolidate and reflect on their learning).
2. Using section handbooks and badge/record books.
3. Sectional activity based trainings including opportunities to try out some unit meeting activities – these could intersperse the programme modules to provide variety.
4. Other relevant sessions for the participants – these could intersperse the programme modules to provide variety, and might include skills development, ideas for encouraging girl-led guiding or a session focused on transition between sections

A two hour training for leaders new to guiding

1. Information about Girlguiding and our sections, the five essentials and other organisation information.
2. The Girlguiding programme overview module.
3. A recommendation that participants attend a follow up in-person training, webinar or e-learning to cover the other modules.

Tracking and evaluation

We want to ensure that we are supporting leaders as best we can and that volunteers are getting the support they need to understand the programme. Please can you help us to do this by letting your county know who attended your training so that their GO records can be updated.

Please let us know how we can improve the training resources by completing this short evaluation form after each delivering training, or by getting in touch with us at leadership@girlguiding.org.uk.

This will allow us to ensure that training is reaching the majority of volunteers and that it is impactful, if it isn't we can work out what we can do to help!

And finally… our top tips for training on the programme!

1. DO ensure that volunteers have completed the Girlguiding programme overview module before the training, or you start with this – it will give your participants a basic knowledge of the whole programme in one go so that they can see how things fit together.
2. DO make sure you have the trainer FAQ handy during your trainings - and remember, if you don't know the answer to a question, don't panic – tell the participant you will find out by e-mailing ourjourney@girlguiding.org.uk.
3. DO ensure that when you edit the resources you keep the key messages and branding in line with our guidance.
4. DO feel assured that you don't have to edit the resources. You can pick up and go as long as the modules meet your training requirements/the needs of the training participants.
5. DO ensure that if you edit the resources that you please share your good ideas with us via leadership@girlguiding.org.uk so we can include the best ideas in future iterations of the training resources. We love feedback.
6. DO keep programme trainings cross-sectional as far as possible to reflect the nature of the programme itself.
7. DO facilitate discussion amongst participants; you don't need to be the expert in the room. We are all learning this together.
8. DO ask participants to *"do something"* wherever possible to help them engage with the training.
9. DO be enthusiastic – our programme is at the heart of what we do and makes our wonderful organisation unique and inspiring to girls and young women!
10. DO ask for feedback from your participants so we all know they are getting what they need.

Who has created these materials?

The Volunteer Learning & Development staff and volunteer team have created these materials together with the Programme staff and volunteer team. The Volunteer Learning & Development volunteer team are a group of Girlguiding leaders, many of whom are experienced trainers, who have a wealth of knowledge and expertise on learning and development.

Where can I go if I have questions or want to give feedback on these resources?

If you have questions about the new programme you can find out further information on the Girlguiding website. Alternatively, you can email specific questions to ourjourney@girlguiding.org.uk.

If you have feedback on these resources, and suggestions for ways they can be improved please email the volunteer learning & development team on leadership@girlguiding.org.uk.