



## Trainers' Resource

### What is it for?

The aim of this session is to:

- further develop Leaders' skills and knowledge, and to support them to lead more complex international trips for girls and young women.

The objectives of this session are to enable participants to:

- be confident in planning and leading international trips to locations which are more remote, involve service projects or have complex aspects to them
- consider kit and equipment for various trips
- prepare a risk assessment for an international trip; understand the importance of reviewing it regularly and how to act in a variety of situations
- be aware of the important roles in a leadership team
- be able to identify the training needs of group members before and during a trip
- assess health requirements and necessary training for trips
- obtain local currency during trips.

### Who is it for?

This session is for Leaders, and aims to increase confidence in those who are interested in or planning on taking girls further afield on more complex international trips which may involve a service project or are located in more remote locations.

*Trainer's note: It is suggested that you ask what type of trips the participants are looking to go on before they*

*attend this session. This will help you tailor the session where appropriate, to ensure it meets the needs of those attending.*

### How long does it take?

This session takes two hours to run. The other three Travelling Abroad... Made Easy sessions each take two hours to run. If you wish to run this session and any of the others together you may need to remove some activities, eg icebreakers and introductions, and add in some breaks.

### What resources do I need?

Below are the key resources that you will need to run this session:

- this Trainers' Resource
- handout sheets - provided in this document or available to download from the Girlguiding website. You will need to print or photocopy additional copies of the worksheets where required. Please note that all handout sheets can be printed as A3 if required.
- PowerPoint slides
- projector and screen
- flipchart, marker pens and stand
- laptop.

It would also be useful to have the following Trading Service resources available:

- *Going Away With Scheme* (order code 6478)
- *Going Away With Guiding* (order code 6045)
- *Health Matters* (order code 6454).

### Icon glossary

The following icons are used in this guide.

	Group discussion		Distribute handouts to participants
	Flipchart required		Icebreaker activity
	Group activity		PowerPoint slide to be shown

## Session overview

Topic title	Duration in minutes (approx)	Resources	Aims and objectives
1. Introduction	15	PowerPoint	Informing participants of the course objectives. Introducing yourself and participants to each other.
2. Travelling Abroad Training Programme so far	10	PowerPoint Flipchart Pens Handout 1: Topics covered	Looking at what has been covered in the other Travelling Abroad training sessions.
3. Who are you taking?	15	Flipchart Pens Trip cards	Identifying what roles are needed in a team and how to ensure there is a balance of personalities within all groups.
4. Training and preparing	20	Flipchart Pens Trip cards	Thinking about the skills, kit and resources participants need on the trip.
5. Risk assessments	15	Flipchart Pens Handout: Risk assessment template	Considering what information should go on risk assessments.
6. Health	20	Flipchart Pens Trip cards	Identifying the health considerations that participants need to be aware of before leaving and while away.
7. Finance	5	Flipchart Pens	Noting the additional considerations that might need to be covered.
8. Questions and concerns	15		Answering questions or concerns.
9. Summary	5	PowerPoint	Concluding the session.

## Session plan

1. Introduction (Duration: 15 mins)		Activities/ resources
<b>SAY:</b>	Welcome participants to the Further Afield session of the Travelling Abroad training programme.	Slide 1 
<b>EXPLAIN:</b>	Ask each person to introduce themselves and say something about an international trip they have led. They can also say where they would like to go or are thinking about taking a group in the future.	
<b>EXPLAIN:</b>	Talk about the aims and objectives of this session and how it fits into the Travelling Abroad training programme.	Slides 2, 3 and 4 

## 2. Travelling Abroad Training Programme so far (Duration: 10 mins)

<p><b>EXPLAIN:</b></p>	<p>Tell participants that this is the final session of the Travelling Abroad training programme.</p>	   <p>Handout 1: Topics covered in the Travelling Abroad Training Programme</p>
<p><b>DISCUSS:</b></p>	<p>Using the handout on page 6, talk about the topics which have been covered in the other Travelling Abroad training sessions and write them on flipchart paper. Ask participants to put a mark by two topics which they feel they have the most questions and concerns about.</p> <p><i>Trainer's note: Keep this flipchart until the end of the training session when any questions or concerns relating to this activity can be discussed.</i></p>	

## 3. Who are you taking? (Duration: 15 mins)

<p><b>GIVE:</b></p>	<p>Divide the participants into smaller groups and give each group a different trip card (see page 7), or alternatively use examples of trips the participants have in mind.</p>	<p>Activity 1: Trip cards </p>  
<p><b>DISCUSS:</b></p>	<p>In groups, participants should discuss and write on flipchart paper how they would ensure a balance of personalities among participants in a group.</p> <p>They should also discuss and write down the roles and skills needed within a leadership team for the trip card they have been given. After the discussions everyone should share their ideas with the wider group.</p> <p>Some of these roles may be relevant, depending on the trip.</p> <ul style="list-style-type: none"> <li>● Event Coordinator</li> <li>● Assistant Leader (dependent on group size)</li> <li>● Caterer and Assistants</li> <li>● First Aider and Assistants</li> <li>● Photographer</li> <li>● Lifeguard</li> <li>● Interpreter</li> <li>● Treasurer or Accountant</li> <li>● Secretary</li> <li>● Entertainers or Craft Supervisor</li> <li>● Licence Holder.</li> </ul> <p>There are also some unofficial roles that you may have to play during the trip.</p> <ul style="list-style-type: none"> <li>● Role Model</li> <li>● Team Player</li> <li>● Peacemaker</li> <li>● Wardrobe Mistress</li> <li>● Emotional Pillar.</li> </ul>	

## 4. Training and preparing (Duration: 20 mins)

<p><b>GIVE:</b></p>	<p>Ensure the groups have different trip cards for this activity.</p>	   <p>Activity 1: Trip cards</p>
<p><b>DISCUSS:</b></p>	<p>Discuss in groups and write down the skills the participants would need to develop before embarking on trips to the given destinations, eg construction skills, sexual health knowledge, basic foreign language ability or level of fitness.</p>	



	<p>Smaller groups should then share their ideas with the whole group.</p> <p><i>Trainer's note: Inform session participants of the resource Health Matters which is available from Trading Service [order code 6454].</i></p>	
SAY:	<p>Trip participants should contact their GP for advice on travel vaccinations and pre-travel health advice. All vaccinations and additional health information must be recorded on the Health Information for International Travel form. This can be downloaded from <a href="http://www.girlguiding.org.uk">www.girlguiding.org.uk</a>.</p>	
<b>7. Finance (Duration: 5 mins)</b>		
EXPLAIN:	<p>There are additional considerations to be taken into account when travelling to more remote countries.</p>	 
DISCUSS:	<p>Discuss as a group and write on a flipchart what needs to be taken into account when making decisions on taking, accessing and using money overseas. For example, a currency may only be obtained within the country and not taken out of the country; there may not be accessible cash points in the country you are visiting; or it may not be sensible to carry large amounts of cash around with the group.</p> <p>The Foreign and Commonwealth Office website has country-specific information about this: <a href="http://www.fco.gov.uk">www.fco.gov.uk</a>.</p>	
<b>8. Questions and concerns (Duration: 15 mins)</b>		
ASK:	<p>Ask the groups to display their flipcharts, arranging them by destination. Ask all participants to review the flipcharts and to add anything they think is missing.</p>	
DISCUSS:	<p>Talk over any questions raised from this activity or during the training session. Look at the flipchart from section 2 and ask participants if they have any other questions or comments about any of the topics.</p>	
<b>9. Summary (Duration: 5 mins)</b>		
SAY:	<p>Emphasise what a fantastic experience going abroad with guiding is.</p>	<p>Slide 6</p> 
SUMMARISE:	<p>Summarise the session and explain that the participants have completed the final training session in the Travelling Abroad Training Programme.</p>	
ASK:	<p>Ask participants if they have any further questions and respond to these as appropriate. Also ask if they would like to share their details with each other to enable them to create a support group while they are planning international trips.</p>	

# Handout 1: Topics covered in the Travelling Abroad Training Programme

## Discovering International Guiding

- What is WAGGGS and where are there WAGGGS countries?
- Where do we fit into the world of guiding?
- How do I use WAGGGS resources in my unit?
- Different types of international trips

## Made Easy... Planning and Preparing

- First steps to planning an international trip
- Forms and guidance
- Activities
- Budgeting
- Insurance
- Administration
- Logistics
- Team building and leading your group
- Health
- Finance abroad

## Made Easy... Participants and Parents

- Including participants
- What do parents need to know?
- Kit list
- Fundraising and finance
- Culture
- Planning a briefing weekend

## Made Easy... Leading and Evaluating

- Risk assessment forms
- Crisis management and programme planning
- Communication with home
- Records you need to keep
- Daily group meetings
- Evaluation
- Reunion events

## Activity 1: Trip cards

A group of 15 members of The Senior Section is delivering sexual health training to Guides and Leaders in Honduras.

A group of 12 Guides is building a community centre in Indonesia.

A group of 20 Guides and members of The Senior Section is working with children in an orphanage in India.

A group of 10 Guides and members of The Senior Section is climbing Kilimanjaro.

A group of 16 members of The Senior Section is working with other guiding members to develop leadership skills in Russia.

12 members of The Senior Section are undertaking an expedition to Machu Picchu.