



Trainers' Resource

What is it for?

The aim of this session is to:

- equip Leaders with the skills and knowledge to lead and evaluate events and trips when taking groups of girls and young women abroad.

The objectives of this session are to enable participants to:

- prepare an international trip risk assessment, consider the importance of reviewing it regularly and discuss what participants would do in a variety of situations involving an element of risk
- understand how programme plans would need to be adapted in a variety of circumstances
- understand the importance of daily meetings with the girls and young women on the trip, and suggest ways of creating and maintaining good group relationships
- become informed about records to be kept on the trip
- evaluate the trip afterwards
- share ideas for getting those on the trip together again after their return
- consider how to promote the next steps in guiding to the girls and young women.

Who is it for?

This session is for Leaders who want to learn about leading and evaluating an overseas residential event.

How long does it take?

This session takes two hours to run. The other two Travelling Abroad... Made Easy sessions and the Further Afield session also take two hours each. 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?

You will need the resources below to run this session:

- this Trainers' Resource
- handout sheets provided later 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. All the 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 resources from Trading Service 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 mins (approx)	Resources	Aims and objectives
1. Introduction	10	Icebreaker	Informing participants of the session objectives Introducing yourself and the participants to each other
2. Risk assessment forms	30	Risk assessment forms Sample trip plans	Informing participants of risk assessment forms Introducing participants to different areas of risk
3. Crisis management and programme planning	15	Trials and tribulations board game, counters, dice and cards	Discussing issues surrounding crisis management
4. Communication with home	5	Flipchart Pens	Discussing what should be communicated
5. Records you need to keep	5	Flipchart Pens	Discussing the importance of different records
6. Daily group meetings	15		Discussing importance of daily meetings
7. Review risk assessments and plans	10	Flipchart Pens	Allowing the participants to ask questions on risk assessment and plans
8. Evaluating the whole trip	10		Discussing what and how to evaluate and share examples
9. Reunion events - getting participants together after the trip	10		
10. What next?	5	Leaflets about other international opportunities	Discussing the importance of promoting life after international events
11. Summary	5		Summarising the main points

Session plan

1. Introduction (Duration: 10 mins)		Activities/ resources
SAY:	Welcome participants to the Leading and Evaluating session of the Travelling Abroad training programme.	Slide 1 
EXPLAIN:	The aim and objectives of the session and how it fits into the Travelling Abroad training programme.	Slides 2, 3 and 4 
EXPLAIN:	Icebreaker activity called Holiday Heaven and Hell. Ask each person in the session to say who she is, where she is from, the section(s) she works with and one of her best and/or worst holiday moments. (Trainer should give examples from her experience, too.)	 

2. Risk assessment forms (Duration: 30 mins)

<p>GIVE:</p>	<p>Hand out to each group a sample itinerary of the same trip (Activity 1, pages 6 to 10) and copies of the Girlguiding template risk assessment for international trips.</p> <p><i>Trainer's note: The template risk assessment for international trips (with some sections filled in as an example) can be found at www.girlguiding.org.uk. There is also further information in the Emergency Planning Guidance for International Trips document, which can be found on the same page. You should reinforce that there isn't one set form that can be used for a risk assessment; however, the Leader does need to demonstrate that she has looked at the risks and how they can be mitigated.</i></p>	<p>Activity 1: Sample itinerary and risk assessment forms (available online)</p> 
<p>EXPLAIN:</p>	<p>Ask the group to look at the itinerary and consider one of the following areas: finance, health, adventurous activities or staffing. Tell them to complete the risk assessment form for that area, and share their ideas with the group.</p>	
<p>EXPLAIN:</p>	<p>Explain that many of the risks will be similar for any given trip, such as losing a passport, becoming ill or missing a flight.</p>	

3. Crisis management and programme planning (Duration: 15 mins)

<p>GIVE:</p>	<p>Give each group the 'Trials and tribulations of travelling abroad' cards (Activity 2, pages 11 to 12), playing board (Activity 2, page 13), dice and counters.</p>	<p>Activity 2</p> 
<p>EXPLAIN:</p>	<p>The aim of the game is to get to the end of the board, negotiating the snakes and ladders. If a participant lands on a snake or a ladder she needs to pick up a relevant card which either has a good or bad scenario/opportunity on it. Before anyone else can take their turn the group must discuss the issue on the card and reach an agreement on how best to handle the situation before rolling the dice again.</p> <p>After the game has finished ask each group to share one of their scenarios and how they decided to deal with it.</p> <p><i>Trainer's note: It doesn't matter if they don't finish the game.</i></p> <p>Refer participants to the Emergency Planning Guidance on the Girlguiding website www.girlguiding.org.uk.</p>	

4. Communication with home (Duration: 5 mins)

<p>DISCUSS:</p>	<p><i>Trainer's note: Further information for this section can be found in the Emergency Planning Guidance For International Trips document on the Girlguiding website.</i></p> <p>Talk about who participants should contact and how they should communicate when things don't go to plan, eg in the case of a natural disaster or civil unrest, which may be reported in the news back home.</p> <p><i>Trainer's note: The correct contact should be the home contact and the nearest UK embassy.</i></p> <p>DISCUSS:</p> <p>When might it be appropriate to get in touch with the home contact? Would they be contacted about a tummy bug? And when should those at home use the home contact - would you want a participant to find out their cat had died?</p>	
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	<p><i>Trainer's note: The approach you take to these situations will depend on the group, the trip destination, the duration of stay and individual circumstances.</i></p> <p>Also discuss issues which prevent communicating as planned, for example lack of internet connection or phone signal.</p>	
SAY:	<p>There are many methods of communication to keep family and friends back home updated on the progress of your trip, such as blogs or Facebook.</p> <p>Get the groups to think about different communication options and their advantages and disadvantages, and to share their ideas with everyone.</p>	

5. Records you need to keep (Duration: 5 mins)

DISCUSS:	<p>Imagine a member of your group has been bitten by a snake. Discuss what records you would need to keep, including:</p> <ul style="list-style-type: none"> ● notification of accident forms, first aid records ● all relevant receipts (taxi to hospital, hospital expenses etc) ● contact details of locals who helped (for 'thank you' letters afterwards). 	
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6. Daily group meetings (Duration: 15 mins)

DISCUSS:	<p>Talk about why daily meetings are so important. Mention that their purpose is to:</p> <ul style="list-style-type: none"> ● maintain morale ● sort out any issues before they get out of hand and cause divisions in the group ● discuss changes to plans and arrangements for the following day. 	
ASK:	<p>What time of the day is it appropriate to have daily meetings? How would you create a positive atmosphere? How would you evaluate things that have happened on the trip?</p> <p><i>Trainer's note: Suggest they use an activity to enable the girls and young women to say something that they have enjoyed/will remember from the day, and something they didn't enjoy/wish hadn't happened (for example 'trash and treasure').</i></p>	
DISCUSS:	<p>Explain that girls are usually very happy to share their highlights, but discuss how you could encourage them to share their concerns.</p> <p><i>Trainer's note: This could include the Leader sharing something she found difficult or annoying.</i></p>	
SAY:	<p>It is important to start these conversations at briefing weekends and to create a team spirit, for example by using mascots, flags or a group diary.</p>	
ASK:	<p>Ask the group how they would combat negativity. For example, what would they do if one member became very upset by a comment another girl made about her clothing?</p>	

7. Review risk assessments and plans (Duration: 10 mins)

ASK:	<p>Give the group an opportunity to ask questions or make comments about anything that has arisen during this session so far.</p> <p>Ask the participants to go back and review the risk assessments they looked at earlier in the session. Is there now anything they would add?</p>	
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8. Evaluating the whole trip (Duration: 10 mins)

SAY:	Tell participants that it is much harder to evaluate a trip if they haven't done a daily evaluation.	
EXPLAIN:	Ask the participants the following questions. <ul style="list-style-type: none">● When should they evaluate?● How should they evaluate? Sticky notes, evaluation forms etc?● Who should be involved? Girls, Leaders, parents? The Country/Region or County?● What should be evaluated - the trip itself, fundraising and finance?● How will they evaluate the quality of information received before the trip?● Make sure any evaluation is age appropriate.	

9. Reunion events - getting participants together after the trip (Duration: 10 mins)

EXPLAIN:	Talk about the importance of reunion events (when more than one unit is involved in the trip) as they provide the chance to share, evaluate and relive the experience and to work out their next steps in guiding. It also means that the goodbye at end of a trip isn't final.	
ASK:	The group can brainstorm possible reunion locations, eg a Girlguiding Activity Centre, a restaurant which serves the cuisine of the country visited, or a theatre trip.	
SAY:	A reunion is also an opportunity to share photos, DVDs and other mementos, and plan presentations which the trip participants may need to give to those who have supported their trip through, for example, fundraising. If there is any leftover money from your trip you should first talk to the girls and their parents and carers to let them know the amount before planning to spend it. Spending it on a reunion is a nice way to round off the girls' experience.	

10. What next? (Duration: 5 mins)

DISCUSS:	There are different things that the girls and young women can do next. Raise their awareness of how the trip can be used for the Baden-Powell Challenge, the Queen's Guide Award, Look Wider Octants or The Duke of Edinburgh's Award. Let them know what opportunities are available, such as progressing to Guides or The Senior Section, the Leadership Qualification, becoming a Peer Educator or a Young Leader and tell them where they can find out more.	
SHOW:	Have leaflets about other international opportunities available. <i>Trainer's note: See the Departure Lounge activity in Discovering International Guiding for further information.</i>	Leaflets about international opportunities 

11. Summary (Duration: 5 mins)

SAY:	Remind the participants what a fantastic experience going abroad with guiding is.	
SUMMARISE:	Summarise the session and where the participants are within the other Travelling Abroad training programme sessions.	Slide 5 
ASK:	Participants may have questions - respond to these as appropriate.	

Activity 1: Sample itineraries

Region Trip to Argentina and Brazil for members of The Senior Section aged 14-18

1 Aug (Sat)	3pm - meet at Guide and Scout Hall Transfer to airport by minibus 21.45 Flight from Heathrow, Terminal 5: BA 247
2 Aug (Sun)	9.50 - arrive Buenos Aires Being met by hostel representative Gaston with a GIRLGUIDING sign at the airport meeting place Check into hostel Look around local surroundings
3 Aug (Mon)	Day - ranch trip organised by hostel Evening - sightseeing/dinner/rest
4 Aug (Tue)	Day - meet Rangers and look around Buenos Aires Evening - tango show organised by hostel
5 Aug (Wed)	Day - sightseeing in Buenos Aires Evening - Crucero del Norte bus to Posados
6 Aug (Thurs)	Arrive 8.40am in Posados Day - look around Posados 3pm - Orphanage volunteer arrives at La Aventura to take us to three orphanages
7,8,9,10,11 Aug (Fri - Tues)	Day - orphanages in Posados On Sat at 3pm we will be met to help at the Oratorios (fun day for local children) from 16.00-18.00 Maybe meet Scout groups in Posados
12 Aug (Wed)	Leave Posados by bus to Brazil and travel in the same bus for the following 7 days
13 Aug (Thurs)	Iguassu Falls and surrounding
14 Aug (Fri)	Iguassu Falls and surrounding
15 Aug (Sat)	Paraty
16 Aug (Sun)	Paraty
17 Aug (Mon)	Ihla Grande
18 Aug (Tues)	Ihla Grande
19 Aug (Wed)	Rio de Janeiro
20 Aug (Thurs)	Day - look around Rio Airport transfer bus to the airport at 19.30. Eve - 23.00 Flight BA 248 from Rio de Janeiro to Heathrow
21 Aug (Fri)	14.15 - Arrive London Heathrow, Terminal 3 Parents to collect from terminal

Region trip to South Africa for members of The Senior Section aged 14-18

25 July (Sun)	16.00 - Arrive at Heathrow Airport, Terminal 1 20.00 - Flight departs - South African Airways Flight SA237 to Johannesburg
26 July (Mon)	08:20 - Arrive Johannesburg Tambo International Airport, Terminal A 10:10 - Transfer to Terminal B for South African Airways Flight SA543 at 11:15 - arrive Durban King Shaka International 12:30 - Transport to Tekweni Backpackers Hostel
27 July (Tues)	9.00 - Taxis to Ushaka Marine World for shark cage diving and snorkelling 13:00 - Explore Durban Dinner - Braai at Tekweni
28 July (Wed)	07:30 - Travel to God's Golden Acre (orphanage) - Transport provided by God's Golden Acre
29 July (Thurs) - 3 Aug (Tues)	Working with pupils in Sankontshe School - peer education Delivering food parcels to several homes Visiting the children in the Pre-school for a day Working on a housing project Interacting with God's Golden Acre children in the late afternoons Having fun in the theatre on some evenings hearing the Young Zulu Warriors sing and practise and learning some Zulu songs and dancing Helping bathe and put the little children to bed on some evenings 3 Aug evening - pack and sort equipment we are leaving at God's Golden Acre. Tidy the accommodation
4 Aug (Wed)	8.00 - Leave God's Golden Acre Travel to Hluhluwe to spend 3-4 hours in open game viewing vehicles in Hluhluwe/Umfolozi. Late afternoon - arrive at Mkuze Game Reserve. Drive to camp 19.00 - Dinner and free time around campfire
5 Aug (Thurs)	06.00 - Wake up 06:30 - 3-hour game drive in Mkuze 09:30 - Return to camp for breakfast. Afterwards explore park in open vehicles 13:00 - Light lunch then a rest hour 15:00 - Afternoon tea 15:30 - Explore the park in open vehicles 19:30 - Dinner and free time around campfire
6 Aug (Fri)	06:00 - Wake up 06:30 - Depart on 3-hour game drive in Mkuze 09:30 - Return to camp for breakfast 11:00 - Depart from Mkuze. Stop at Hluhluwe to change vehicles 15:00 - Arrive at Kenneth Stainbank Nature Reserve, Yellow Wood Park, Durban 18:30 - Take-away dinner
7 Aug (Sat)	06:00 - Wake up 06:45 - Breakfast 07:15 - Transfer to King Shaka Airport South African Airways Flight SA607 08:55 - Flight departs 11:05 - Arrive Cape Town International Airport 12:00 - Pick up from Airport to Meadowridge Pack Holiday House 14:00 - V&A Waterfront - shopping and sightseeing 18:00 - Accommodation at Meadowridge Pack Holiday House for the rest of trip
8 Aug (Sun)	10:00 - Climb Table Mountain, abseiling and visiting Robben Island
9 Aug (Mon)	10:00 - Visit Cape Point - Cape of Good Hope, National Park walk, Boulders Beach
10 Aug (Tues)	09:00 - Tidy up and pack bags 10:30 - Township Tour 15:40 - Arrive at Cape Town International Airport 18:40 - South African Airways Flight SA220 departs
11 Aug (Wed)	06.20 - Arrive at Heathrow Terminal 1

Unit trip to Paris for Guides aged 11-14

23 Oct (Fri)	<p>16.30 - Coach arrives 17.00 - Coach leaves 18.40 - Check in at Eurotunnel 19.20 - Departure time (English Time) 11.45 - Arrive at Chateau de Grande Romaine (French time)</p>
24 Oct (Sat)	<p>Morning - Activity at Chateau de Grande Romaine 12:00 - Lunch 13.00 - Travel to Paris by train 14.30 - Bateaux Parisiens boat trip on the Seine 15.30 - Visit Eiffel Tower 17.30 - International Guide Event at an exhibition centre in central Paris 19:30 - Evening meal of packed food 21.00 - Return to Chateau de Grande Romaine</p>
25 Oct (Sun)	<p>Morning - Travel to Paris by train then coach tour around the city 12:30 - Lunch 13:30 - Free time for walking around central Paris and its shops 16:00 - Visit to Sacré Coeur and Montmartre Evening - Dinner at Chateau de Grande Romaine followed by evening activity at Chateau</p>
26 Oct (Mon)	<p>09.00 - Leave Chateau de Grande Romaine 10.30 - Visit to Chocolaterie de Lachelle 14:00 - Visit Hypermarket 15.30 - Check in at Eurotunnel 16.20 - Departure time (French time) 17.30 - Coach arrives at destination (UK time)</p>

Unit trip to Switzerland for Guides aged 11-14

1 June (Fri)	18:00 - Depart on coach and travel overnight
2 June (Sat)	12:00 - Arrive at Our Chalet in Adelboden. Settle in - drink/explore/notices 14:30 - Tschentenalp Cable Car, collect shopping from coop Evening - Crafts/free time
3 June (Sun)	10:00 - On site activities 19:30 - Free time/campfire
4 June (Mon)	10:00 - Gruyère or Alpine cheese making 19:30 - Evening - Crafts/badges/GFI!/free time
5 June (Tues)	10:00 - Walk to wood carvers 14:30 - Shopping Adelboden 19:30 - Crafts/badges/GFI!/table tennis
6 June (Wed)	09:30 - Trummelbach Falls 14:30 - Interlaken to Spietz by Boat 19:30 - Crafts/badges/GFI!/campfire
7 June (Thurs)	09:30 - Engstligenalp waterfall 14:00 - Paddle in stream then light fire and cook s'mores 19:00 - Outdoor games and rounders
8 June (Fri)	10:00 - Finish crafts/badges/GFI! 14:00 - Girls have free time to prepare for evening concert 18:30 - Dinner: fondue at Alpine hotel 20:00 - Campfire & concert and start to pack
9 June (Sat)	08:30 - Clear up, finish packing 11:00 - Depart Our Chalet 13:30 - Adelboden for final shopping 19:00 - Travelling home
10 June (Sun)	07:30 - Breakfast en route 12:30 - Picnic lunch en route 17:30 - Arrive back in UK

District trip to Disneyland Paris for Brownies aged 7-10

20 Jan (Fri)	<p>16.00 - Girls arrive at coach departure point 17.00 - Coach departs 19.15 - Coach arrives Eurotunnel Terminal, Folkestone 20.20 - UK time, shuttle departs Folkestone 21.55 - French time, shuttle arrives Calais 22.05 - Coach departs Calais</p>
21 Jan (Sat)	<p>02.00 - Coach arrives Davy Crockett ranch, Disneyland Paris 02.30 - Girls and leaders to chalets and bed!</p> <p>08.00 - Breakfast 09.00 - Coach transfers to the themepark</p> <p>Girls in groups with an adult, spend day at leisure in park, all meet up for packed lunch</p> <p>18.00 - Dinner Planet Hollywood 20.00 - Coach transfer back to Davy Crockett ranch 21.00 - Bed</p>
22 Jan (Sun)	<p>07.15 - Load and board coach 07.30 - Coach Departs Davy Crockett Ranch 07.45 - Coach arrives main Disney Coach park 08.00 - Disney Character breakfast sitting 09.15 - Coach departs Disney 10.15 - Coach arrives Central Paris</p> <p>Sightseeing in groups, group photo at Eiffel Tower</p> <p>12.00 - Coach departs Paris - lunch en route 16.20 - Coach arrives Eurotunnel Terminal, Calais 17.20 - French time, shuttle departs Calais 16.55 - UK time, shuttle arrives Folkestone 17.05 - Coach departs Folkestone 19.30 - Coach arrives home; parents to meet girls</p>

Activity 2: The trials and tribulations of travelling abroad - cards

Snakes

Your plane is delayed and you miss your connecting flight.

A nasty tummy bug affects several members of the group.

Just as you are due to go on safari one of the vehicles breaks down. The organiser says that unfortunately not all of your group can go.

The money that should have been transferred to pay for accommodation at your next stop has not gone through.

You visit a local market and a member of your group loses her camera.

The Leaders of the group have a falling out.

You have let the participants go shopping at a local market, and agree to meet at a certain time. Fifteen minutes after the agreed time, two of the girls have still not arrived.

One of the girls has a panic attack on the plane before take-off and the airline will not let her fly now.

You are doing voluntary work at a children's home. The experience really upsets some of the girls and they refuse to go back the next day.

One of your participants forgets her hiking boots and you are going on a two-day trek.

A canoeing centre is close to your accommodation. The girls are keen to go.

Before you leave, one of the parents gives you a box of books that would make a fantastic present for the children in the orphanage.

Some of the girls want to climb a mountain to see the sunrise, although you need to be at breakfast by 8am and don't want to be late.

You have planned to do climbing. However, on the day most of the girls would prefer to do white-water rafting.

You are invited to an evening with local Guides. When you get there you are all asked to participate in an activity, but it is not an activity the participants' parents have given them permission to do.

There is a social evening at your camp. Your hosts sing and dance with great talent but it's clear that they expect you to provide some entertainment too.

The girls meet a school group staying in the same hostel as you and they start exchanging contact details.

You are invited to a religious ceremony as special guests, but the ceremony is at the same time as your coach departure the next day.

You are all presented with traditional clothing which is decorated with something you think may be ivory and possibly illegal.

You arrive at check-in with your group of 20 Guides and four Leaders and you are offered five upgrades to business class.

The trials and tribulations of travelling abroad - board

