**Module 2:**

Leading and Managing People Accreditation

# The Module

* This module is to be completed in conjunction with Module 1.
* To complete this module, you will deliver training in skills needed by adult members and Young

leaders to carry out their roles.

* In your sessions, you will demonstrate a range of non-directive training methods, including coaching and facilitation.
* If you are completing this module in conjunction with another module, the requirements of this module must be clearly evidenced using the required method.

# Requirements table

You will need to complete all the tasks listed below. You should discuss each task and the evidence required with your Tutor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| 1 | Demonstrate a good knowledge of skills needed by adults in a  leadership role, including:   * leadership * communication * change management * teamwork * flexible guiding * succession planning * promoting guiding * financial management * time management * giving constructive feedback and holding honest conversations * handling complaints * running effective meetings | Knowledge Checklist |  |  |  |
| 2 | Demonstrate a good knowledge of the specifics of leading and managing people in Girlguiding, including:   * Girlguiding support structures * welcoming and supporting new adult members * principles of Growing Guiding * principles of GO and Join Us * the Girlguiding website * communication networks, including e-newsletters * *The Commissioner Handbook* and resources. | Knowledge Checklist |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TASK** | **DETAILS** | **EVIDENCE METHOD** | **DATE** | **REF** |  |
| 3 | Demonstrate a good knowledge of non-directive training practice  appropriate to a Trainer in Leading and Managing People. | Knowledge Checklist |  |  |  |
| 4 | Demonstrate a good knowledge of mentoring skills and discuss mentoring with your Tutor. | Knowledge Checklist |  |  |  |
| 5 | Show your ongoing development through your Personal Development Plan, which is regularly reviewed and updated after each training. | Personal Development Plan |  |  |  |

# Guidance for Prospective Trainers in Leading and Managing People

*Read the full pack before starting and discuss the requirements with your Tutor.*

## How should I go about completing the module?

This qualification is designed to be practical and much of the evidence is achieved ‘on the job’. Do not try to complete the qualification task by task.

If running your first session seems a little daunting, consider co-training with your Tutor to build your confidence and learn new skills.

## How long should it take?

There is no set time period., you can work through the module at your own pace.

## How will I work with my Tutor?

You will be in contact with your Tutor on a regular basis, at times that suit both of you. You may wish to meet up in person. However, sometimes it might be more convenient to talk online, email or text.

## How many training sessions must I deliver?

The minimum submission requirement is three sessions. However, you will discuss how many training sessions you should deliver with your Tutor. The sessions should be as varied as possible to show your ability to promote learning in different ways.

## How will I know what non-directive training methods are?

Information on non-directive methods can be found in If you would find it helpful to see someone using non-directive methods, talk to your Tutor about co-training and observing another Trainer.

# Submission list

The following documents will be submitted to your Tutor, who will then submit them to a Reviewer for confirmation of completion.

## Module 2: Knowledge Checklist

***Observation of Training Session form - Tutor***

*This form should be downloaded from the Girlguiding website for each session observed.*

* Your Tutor will complete a copy of this form for each session observed for Module 2 and discuss their observations with you.
* Attach your final training plan for each session observed by your Tutor. (This may include one ready-prepared plan, but you must include a statement to say how it met the requirements of the training brief and the needs of the participants.)

## Module 2: Record of Completion

***Copy of your Personal Development Plan***

* Your Personal Development Plan should show that it has been reviewed following each training.
* A statement of recognised prior learning or experience should also be attached.

## Module 2: Knowledge Checklist

You would normally discuss each item on a Knowledge Checklist with your Tutor. However, there are some exceptions to this:

* when an item is discussed with your Support Group
* when an item is discussed with an expert, either in your subject matter, or in a particular training field.

In these cases, your Tutor must sign to agree that the knowledge has been checked by a suitable person.

All items on the Knowledge Checklist must be dated within the previous 12 months.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task** | **Knowledge item** | **Yes/No** | **Date** | **Tutor signature** |  |
| 1 | Demonstrate a good knowledge of skills needed by adults in a leadership role, including:   * leadership * management * communication * change management * teamwork * building relationships * flexible guiding * succession planning * promoting guiding * financial management * time management * giving constructive feedback and holding honest conversations * handling complaints * running effective meetings. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2 | Demonstrate a good knowledge of the specifics of leading and managing people in Girlguiding including:   * Girlguiding support structures * welcoming and supporting new adult members * principles of Membership Growth * principles of GO * the Girlguiding website * communication networks including e-newsletters * *The Commissioner Handbook*   and resources. |  |  |  |  |
| 3 | Demonstrate a good knowledge of non-directive training practice  appropriate to a Trainer in Leading and Managing People. |  |  |  |  |
| 4 | Demonstrate a good knowledge of mentoring skills and discuss mentoring with your Tutor. |  |  |  |  |



## Record of Completion of Module 2: Trainer in Leading and Managing People

I, ……………………………………………………………… (Prospective Trainer in Leading and Managing People)

* accept the responsibilities of a Girlguiding Trainer in Leading and Managing People and will ensure that a participant-centred method is central to my training sessions
* will undertake the renewal process for this module every three years or cease to train in this area for Girlguiding.

Signature……………………………………………………………………. Date …………………………

I, ………………………………………………………………………… (Tutor)

* confirm that the Prospective Trainer in Leading and Managing People has met the required standard of training in Girlguiding, across the following areas:
  + a range of group sizes
  + a range of topics
  + a range of participant experience
  + a range of session durations
* confirm that the Prospective Trainer in Leading and Managing People has
  + demonstrated her ability to deliver training in leading and managing topics
  + delivered training to Leaders from all sections
  + delivered training to a group that includes members of Rangers
* confirm that the Prospective Trainer in Leading and Managing People has the required knowledge to successfully deliver training to all members in a Leadership role in Girlguiding
* recommend that the Prospective Trainer in Leading and Managing People is awarded Module 2: Trainer in Leading and Managing People.

Signature……………………………………………………………………. Date …………………………

Country/Region/Branch ………………………………………………………………

Signature (Reviewer) …………………………………………………………………… Date …………………………