



Girlguiding

North Yorkshire
South county

LEADER DEVELOPMENT PROGRAMME

Guidance notes

Prepared for

County leadership mentors

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@GirlguidingNYS



girlguidingnys.org.uk

Process Overview



Prospective LiT completes a short course on the Learning Platform to register as a LiT.

They choose from 2 options:

- Option 1 - those new to Girlguiding (or have limited knowledge & experience)
- Option 2 - those that have good knowledge & experience of Girlguiding (including Young Leaders)

Once their role has been changed on GO to leader in training (for those over 18)...

Appropriate mentor identified and assigned by LiT Coordinator, and recorded on GO.

LiT can begin to work through the now unlocked 'Becoming a leader' area on the Learning Platform.

The mentor contacts the LiT within two weeks of being matched, and sign the Mentoring Agreement.

LiT works through the 3 sections on the Learning Platform, and has a 'Check In' with mentor after each one.

There are 3 sections, each with 3 courses within:

- Building foundations - Managing safety & risk; following our policies; keeping information safe
- Engaging guiding - Planning for good guiding; celebrating every member; involving girls in decisions and planning
- You and your team - Developing as a team; managing the unit's money; organising your unit

IMPORTANT: The next section will only unlock once the "Check In" form has been completed by the mentor and mentee, and has been uploaded to the Learning Platform by the LiT

Once the LiT has completed all 3 sections, has A Safe Space Level 3, and is 18+ years old, they become a 'leader'.

The commissioner can only change the role to 'leader' on GO once the Becoming a leader programme shows as complete on the LiT's GO record.



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Learning outcomes

Building foundations

Managing safety and risk

- Completing a written risk assessment and knowing when this is needed
- Identifying and finding the policies and procedures and contact details the LiT might need in the event of an emergency
- Attending a 'Risky Business' webinar to learn about how to complete a Girlguiding risk assessment

A learner completes this course once they have downloaded an example risk assessment form, passed a short quiz, and completed a risk assessment for their unit.

Following our policies

- Discovering policies that help the LiT have a fun and safe time while volunteering with Girlguiding
- Exploring where to find more information about our policies: safeguarding policy, Code of Conduct, and how to manage members' information
- Doing an activity where they decide what to do in difficult situations that might come up in their unit
- This course links with Girlguiding's 'Doing Our Best' standard of 'Managing risk', in the safety and safeguarding checklist.

A learner completes this course once they have explored our policies on our website and passed a short quiz.

Keeping information safe

- What data protection is and why it's important to understand
- What is meant by personal data and special category data, including GDPR
- Where to go for more information
- And more...

A learner completes this course once they have successfully completed the e-learning module.

Check-in: mentor visit

- When the leader in training has completed all the training in 'Building foundations', they should invite you as their mentor to come and visit them leading in their unit.
- Before, they will download the form and give this to you to use as a conversation guide
- Once they have completed their parts of the form, you should add your own 'personal reflections' and then the leader in training uploads the form onto the learning platform

Learning outcomes



Engaging guiding

Planning for good guiding

- Exploring how to plan a programme around the six themes, and how to apply the five essentials to activities either through the 'Programme Overview' e-learning, or attend the programme overview webinar as well as attending the Doing Our Best Webinar
- And more...

A learner completes this course once they have either completed the programme overview e-learning module, or attended the programme overview webinar, passed a short quiz and downloaded the 'Planning your activities' document.

Celebrating every member

- Knowing which forms can be used to support girls and volunteers
- Recognise examples of inclusive decision-making and leadership
- Suggesting ways to adapt activities and meetings
- Knowing how to report incidents of discrimination

A learner completes this course once they have attended the webinar session in the module.

Involving girls in decisions and planning

- Feeling confident staying up to date with young people and what matters to them
- Knowing what leadership opportunities there are for young members in Girlguiding
- Understanding how to listen to young members and turn what they tell the LiT into meaningful and intentional action
- And more...

A learner completes this course once they have successfully completed the e-learning module, and executed the action plan (Plan - Execute - Record - Evaluate - Share).

Check-in: mentor visit

- When the leader in training has completed all the training in 'Engaging Guiding', they should invite you as their mentor to come and visit them leading in their unit.
- Before, they will download the form and give this to you to use as a conversation guide
- Once they have completed their parts of the form, you should add your own 'personal reflections' and then the leader in training uploads the form onto the learning platform



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Learning outcomes

You and your team

Developing as a team

- Understanding what makes a great unit team, and how to develop one
- Applying key techniques which help the leader in training lead a team
- Encouraging development within the team
- Communicating effectively with the unit team and beyond
- Attending the 'Effective Communication for leaders' webinar

A learner completes this course once they have successfully completed the e-learning module and attended the webinar.

Managing the unit's money

- Budgeting for the unit and its activities and knowing where to go for advice and help
- Running unit finances in accordance with Girlguiding's policies to make sure accounts will withstand scrutiny
- Using the Girlguiding spreadsheet and considering regular spends such as annual subscriptions
- Attending the 'Managing your unit accounts' webinar

A learner completes this course once they have explored Girlguiding's finance policy, passed a short quiz and attended a webinar session.

Organising your unit

- Understanding how to use GO to organise a unit and planning a programme
- Practising using the GO system
- Knowing where to find more help with the system if the leader in training needs it
- Putting this into practice: making sure their own and their unit's details are up to date; check the waiting list for their unit; record the unit's most recently completed programme activities on GO

A learner completes this course once they have passed a quiz and fulfilled the list of practice tasks.

Check-in: mentor visit

- When the LiT has completed all the training in 'You and your team', they should invite you as their mentor to come and visit them leading in their unit.
- Before, they will download the form and give this to you to use as a conversation guide
- Once they have completed their parts of the form, you should add your own 'personal reflections' and then the leader in training upload the form onto the learning platform

Learning outcomes



Completion of course

Important notes:

- Personal reflection on the leader in training's journey to become a leader is undertaken via an e-learning module
- They will set an action plan using a template
- They need to have made their promise
- If they are under 18, they will remain as a young leader until their 18th birthday.
- Anybody who has completed this training programme will be listed as a 'unit helper' until they have completed their A Safe Space Level 3 training.
- Once all of this is completed, they have had their final check-in with their mentor, and the uploaded completed form has been approved, their completed status will update on GO, and their commissioner can change their role to 'leader'.

Check-in: mentor visits

- After each section, the leader in training completes a 'Check-In' form with their mentor. The leader in training uploads this to the Learning Platform as a clear photo or scanned document, and this is read and approved by the LiT coordinator(s).
- There is a final 'Check-In' form that must be uploaded to the Learning Platform, before their course can be completed (alongside the notes above).
- Remember - you can tell the LiT Coordinator(s) how far you are willing to travel within the County to mentor somebody. You can view the length and breadth of the County on the website

IMPORTANT NOTE FOR YOUNG LEADERS

In order to access the webinar sessions required within the LDP, they must ask a parent/carer to email leadership@girlguiding.org.uk with their membership number and chosen session, to sign up.

They must also have turned 18 in order to complete A Safe Space Level 3 training, which is required to complete the LDP.



Additional information

Transition Year

All those that have begun the Leadership Qualification, either need to complete it by September 2023 or change to the new LDP, and have their leadership qualification 'abandoned' on GO by county.

The 'assistant leader' role will be ending, and all future volunteers will become a 'leader'. More information will be provided by HQ by September for any assistant leaders wishing to become a leader, however they do recommend for those interested, to complete their module 4 of the LQ by September in order to enhance their knowledge.

HQ will be putting a new process in place by September for any leaders who wish to change sections, and qualified through the previous LQ.

The new LDP is 'section-less' as all sections follow the same programme.

Interesting to Note

Commissioners can check the progress of leader in trainings by going into the individual's record on GO and see what has been completed.

The new LDP doesn't include First Response like the old LQ did. If the LiT is still interested in completing this, they are more than welcome to do so by booking on to a training, but it is no longer a requirement as part of the LDP process. All First Response requirements for unit meetings and activities remain the same. North Yorkshire South county strongly recommends any leaders in training to complete First Response.

Questions?

Get in touch with your local commissioner or the LiT coordinator(s) who will be more than happy to help.