Girl Guides of Canada Guides du Canada

West Kootenai Area Training

There are two ways trainings can happen within our Area. They can be initiated by Area Council or they can be initiated by a District.

To aid Districts in booking and hosting trainings the Training Committee has put together some guidelines to assist you in making this happen – hopefully this document will support you with the process and requirements needed to hold a successful training session in your District.

BOOKING A TRAINING IN 3 EASY STEPS

1) Check the Area Calendar on the www.wkagirlguides.ca under events and see what dates are available. Then, choose at least two dates that work for your Guiders. (Keep in mind that the Training Committee may require up to a minimum of 6 weeks to prepare)

2) Contact the Area Training Adviser (ATA) with the following information
   a) The type of training that you would like to host. (see last page for examples of training available)
   b) The proposed dates that you have selected (minimum of two)
   c) The possible number of participants from your District and what ages they are currently working with.
   d) Provide details of where the proposed training can be held in your community complete with directions, cost of rental, if any, and what equipment if any is available to be used ie. White Board, overhead projector, kitchen, coffee makers, tables/chairs etc.

3) The ATA will then contact the trainers to confirm availability of a trainer or trainers and confirm the training date with the Host District. She will advertise and circulate the registration information to all Guiders in the Area.

HOST DISTRICT CHECK LIST
Prior to the training

The following details must be completed to ensure a successful training. One person need not be responsible for everything. How the actual duties are divided would be up to the Host District.

- Host District Contact to Liaise with the Area Training Adviser (ATA)
  - Arrange for the possibility of child care if required
  - Discuss and get pre-approval for estimated costs of the training
- Book the facility
- Fulfill Safe Guide Requirements;
  - This includes a designated first aider, which may be the hostess, with 1st aid kit and applicable forms.
  - Forward name and phone number of hostess and alternate hostess to ATA
  - Access to a phone
- Forward expense claim form for the costs directly related to the training to the ATA for approval and reimbursement of costs. The forms are available at www.wkagirlguides.ca under forms.

HOSTESS DUTIES
Day of the training

- The hostess should not be a participant of the training.
- Post necessary signage in the vicinity of the venue so Guiders can find you and the trainers.
- Obtain keys in advance, if required, to allow for opening of the facility a least 1 hour prior to the scheduled arrival of participants
- Sign in the registered participants. The list to be provided by ATA.
- Be aware of how to operate the heat, air conditioning, lights, alarms, and know where the phone is prior to the training.
- Be aware of the facilities requirements for clean up and garbage disposal
- Organize clean up.
- Provide light snacks, tea, coffee, juice during breaks and lunch if required.
- The Hostess is to stay the whole duration of the training

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Training and Enrichment for Adult Members (TEAM)

Mandatory Training for all new Members
- Orientation to Guiding
- Safe Guide

Stream	UNIT GUIDER (red pin)	DISTRICT COMMISSIONER Also open to Commissioners of all levels. (orange pin)	ADMINISTRATOR Commissioners, advisers, committee members, etc. (blue pin)	OUTDOOR ACTIVITY LEADER (green pin)	TRAINER (purple pin)
Pre-requisite Modules	• none	• Safe Guide • Orientation to Guiding	• Safe Guide • Orientation to Guiding	• Orientation to Guiding • Safe Guide • Guider Stream	• Orientation to Guiding • Safe Guide • Understanding the Adult Learner
Foundation Modules These are the required modules to complete each stream of the training program.	Branch-specific Modules 1. About the Girl 2. Programming for the Girl 3. Quick Start 4. Putting the Pieces Together *Please note that the title of these branch-specific modules may differ.*	1. DC Getting Started: Foundation of your Position 2. DC Getting Started: District Administration 3. DC Getting Started: Human Resources 4. DC Getting Started: Building your District 5. DC Getting Started: Risk Management	1. Effective Communication 2. Time Management 3. Building Strong Teams 4. Conflict Management 5. *Choice of one enrichment module that is relevant to your position.*	1. Path: Organizational Skills 2. Path: Safety Sense 3. Path: Program and Skills 1 4. Path: Program and Skills 2 5. Path: Outdoor Group Dynamics	1. Needs Assessment 2. Training Design 3. Training Delivery 4. Facilitation Skills 5. Training the Streams
Mentorship	Participation in the National Mentoring Program is recommended				Required: Matching with a mentor to develop trainer competencies
Recognition	Pin: upon completion of pre-requisite and foundation modules			Green pin: upon completion of pre-requisite and foundation modules. OAL: upon completion of outdoor leadership with girls.	Trainer stream pin: upon completion of pre-requisite and foundation modules. Trainer pin: upon completion of trainer stream modules and satisfactory assessment of trainer competencies.
Enrichment Modules (yellow pin upon completion of 5 modules) These modules do not have any pre-requisites and may be taken by any Member.	1. Bias Awareness/Equity 2. Mentor Training 3. Cookie Program 4. Guiding and the Promise and Law 5. Effective Communication	6. Girls United: Helping Girls Connect in Healthy Ways 7. Time Management 8. Building Strong Teams 9. Conflict Management 10. Volunteer Management 11. Financial Management 12. Dramatic Arts	13. Event Planning 14. Understanding the Adult Learner 15. DC More Depth: Foundation of your Position 16. DC More Depth: Risk Management 17. DC More Depth: District Administration	18. DC More Depth: Human Resources 19. DC More Depth: Building your District	

If there is other training you would like, just let us know and we will do our best to find someone that has the skills to teach it.