



Thank you for mentoring a Leader in Training in Girlguiding Cumbria South!

As a Mentor you should be from a different unit from your Mentee, and not be related to them. You must hold a District/Division Mentor role on GO and should hold the relevant LQ modules yourself. Ideally, you will have completed both the 'Mentoring' and 'Being a Leader' (for the Section you are mentoring) e-learning on the Girlguiding website.

*Everything that your Leader in Training will need to do to qualify is outlined in the Leadership Qualification book. Inside there are 'Helpful notes' in pink boxes: **please read these carefully as they will help you to support your Leader in Training fulfil the necessary requirements.***

The majority of what your Mentee will need to know can be found on the Girlguiding website or in the 2017 edition of The Guiding Handbook (order code 6052).

Ideally you should arrange to meet your Mentee at least once every half term for discussion and review, tick off what's been achieved on pages 47-49 of the Leadership Qualification book and set new goals which are noted on page 45.

Please remind your Mentee to attend County trainings. These are advertised in the monthly County e-mailings that you will both receive, on our Girlguiding Cumbria South website and in our 'Girlguiding Cumbria South Members' Facebook group. Essential trainings for the Leadership Qualification are:

- Section training (for Rainbows, Brownies, Guides or The Senior Section)
- 1st Response
- A Safe Space levels 1 & 2 (plus level 3 for Unit Leaders)
- GO (our 'Guiding Organiser' database)
- Accounts & Gift Aid (if they are doing module 4 to be a Unit Leader rather than Assistant)

Once your Mentee has completed the modules, and you have signed them off on page 39, please double-check that that all necessary evidence for verification has been included:

- Fully completed 'Useful information' list on page 1 using information from GO: with updates if new people have taken on any of the listed roles
- Completed 'Safety and unit administration checklist' on pages 43 & 44
- Certificates from County trainings attended
- An agenda (with notes on) of a District/Division leaders' meeting attended
- A poster, news article/advert (printed or online) or photograph to demonstrate how the local community has been informed of guiding activities (module 3)
- The County budgeting exercise or budgeting calculations for an event of their own, and/or unit accounts for one term recorded in either Girlguiding's downloadable Unit Accounts Pack (which sets the minimum standard) or a more advanced form of book-keeping (module 4)
- A term's programme, either by filling in the grid on page 36, or in whatever format their unit leadership team uses. This should show:

- The Five Essentials in action and where they occur
- The balance of elements of the section programme and where they occur:
 - The Rainbow Jigsaw - Look, Learn, Laugh, Love
 - The Brownie Adventure - You, Community, World
 - The five Guide Zones - Healthy lifestyles, Global awareness, Skills and relationships, Celebrating diversity, Discovery
 - The eight Senior Section Octants
- Evidence of the girls making decisions concerning programme content (through Rainbow Chat, Brownie Pow-wow, Patrol Leaders' Council or Look Wider discussions) and where the girls have been involved in the delivery of the programme
- The use of section transition resources to encourage older members to move up to the next section (My Pot of Gold for Rainbows, Brownies Go For It! and Move on Up! for Guides)
- An activity in which the unit participates with members of another section
- Evidence of the whole unit leadership team being involved in the planning and carrying out of the programme
- It is also useful for the Leader in Training to outline and review what they did for:
 - Their 'Understanding the Promise' activity
 - Their two contrasting activities within the meeting place
 - Their activity away from the meeting place - they should include a copy of the information part of an 'Information & Consent' form and a risk assessment
 - Their contribution in helping their unit participate in an event with at least one other unit
 - Their contribution to an activity to help raise awareness of guiding and support recruitment (module 4)

When you send their Leadership Qualification book to me to be verified, please ensure they have only included actual evidence of what they have done and need to show - **no Girlguiding catalogues, leaflets or handouts from trainings please!**

Thank you for supporting a Cumbria South Leader in Training in this way, it's very much appreciated. If you have any queries, please do not hesitate to get in touch.

Jane Asquith
 County Leadership Co-ordinator
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Questions to ask your Mentees

As a Mentor you should consider the individual and think about what is an appropriate level of progress for them. You should encourage two-way communication with your Mentee and take into account their other commitments. Girlguiding allows two years for the completion of the Leadership Qualification, although some Leaders in Training will manage to complete within six months. If there are difficulties, work towards the qualification may be postponed, or even abandoned with the individual taking on the role of a Unit Helper instead, and in these cases you should consult your Commissioner. You may find the following questions helpful in your discussions with your Mentee.

At every meeting together:

1. How are you finding the Leadership Qualification?
2. Are you enjoying completing the Leadership Qualification?
3. Are you having any problems or difficulties with the Leadership Qualification?
4. What have you completed so far?
5. What would you like to work on next?

At 6 months - Is it working?

1. Do you still want to complete the Leadership Qualification? Is this still the right time for you to complete the Leadership Qualification or do you need to focus on other commitments at the moment?
2. What trainings have you completed? What trainings are still outstanding?
3. Have you had any problems getting hold of me (your Mentor) when you have needed to?
4. Would you like to change anything about the way we work together? (The Mentor/Mentee relationship).
5. Do you understand what you need to provide as evidence for the Leadership Qualification?
6. How have you found working with the other leaders in your unit?
7. Have you got an upcoming District/Division leaders' meeting to attend?

Remind the Mentee who they can go to with any problems or feedback if they don't feel that they can talk to you, their Mentor, i.e. District or Division Commissioner.

At 12 months - Is progress still being made?

1. What do you have left to do to complete the Leadership Qualification?
2. How can we work together to complete the remaining clauses?
3. How is your evidence coming together?
4. Have you completed/attended all the necessary training?
5. Have you attended a District/Division leaders' meeting?

Remind the Mentee who they can go to with any problems or feedback if they don't feel that they can talk to you, their Mentor, i.e. District or Division Commissioner.

At 18 months - What is left to complete?

1. What do you have left to do to complete the Leadership Qualification?
2. How can we work together to complete the remaining clauses?
3. What evidence are you missing and how can we gather it?

If any necessary training sessions have not been completed, look at when and where they are available and come up with a plan to complete them.

Remind the Mentee who they can go to with any problems or feedback if they don't feel that they can talk to you, their Mentor, i.e. District or Division Commissioner.