Girl Guides
Alberta Council
For Guiding in Alberta, Northwest Territories and Yukon

A **HOW TO GUIDE**
to

Assist Trainer Candidates, Trainers, OAL
Adventure Facilitators, OAL Expedition Leaders
and Area Training Advisers
In Understanding
THE APPOINTMENT, REAPPOINTMENT,
AND EVALUATION PROCESSES, AS WELL AS
GUIDELINES TOWARD MENTORING A
TRAINER CANDIDATE.

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How to Become a Trainer Candidate (TC)

A Guider interested in becoming a Trainer Candidate must complete the **Trainer Candidate Application Form (TR.3)** and submit the signed form along with a recent iMIS profile to her Area Training Adviser (ATA).

- Once the ATA receives a TR.3 and recent iMIS profile, she, or her delegate (an experienced trainer) will contact the Guiding reference on the TR.3 and record the results on the AB- Training.04 (Trainer Candidate Reference) form.

- Once Reference has been contacted, the ATA is to contact the Area Commissioner (AC), preferably by email to obtain the Area Recommendation. Once a reply has been received from the AC, the ATA is to forward that email along with the three documents (TR.3, iMIS profile & AB- Training-04) to the Trainer Records & Development Coordinator (TRDC).
  - **Incomplete or incorrect forms will be returned.**
  - **These can be submitted to the Trainer Records & Development Coordinator at any time during the year.**

- Following the submission of the TR.3, iMIS profile, and AB-Training-04 to the Trainer Records & Development Coordinator the documents will be reviewed by the Alberta Council Training Sub-Committee Executive and if approved, the Guider will receive a welcome email from Trainer Records & Development Coordinator. The TC's appointment will be entered into iMIS which will then give the Trainer Candidate access to the trainers' section in *MemberZone* on the national website, Training microsite, and, as well as they will begin receiving Training-specific communications.

- Effective, July 2020, any new TC will follow the new TEAM Trainer Learning Path. For any TC appointed prior to July 2020, the TC will have the option to either remain on the original process (Understanding the Adult Learner and taking the Trainer Stream offered at the Trainers' Workshop) or switching to the new TEAM Trainer Learning Path. If following the new TEAM Trainer Learning Path, the TC will be responsible for noting the date each of the modules was completed. (We have requested that the National level develop a tracking document – perhaps a "TR.12"; however, it will not be developed in the near term. Therefore, in the interim, the Trainer Records & Development Coordinator will send out a tracking document for the TC to use, and then submit once the six modules are completed).

- The new TC will receive a Trainer Kit from the Training Committee at the earliest opportunity following the completion of the *Understanding the Adult Learner module and two other TEAM Trainer Stream modules*. The final approval for appointment of a Trainer Candidate is done by the Executive of the Alberta Council Training Sub-Committee.

Trainer Candidate (TC) Process

The TC will be informed of opportunities to take the **trainer pre-requisites**: *Understanding the Adult Learner* TEAM enrichment module and the *TEAM TrainerStream Modules* if she has not taken them previously or received equivalency. The Trainer Stream modules are offered across Alberta, Northwest Territories, and Yukon, usually at the Alberta Council Trainers Workshop. [*The Trainer Stream at least in 2022. Any TC who was appointed a TC prior to July 2020 will therefore have* the opportunity for these TCs to complete their requirements under the original process].

It should be noted that any Guiding member is able to take the *TEAM Trainer Stream Modules;* however, completion of these modules does not automatically appoint the guider as a Trainer Candidate. Once these modules have been completed, she will be awarded the Trainer Stream pin; there is no obligation to become a Trainer Candidate. The Trainer Candidate process still must be followed if she chooses to apply to become a Trainer Candidate.

- o If the prospective trainer has experience as a 'trainer of adults' she may request equivalency for some or all of the TEAM Trainer Learning Path modules or the Trainer Stream Modules. To request equivalency for these modules, the Guider must complete the **Training Equivalency Rubric/Training Equivalency Form (TR.1)** and submit it to her Area Training Adviser (ATA).
- o The ATA forwards the Equivalency request to the TRDC who will forward the request to the Alberta Council Training Adviser (PTA) who will bring the request forward to the Training sub-Committee Executive for consideration. The TC will be informed as to whether equivalency has been granted (copied to ATA).

- Once a Candidate has been appointed, the ATA will invite the TC to the Areatraining meetings.
- The TC will be invited to attend trainings as an observer.
- The TC is assigned a Mentor by the ATA in consultation with the TC.
- The ATA notifies the Trainer Records & Development Coordinator (TRDC) of the mentoring partnership who then arranges for the TC's iMIS record to be updated (as well as the iMIS records of the Mentor).
  - o If there is not a Mentor indicated on the submitted paperwork, the Trainer Records & Development Coordinator goes back to the ATA and asks if onehas been assigned or assists in finding an appropriate Mentor.
  - o The Trainer Candidate may request several Mentors to help her expand herskills.
- Once a Mentor is assigned, the TC and Mentor will work together on the following:
  - o TC works with her Mentor to develop and understand the goals they are trying to achieve. Completing the **Mentor Work Sheet Goal Setting form** will assist them in this mentoring relationship.
  - o Observe her Mentor/designate deliver at least one training
  - o Team train at least two trainings (different modules, if possible)
  - o Perform a self-assessment of trainer competencies using the Trainer Observation Rubric and discuss with mentor
- Do one training solo and receive feedback from her Mentor/designate to gauge experience and create a further development plan if required.
- The Trainer Candidate is encouraged to submit the **Annual Trainer Report** (**TR.4**) and the **Alberta Trainer's Biographical Record (AB-Training-01)** annually indicating the trainings she has facilitated and any professional development trainings she has taken over the year. Submission of these forms allows the TC to become familiar with the forms and how/when to submit them. Their submission also keeps the ATA apprised of Candidate's progress.
  - o The forms must be sent to the ATA for submission to the Trainer Records & Development Coordinator on or before September 15 each year.

- A Trainer Candidate has up to three years from the candidate appointment date, to complete the Trainer Candidate process. This date is also listed in iMIS however the Trainer Records & Development Coordinator will send a letter to the Trainer Candidate,her Mentor and her ATA, <u>six months in advance</u> of the three-year completion date as areminder that her candidacy expiry date is fast approaching.
- **There are no extensions permitted to the three-year appointment term for a TC; nor are Leaves of Absence permitted.**

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Trainer Candidates Responsibilities

- Effective July 2020, all new TCs are required to follow the TEAM Trainer Learning Path process. For any TC who received appointment prior to July 2020 they will complete the pre-requisite trainings, *Understanding the Adult Learner* and the *TEAM Trainer Stream Modules* at the earliest opportunity.

    For ALL Trainer Candidates the following applies:
- Complete the Mentor Work Sheet Goal Setting form with Mentor early in the mentoring partnership.
- Observe Mentor/designate facilitating at least one training.
- Team train at least two trainings.
- Do one solo training to receive feedback from Mentor/designate to gauge experience.
- Perform a self-assessment of trainer competencies using Trainer Observation Rubric.
- Ensure an annual TR.4 and AB-Training-01 is submitted to Area Training Adviser (ATA)by the Area due date.
- Attend Area Training meetings
- Attend Provincial Trainer's Workshop at least once during three-year Candidate term.
- <u>Please note:</u> all Modules (depending on the process followed, must be completed prior to the TC delivering their observed solo training. This observed training session is the final step prior to requesting consideration to be appointed as a Trainer.

Mentor's Responsibilities to Trainer Candidates

The role of the Mentor is to provide guidance and support to the Trainer Candidate tobecome familiar with her new role. The Mentor should be prepared to:
- Complete the Mentor Work Sheet Goal Setting form with the TC
- Be observed by the Mentee
- Assist a Mentee to develop and expand her skills
    - Complete the Mentor Work Sheet Goal Setting form
    - Observe at least one Mentee training and provide feedback
- Be a positive role model
- Share experiences, knowledge and resources
- Be genuinely interested in the Mentee as an individual
- Establish a good Mentee/Mentor working relationship
- Offer problem solving techniques
- Help set and review goals
- Be prepared to team train with the Mentee
- Provide helpful feedback
- Acknowledge achievements
- Inform and encourage Mentee to participate in trainings.

Area Training Adviser's (ATA) Responsibilities to Trainer Candidates

- Assign a Mentor to the Trainer Candidate in consultation with them.
- Advise the Trainer Records & Development Coordinator of this mentoring partnership.
- Invite the TC to attend Area Training meetings.
- Start an AB-Training-03 *Area Training Adviser Checklist* for Trainer Appointment formfor each candidate.
- Review TC's annual TR.4 and AB-Training-01 forms to ensure proper completionand to track progress.
- Forms are to be sent to the Trainer Records & Development Coordinator as soon as the ATA receives and reviews them within two weeks of receiving the forms. Forms should be submitted electronically in either word or pdf. They are not to be submitted as jpegs, or Microsoft Google folders.

Alberta Council Training Committee's (PTC) Responsibilities to Trainer Candidates

- The Trainer Records & Development Coordinator (TRDC) presents the documentation to theTraining sub-Committee Executive.
- Once approved, the (TRDC) sends a welcome email, along with the TC Appointment Letter, to the Trainer Candidate, cc's their Mentor, the Area Training Adviser, and the Provincial Training Adviser.
- If appointment is not approved, a discussion with the Area Training Adviser (ATA) and Alberta Council Training Adviser (PTA) takes place. The discussion is followed up byan explanation letter sent by the Alberta Council Training Adviser (PTA) to the potential Trainer Candidate and the ATA.

- The Trainer Records & Development Coordinator arranges for the Trainer Candidate's iMIS profile to be updated with the appointment date and mentoring partnership so that the TrainerCandidate can access the trainer section on the national website microsite, as well as receive communications specific to Training.
- Provide TC with a New Trainer kit upon becoming a candidate, once she has completed the Trainer Stream modules (or been granted equivalency), the two national online modules as well as two other modules.

Appointment of a Trainer

After completion of all the TEAM Trainer Learning Path modules and when the trainer candidate feels she is ready to be appointed as a trainer, she must have her training skills assessed in partnership with her Mentor using the Trainer Self-Evaluation (TR.5),the Trainer Observation (TR.6) along with the Trainer Observation Rubric, and Participants Evaluation (TR.8) form. **Note**: The Trainer Candidate has three years from her candidate appointment date to complete the Trainer Candidate process and get to this stage, however, may do so earlier if they are ready. It is strongly recommended that the evaluation training session is on a TEAM Foundation or Enrichment module and is done as a solo training.

Once the trainer has been assessed, she is to submit the following documentation to her ATA within 30 days of the training.
- The Self-Evaluation (TR.5) form from the assessed training.
- The signed Trainer Observation (TR.6) form from the assessed training.
- Compiled version of the Participant Session Evaluation (TR.8) from the observed training. Please see page 14 for the full details on the option to use the electronic version of the TR.8. [It is the responsibility of the Trainer Candidate to compile all the results received from the TR.8 forms, onto one TR.8 form].

Please note the TR.5, TR.6 and TR.8s must be from the same training session and are to be sent into the trainer's Area Training Adviser within 30 days of the end of the training.The assessment training is to take place within three years of becoming a trainer candidate.

Once the ATA has received the above documents, she will look them over to ensure all information is included. She will then complete the AB-Training-03 including a recommendation from the mentor and the Area. **Please note:** The Area recommendationmust be done in consultation with the Area Commissioner with a note or signatures of recommendation. **Please note**: An email from the Area Commissioner is acceptable – just please forward the email from the AC to the Trainer Records & Development Coordinator.

Once all the required documents, and recommendations, have been obtained, the ATA will submit everything to the Provincial Trainer Records & Development Coordinator. This shouldbe done within two weeks of being received. The application will then be reviewed by the Training sub-Committee Executive at the earliest opportunity.

Upon approval, the Trainer Candidate will be appointed as a Trainer for a three-year term will receive a Trainer pin at the earliest opportunity, and her iMIS profile will be updated to reflect that she has been appointed as a Trainer.

Should the Trainer Candidate be unsuccessful, a discussion will take place between the TC, ATA and Alberta Council Training Adviser (PTA) to determine the next course of action. A new Mentor should be arranged if the TC wishes to continue.

The final approval for appointment to trainer is done by the Executive of the Alberta CouncilTraining Sub-Committee. If this occurs at the end of the three-year TC's appointment term, the TC will be required to reapply to become a TC. This is due to the fact that extensions are not permitted for TCs.

Trainer Candidates Responsibilities for Trainer Appointment

- Ensure all Trainer Candidate Responsibilities as listed above are complete withinthree years of her candidate appointment date.
- Work with Mentor and/or Area Training Adviser (ATA) to find a suitable training session forthe TC to be assessed.
- Compile the TR.5, TR.6, Trainer Observation Rubric, and TR.8s
- All forms, except for the Trainer Observation Rubric, are to be submitted to ATA within 30 days of assessed training.

Mentor's Responsibilities for Trainer Appointment

- Work with Mentee to find a suitable training session for her to be assessed.
- Using the TR.6 and Trainer Observation Rubric, assess the Mentee and discuss findings following the training.
- Sign and date the TR.6 along with the Mentee to show it was discussed.
- Be prepared to provide a recommendation as the mentor to the ATA on the AB-Training-03.

Area Training Adviser's (ATA's) Responsibilities for Trainer Appointment

Work with Candidate and/or Mentor to find a suitable training session for their observed solo training session.
- Ensure the TR.5, TR.6, and TR.8s are complete,including signatures as required.
  Things to watch for:
  - some with no scoring
  - some with no comments
  - long gap between training session and forms being submitted
  - that they are from the same training session
  - no TR.8 summary accompanying the TR.5 & TR.6
  - documents not signed or dated
- Obtain the Mentor's recommendation and record this on the AB-Training-03. An emailcopy from the Mentor is also acceptable
- Complete the AB-Training-03 for the Trainer Candidate
- Once reviewed at the Area level, the ATA, in consultation with the AC, provides an Area recommendation, recording this on the AB-Training-03. An email from the AC is acceptable.
- Determine how and when the trainer will be presented with her Trainer pin upon successful appointment and record this on the AB-Training-03.
- Compile all relevant completed documents (AB-Training-03, TR.5, TR.6, and the compiled TR.8s and submit to the Trainer Records &Development Coordinator for approval by the Alberta Council Training Executive Sub-Committee.
- If the Trainer Candidate requires more time (i.e., not able to get all their trainings completed) then a request should be sent to the Alberta Council Training Sub-Committee for a new completion date. It may also help the Trainer Candidate by appointing a new Mentor at that time.
- Forms are to be sent in within two weeks of receipt by the ATA
- Forms must be submitted electronically in either word or pdf. They are not to be submitted as jpegs, or as Microsoft google folders

Alberta Council Training Committee's Responsibilities to Trainer Appointment

- The Trainer Records & Development Coordinator (TRDC) reviews the submitted forms and submits a motion to the Alberta Council Training Adviser (PTA). The PTA circulates the motion to the Training sub-Committee Executive for approval.
- If approved, the Trainer Records & Development Coordinator sends a congratulatory email and the Letter of Appointment to the new Trainer and cc's her ATA.
- The Trainer Records & Development Coordinator sends a Trainer pin to theArea Training Adviser (ATA) for presentation, unless otherwise noted.
- If appointment is not approved, a discussion with the trainer candidate, ATA, and Alberta Council Training Adviser (PTA) takes place to determine next steps. The discussion is followed up by an explanation letter sent by the Alberta Council TrainingAdviser (PTA) to the candidate and the ATA.

Annual Requirements for a Trainer

Annual Trainer Responsibilities

- To maintain the trainer appointment, a trainer must be active in the trainer position by training a minimum of 10 hours each year during the three-year appointment. Thetraining records run from September1 – August 31 each year.
  - At least three, of the required 10, hours must be on training Foundation modules.
    - A letter of cancellation is sent to any trainer who has not met the minimum threehours Foundation trainings consecutively over a three-year period.
    - If a Trainer wishes to train a Foundation or Enrichment Module (e.g. OAL Tent Camping or Building Strong Teams) that they haven't trained before, there shouldbe a discussion between the trainer and her Area Training Adviser (ATA), or Alberta Council Training Adviser (PTA) if there is no ATA, regarding the knowledge and skills needed to deliver the training. This is to ensure the trainer feels comfortable with going ahead to train a new module. Training with a Mentor or team training is also a good way to train a module that the trainer has never trained before.
  - A <u>maximum</u> of three hours prep time may be considered towards training hours.
- Trainers are to obtain 4 hours of enrichment training each year during the three-year appointment. (Training taken outside of Guiding is eligible for training credit assessment.)

Trainers are expected to participate in Area training team meetings and events regularly.

- Trainers are expected to attend the Provincial Trainer's Workshop at least once duringtheir three-year appointment. *[Historical Background – periodically this requirement has been discussed and decided by the Trainers/Trainer Candidates at the Annual Training Meeting. The most recent occasion was spring 2021 when two surveys (the first prior to the spring 2021 virtual Training Committee meeting and subsequently a survey was sent to all Trainers & Trainer Candidates, and the majority responded that it was their wish that it would be a requirement of reappointment that attendance would be required a minimum of once per three-year appointment period].*
- Trainers are to complete the **Annual Trainer Report** (**TR.4**) to record the trainings theyhave given and trainings they have taken, during the one-year timeframe. This form is tobe sent to their Area Training Adviser (ATA) for submission to the Trainer Records & Development Coordinator on or before September 15 each year.
  - Failure to submit the TR.4 by the due date will imply that the trainer has deemed to

resign. Their iMIS profile will be updated accordingly, which will result in the Trainer no longer having access to the training modules on *Member Zone* nor, being listed on the training roster.

- Trainers are required to complete the Alberta Trainer's Biographical Record (AB- Training-01) and submit to their ATA for submission to the Alberta Council

- Trainer Records & Development Coordinator on or before September 15 each year. This form reports on the following:
  - o All trainings they have given that year,
  - o Trainings they are interested in training in the coming year,
  - o Trainings they are interested in team training in the coming year, and
  - o Alberta Council Training Events that they are willing to coordinate or to be part of the training team in the coming year

The Annual Forms (TR.4 and AB-Training-01) must be sent to the ATA for submission to the Trainer Records & Development Coordinator (TRDC) no later than **September 1 each year**. (This allows sufficient time for the ATA to send the completed forms to the Alberta Trainer & Records Development Coordinator no later than September 15.)

Please Note: The Training Committee uses the TR.4 and AB-Training-01 forms for record keeping and for consideration in choosing Trainers to coordinate and / or train at an Alberta Council Training Event. (**Please note**: A Trainer who is late submitting the annual training forms will not be considered for training at a provincial training event.)

Annual Area Training Adviser (ATA) Responsibilities

Area Training Advisers must be sure all trainers and trainer candidates are using the current forms only. Current AB-Training-01, AB-Training-02, AB-Training-03, AB-Training-04, Trainer Observation Rubric and Mentor Worksheet-Goal Setting Forms are on the Alberta website under *Training>Training Forms and Resources* with a link also to the current National Website forms (TR.1-TR.10) or go directly to the National website under *Forms* for the TR.1-TR.10

- Area Training Advisers are responsible to keep track of the national trainer reappointment requirements for each trainer in their Area. As such, the **Area Training Adviser Checklist for Trainer Reappointment (AB-Training-02)** is to be used by the Area Training Advisers to keep track of the yearly requirements and the reappointment process. (ATAs are asked to keep the AB-Training.02 forms up to date, and to ensure the AB-Training.02, for each Trainer in the Area, are passed on to their successor.)
- Area Training Advisers are responsible to keep track of each Trainer Candidate's progress. The **Area Training Adviser Checklist for Trainer Candidate Appointment (AB- Training-03)** is to be used by the ATA for this purpose.
- The Area Training Advisers are to review the TR.4's and AB-Training-01s of all trainers and candidates in their Area to confirm the forms have been completed properly. This will keep the Area Training Adviser aware of how the Trainer Candidate is progressing on becoming a trainer and to confirm the forms have been completed properly. Only trainings for adults are considered. Things to watch for include:
  - o have they written the actual number of hours (the word "lots" is not acceptable)?
  - o have they indicated what type of training it was (such as foundation, enrichment, administration)
  - o have they indicated the number of participants?
  - o did they note if the training did not take place and why it did not?
  - o have they noted preparation time?
  - o have they indicated who delivered the training?

- Record the date received and other pertinent information on each individual's AB-Training-02 (or -03 for candidates) when the TR.4 and AB-Training-01 forms are received.
- Forward <u>only</u> the TR.4 and AB-Training-01 to the Trainer Records & Development Coordinator on or before <u>September 15</u> of each year. **Incomplete or incorrect formswill be returned.**
- Forms are to be sent in as soon as the ATA receives and reviews them rather than waiting for the deadline date, ideally within two weeks of receiving the forms. Forms should be submitted electronically in either word or pdf but hard copies will be accepted if necessary. They are not to be submitted as jpegs, or as Google folders.
- ATA's need to be aware of when their trainers need to be evaluated for reappointmentso they can remind and assist the trainer in find a suitable training to be evaluated on. This information can be obtained from the Training Roster, or from the Trainer Records& Development Coordinator.

Guidelines for Reporting on the TR.4 and AB-Training.01

Reporting on the TR.4 Form

1. **What can be recorded under _TRAININGS PRESENTED_ on the TR.4?**
   - Use the number of hours National Modules state, <u>provided</u> the trainer has met all the learning objectives in the module. I.e., Safe Guide states 2.5 hours then the trainer records 2.5 hours regardless of how long the session was. _(The hoursare indicated beside the modules on the AB-Training-01)_
   - A <u>maximum</u> of three hours preparation time may be considered towards training module time.
   - In special circumstances, if the trainer holds a senior position in guiding (i.e. AC orin some cases DC etc.) equivalency hours may be granted. Please speak to the Alberta Council Training Adviser (PTA) for more information.
   - * Only record trainings for adults (and Rangers, when applicable).
   - * Not all hours should be the second person on a webinar.

2. **What can be recorded under _OTHER TRAINING ACTIVITIES_ on the TR.4?**
   - Participation in training meetings at area level (record the number ofhours participating at the meetings)
   - Participation on training Committee at provincial level (record the number ofhours participating at the meetings)
   - Preparation time over and above the three-hour maximum listed underTrainings Presented.
   - Provincial Co-coordinator for an event (record the number of preparation hours)
   - Mentoring another trainer (record the number of hours spent mentoring)
   - * Sessions with largely girls present and participating

3. **How are Alberta Council Training Event Hours Recorded on the TR.4?**
   - Participant at the Trainers Workshop:
     - o For recording _TRAINER DEVELOPMENT_ hours, the Event Coordinator will inform all participants the hours allotted for the event. (I.e., 1.5 hours Friday evening, 7.5 hours Saturday and three hours Sunday.) This ensures all participants will be recording the correct number of <u>learning hours</u> for this event (These hours are set by the Event Coordinator, in discussion with theTraining Events Coordinator.)
     - o If a trainer chooses to take a break or not participate in a session that trainermust

decrease the number of hours of training, taken accordingly.
- Training at the Trainers Workshop, Multi-Faceted, or Commissioners Workshop:
  - These should be recorded based on the number of hours actually spent training. For instance, if you facilitate two 1.5-hour sessions at Multi- Faceted, then you can record three hours.
- If the trainer is a participant in other sessions during the event, those hours can be recorded under TRAINER DEVELOPMENT using the hours allotted for each session.

4. **Where to send Questions Regarding Reporting on the TR.4?**
- Any questions regarding whether something counts or does not count towards training hours, goes to the Area Training Adviser (ATA) who in turn will take it to the Alberta Council Training Adviser (PTA) for discussing/answering.
- The reply will be sent to the ATA concerned and if required, the reply will be sent to all other trainers.

Reporting the Alberta Trainer's Biographical Record (AB-Training-01)

Each year trainers are required to complete the Alberta Trainer's Biographical Record (AB-Training.01) to report on the following:
- All trainings they have given that year,
- Trainings they are interested in training in the coming year,
- Trainings they are interested in team training in the coming year, and
- Alberta Council Training Events that they are willing to coordinate or to be part of the training team in the coming year.

Trainer Reappointment

Trainers are required to be reappointed every three years. At the end of a trainer's three-year term, she has the option to apply for re-appointment, take a leave of absence for one year or resign.
- If taking a leave of absence or resigning, trainers are to complete the **Leave/Resignation Form (TR.7)** and submit to their Area Training Adviser (ATA).
  At the end of the Leave of Absence period, it is the responsibility of the Trainer to notify the ATA and Trainer Records & Development Coordinator (TRDC) that they wish to return as a Trainer. If no notification is received, the TRDC will send out a TR.7 form to the Trainer to ask it to be completed, as the permanent record of resignation. **Please note:** If the Trainer's reappointment date occurs during the Leave of Absence period, then, when the Trainer returns from the Leave of Absence, it will be expected that the Trainer arranges to complete the requirements for reappointment within 3 months of return.
  Trainers who have been inactive beyond one year are deemed to have resigned. **Please note:** Trainers who request a Leave of Absence are still expected to submit a TR.4 to their ATAs before September 15 as it is expected that they would have done some sort of training prior to requesting their Leave of Absence.

Trainer Responsibilities for Reappointment

The Trainer is responsible for ensuring the following requirements are completed if reappointment is being sought:

- Attend an Alberta Council Trainer's Workshop at least once during the three-year appointment. (Please see "Annual Requirements for a Trainer")
- Participate in Area Training meetings and events.

- Obtain 10 Hours training each year during the three-year appointment of which atleast three hours are to be TEAM Foundation or Enrichment modules.
- Obtain four hours enrichment training each year during the 3-year appointment
- Ensure Training Forms (TR.4 and AB-Training-01s) are submitted to Area Training Adviser (ATA) annually and on time.
- Find a training, in consultation with her ATA (or Alberta Council Training Adviser, ifthere is no ATA), where she can be evaluated,
    - **Please Note:** The Training Committee understands that not all areas, specifically our smaller areas, will have a training taking place when a Trainer needs to be re-evaluated. As such, Trainers may facilitate their reappointmentevaluation trainings at any time in the year preceding their reappointment date.It is <u>strongly</u> recommended that early reappointment evaluations taking place between the six and 12 months be **<u>the exception and not the rule</u>**. Please note, requesting an early reappointment will not change the Trainer's reappointment schedule.

    - It is <u>strongly</u> recommended that the trainer, in consultation with her ATA,take the following into consideration when choosing which session will beused for her reappointment evaluation session:
        - That the training session is done solo and not as a team trainingsession.
        - That the training session be either a Foundation or Enrichment module from the **Training and Enrichment for Adult Members (TEAM)**.
        - The Trainer's observed training (for reappointment) may be done using a virtual/audio conferencing platform (Zoom, Microsoft Teams, Google Meets, etc.); however, the Trainer being observed must be responsible for all aspects of the session, including managing the chat box. The Observer's only role is to observe the training session and to complete the TR.6.

- Upon the completion of the evaluation training, ensure that the TR.5 (self- evaluation), TR.6 (peer review performed by Training Advisor or designate), and TR.8 are filled out, signed as applicable and submitted to her ATA within 30 days ofevaluated training.

    1. **The TR.5 is meant to give the evaluated trainer**:
        - an opportunity to look inward at her skills and training techniques atwhat she would change or add
        - an opportunity to set new goals with timelines

    2. **The TR.6 is meant to give the evaluated trainer**
        - valuable feedback
        - suggestions for growth as a trainer
        - It is the recommendation of the Training Committee (full meeting) April 2018, that the Rubric (used with kind permission of B.C. Council) be used as part of the Trainer Reappointment Process. The Observer will complete the Rubric at the observed Training session and will discuss itwith the Trainer.
        - The Rubric is then retained by the Trainer for her own personal development and is not part of the reappointment package forwardedto the ATA.

    3. **The TR.8 is meant to give the evaluated trainer**
        - feedback on participants' satisfaction with the content
        - feedback on participants' satisfaction with the training methods used
        - can provide the information on how to improve the training

<u>Please note</u> these three evaluations (TR.5, TR.6 and TR.8 (compiled) must be from the

same training session and are to be sent into the Trainer's Area Training Adviser **within 30 days of the end of the trainingsession**.

Trainer Self-Evaluation Form (TR.5)

What is expected of the trainer?
- Continue to be stimulated as a trainer
- Know the subject well
- Have everything prepared in advance
- Be organized during the training
- Be time conscientious,

- Complete the TR.5, as soon as possible, after peer review training, ideally immediately following the session so it is fresh in the trainer's mind,
- Review the TR.6 and the Trainer Observation Rubric with the evaluator, then sign and date the TR.6.
- Compile the TR.8s into a summary sheet or scan all TR.8s into a single document to submit with the TR.5 and TR.6,
- Submit all documents, to the ATA within 30 days after the evaluated training session.

Trainer Observation Form (TR.6)

What is expected of the evaluator?
- Know who is being evaluated and which training they will be delivering. Befamiliar with the objectives of the training.
- Read over the TR.6 prior to the training to be familiar with what to look for.
- Make notes during the training on the Trainer Observation Rubric in order to complete the TR.6 after the training (If the evaluator is comfortable, just fill in thetwo forms during the training.)
- Provide constructive and encouraging feedback. Strengths as well as limitations, asthis indicates areas for improvement, otherwise the trainer will not benefit, from the evaluation.
- Make time to discuss the evaluation with the trainer. Ideally it should be done immediately following the training, if not, then within no more than two or three weeks so that the paperwork can be submitted to the ATA within the 30-day timeline. Both the evaluator, and the trainer being evaluated, must sign and date theTR.6 to indicate it has been discussed.
- Be prepared to answer any questions the trainer being evaluated has.
- If required, there should be a discussion between the evaluator and the trainer'sATA to facilitate formal support to address any help the trainer needs to meet hergoals or to meet any recommendations made by the evaluator.

Participant: Session Evaluation (TR.8 or an equivalent summary)

The trainer is to use the TR.8 form to meet national standards.

Effective in 2021, recognizing the increased use of virtual platforms for the delivery of training sessions, an electronic evaluation form was developed. It is the Trainer's choice which form (TR.8 - Word/PDF version or electronic version) is used. The process for the usage of the electronic TR.8 is as follows:

- At the time the Trainer closes off the upcoming training session, the Trainer will email the webinar planning coordinator at any-webinar@girlguides.ca

- The Trainer will provide their name, the date of the training session as well as the time of the session.

- The webinar planning coordinator will then set up the electronic TR.8, for that particular session, and will provide the link https://forms.office.com/r/bEJSapUg9t (This will enable the Trainer to be able to embed the link into their email to the participants.
- The form will be set up to accept responses for 24 hours after the raining session (it is important to remind the participants that the electronic form will <u>only open for 24 hours</u>).
- The responses will be automatically forwarded to the Trainer;
- The Trainer will then need to compile all the responses onto a 'regular' TR.8 document. The Excel spreadsheet does not work on a copy/paste basis into the Word doc version of the TR.8.
- ***Please note:*** *The electronic TR.8 may be used, if the Trainer wishes, for any virtual training session.*
- ***Important:*** *Some mobile devices do not allow access to the 'virtual' TR.8; if that is the case then the person will need to complete the electronic TR.8 on another device (and remembering that the TR.8 is only available for 24 hours after the training session.*
- It is requested that a summary the TR.8s received be compiled and submitted along with the TR.5 and TR.6 to the ATA, which are then submitted to the Alberta Training & Records Development Coordinator (TRDC) who will ask the Alberta Council Training Adviser to send out the motion for reappointment approval.

Area Training Adviser (ATA) Responsibilities for Reappointment

- Work with Trainer to find an eligible evaluation training (see Trainer Responsibilities above)
- Agree to observe evaluation training, or find an alternate, experienced trainer.
- Ensure that all forms are complete, and the most current, **Incomplete or incorrect forms will be returned**. Some things to look for:

    o some with no scoring
    o some with no comments
    o long gap between training session and forms being submitted
    o that they are from the same training session
    o no TR.8 summary accompanying the TR.5 & TR.6
    o documents not signed or dated

- Complete the AB-Training-02 including the Area recommendation in consultation withthe Area Commissioner and Area Training.
- Once approved, the ATA submits the signed and dated electronic AB-Training-02 form, accompanied by the TR.5, TR.6, TR.8s (compiled) and recommendation from the AC to the Trainer Records & Development Coordinator (TRDC) within two weeks of receipt.
    o **Please Note:** If evaluations for reappointment are between six and 12 monthsprior to the trainer's reappointment date, the ATA needs to find out why and record this on the AB-Training-02. **It is recommended that early** <u>**reappointments are the exception and not the rule.**</u> Please note, early reappointment will not change the Trainer's reappointment schedule.
- Forms are to be sent to the Trainer Records & Development Coordinator as soon as the ATA receives and reviews them. Forms should be submitted electronically in either word or pdf. They are not to be submitted as jpegs or as Google docs.

The final approval for reappointment of a trainer is done by the Executive of the AlbertaCouncil Training sub-Committee (PTC).

Alberta Council Training Committee (PTC) Responsibilities for Reappointment

- The Trainer Records & Development Coordinator (TRDC) reviews the forms to ensure allrequired information is submitted and submits a motion to the Alberta Council Training Adviser (PTA), who will send the motion to the Training sub-Committee Executive for their decision.
- If approved, the TRDC sends the letter of reappointment to the Trainer and cc's their Area Training Adviser and the PTA
  - If not approved, a discussion with the trainer followed by an explanation letter is sent by the Alberta Council Training Adviser to the trainer and theArea Training Adviser involved.
  - When the appointment has been approved, the Trainer Records & Development Coordinator arranges to have the trainer's record updated in iMIS. The trainer can then continue toaccess the trainer section on the national website as well as receive any training specific communications from National and/or Province.
  - Regardless of when the Trainer completes the observed reappointment training session, the new appointment "expiration" date will be three years from the previous reappointment date.

Other Information

- If for any reason the annual TR.4 and AB-Training-01 forms are not received by September15, an email will be sent to the trainer by the Alberta Council Training Adviser, or her designate, and cc'd to the Area Training Adviser (ATA), to inform the trainer that their annual forms have not been received and that the Training sub-Committee takes this as the wish of the trainer to resign. It is understood that sometimes files can go missing into cyber-space, so the trainer will be given two weeks to resubmit the annual forms. If the forms are still not received after that date, her iMIS profile is updated to reflect cancellation of her trainer appointment.
- Ongoing late submission of the annual forms will be considered when the trainer's three-year reappointment is reviewed.
- If a trainer's reappointment end date is reached before they and the Area Training Adviser submit the TR.5, TR.6 and the compiled TR.8 reappointment forms, the trainer will no longer be on the trainer roster. They will not be able to access the training section of the National website until the Training Committee receives the forms and have approved themotion to accept the reappointment. Any delay in getting the paperwork to the Committee may result in the trainer appointment being cancelled completely.

- If there are circumstances that prevented the trainer from being observed, she must submitin writing, through her ATA, using the AB-Training-05 form, stating why she cannot meet the reappointment requirements and request an extension. The ATA will then forward the completed AB-Training-05 form to the Alberta Council Training Adviser/Designate. Extensions are granted for a maximum of six months.

  Please note extensions should onlybe requested due to extenuating circumstances, which prevented the trainer from completing the reappointment requirements and should not be considered common practice.

Trainer Reinstatement Process:

A. Trainer Evaluation Not Completed
   1. Trainer to complete Extension Form (AB-Training.05) and send to her ATA who forwards the completed form to the Alberta Council Training Adviser (up to a maximum six-months extension would be considered).
   2. If approved, trainer completes observation training and all paperwork and sends toher ATA to review and forward to Trainer Records & Development Coordinator. Trainer's appointment expiration date will be moved forward to date agreed upon. This will ensure trainer access to national training microsite and trainer still appears on training roster. If trainer is reappointed within the maximum six months extension period, her reappointment is backdated to the original appointment end date.
   3. If training is not completed by the extension deadline, the trainer appointment expires.
   4. Individual can reapply within one year for reinstatement, providing observationtraining with all associated paperwork.
   5. If trainer has not followed up with one year, the trainer is deemed to have resigned,and reinstatement will be considered on a case by case basis by the Alberta Council Training Adviser.

B. Other Reasons:
   1. Trainer appointment expires on anniversary date.
   2. Complete missed requirement (in conjunction with observed training completed with required time) within one year of expiration date and send to your ATA for review and Area Commissioner approval and forwarding to Trainer Records & Development Coordinator.
   3. Reappointment date takes effect with completion of missed requirement.

o To be reappointed as a **WAGGGS** Trainer, the trainer completes the National reappointment criteria, then once complete, the Trainer Records & Development Coordinator sends an email to the Provincial Office indicating that the requirements for reappointment have been met. The office then makes the entry to the Trainer's WAGGGS expiry date. The WAGGGS expiry date and the Trainer expiry date will be the same.

Outdoor Activity Leadership (OAL) Adventure

OAL Adventure Camping Training Team

Statement: *Although OAL primarily concerns camping and outdoor skills, due to the fact that OAL Facilitators train adults, it is considered part of Training, and the OAL Guiders are registered under Training in order that they are on a roster and that their reappointment dates, in their OAL role, are managed.*

This training must only be delivered by a team that includes Adventure Facilitators and/or an Expedition Leader and a GGC Trainer. The Trainer may, but does not need to, have the experience and skills to take on the role of Adventure Facilitator or Expedition Leader.

- **Adventure Facilitators (AF)** – are Members who meet the requirements of aSafe Guide Red Level Trip Assist with recent relevant experience or are professional guides/outdoor school subject matter experts.
- **Expedition Leaders (EL)** – are Members who are Safe Guide Red level Trip Leads or professional guides/outdoor school subject matter experts with similarqualifications.
- **Trainers** – As trainers have a background in adult education and training executionit is recommended that this person be involved in the coordination of the training through the provincial or local training department, help support the team and the adult education aspect of the knowledge sessions.

Adventure Facilitator and Expedition Leaders Reappointment

These roles do not map perfectly to the systems in place for Trainer re-appointment. For reappointment, Adventure Facilitators and Expedition Leaders need to demonstrate that theyare continuing to adventure camp and can bring recent and relevant experience to the trainings.

As per the Training reappointment requirements, the OAL Adventure Camping Training Program FAQ**,** Adventure Facilitators and Expedition Leaders will be asked to submit their *Trip Experience Log* to the Alberta CouncilTraining Committee (TRDC), through their ATA once every three years. Once received, the Alberta Council Training Committee, in collaboration with the Alberta Council Camping and Safe Guide Advisers will evaluate if the member is continuing to adventure camp, and keeping current as a Safe Guide Trip Assist and Trip Lead.

Forms

There are National forms, which begin with TR., and Alberta Council forms which begin with AB-, relating to Training. Please refer to the relevant website for the current forms so as to be using the current version of each form.