

# Adult Training

Learning is vital for Girl Scouts of all ages! Adult Development courses provide a variety of learning opportunities to support our volunteers. Volunteers should first attend any required courses, and then select enrichment programs to meet their specific position or troop needs and interests.

- Volunteers must take any required trainings within two months of appointment.
- All volunteers should continue their education with at least one position-related training per year.

WHY?

**If trainings were not held in your area, go to Appendix Y, page 181 to understand WHY.**

**For specific times, dates and locations of courses, visit [www.gsnwgl.org](http://www.gsnwgl.org) or contact the Adult Development Department.**

## Primary Courses

**Course Title:** *GSUSA Volunteer Orientation*

**Approximate Session Length:** 1 hour

**Fee:** None

**Required Volunteers:** All new, registered GSNWGL volunteers are required to complete this course. (Required of volunteers appointed after May 1, 2008 only.)

**Course Overview:** This engaging, online session acquaints new volunteers with Girl Scouting and the many rewarding opportunities it offers girls and adults.

### Session Components:

- Introduction and Welcome: provides easy to follow instructions on how to navigate the orientation course
- About Girl Scouts: presents Girl Scout Promise and Law, history and membership requirements
- Girl Scout Pathways: illustrates various ways that members can participate
- Support for Volunteers: provides information and resources available to volunteers
- Program: presents the three keys to leadership (Discover, Connect, Take Action) and the targeted outcomes, as well as the three processes: girl-led, learning by doing and cooperative learning
- Learning Log and Conclusion: learners answer questions related to orientation materials and receive appreciation for participation

### Access Options:

In an effort to provide a nationally consistent introduction to Girl Scouts, this course will be offered primarily in an online format. Because of the Video technology utilized, high speed internet access is required. If you need assistance locating computer access, or require an alternate paper copy version, please contact the Adult Development Department or your local Membership Manager.

### Steps to complete the online orientation:

1. Visit <http://training.girlscouts.org>
2. Click on basic orientation
3. Enter password: discover
4. Read and critically think about each section in the table of contents
5. When you have completed all sections, click on the Learning Log link at the bottom of the screen (center) or, to access, click [https://eventsreg.girlscouts.org/getdemo.ei?id=16&s=\\_3200MSPDB](https://eventsreg.girlscouts.org/getdemo.ei?id=16&s=_3200MSPDB)
6. Fill in your personal contact information.  
**IMPORTANT!** After filling in your personal email, please add the Adult Development Department email, with emails separated by a semi-colon. This will send your learning log responses to the GSNWGL Adult Development Department for review. We cannot grant credit for completion without this step. The Adult Development general email is [training@gsnwgl.org](mailto:training@gsnwgl.org) (example of correct email input: [janedoe@hotmail.com](mailto:janedoe@hotmail.com); [training@gsnwgl.com](mailto:training@gsnwgl.com)).
7. Complete the eight learning log questions and submit via website.
8. Adult Development staff will send you a confirmation email when your materials have been received and reviewed.

**Course Title:** *Council 101: Welcome to Girl Scouts of the Northwestern Great Lakes Inc.!*

**Approximate Session Length:** 30 minutes

**Fee:** None

**Required Volunteers:** All new and experienced Leaders (01), Assistant Leaders (02), Service Area Team Members (11), and Trainers (12) must complete this course. **Note:** This course is a one-time requirement; Volunteers **do not** need to repeat this course annually.

**Course Overview:** This course introduces volunteers to the structure, goals, policies and processes of GSNWGL.

**Session Components:**

- Navigating *The Source* reference book
- Membership structure
- Troop government
- Jurisdiction and Service Areas
- Volunteer Opportunities
- Adult Learning
- Facilities
- Policies
- Staff Structure
- Resources
- Merchandise
- Publications
- Relationship with GSUSA

**Access Options:** This course is available primarily through an easy-to-follow, online overview, accessible through the website ([www.gsnwgl.org](http://www.gsnwgl.org)). To access, visit the Adults section, and click on the "Training" link. To ensure completion, volunteers are asked to complete and submit a short learning log. Volunteers with limited computer access may request a paper packet by contacting the Adult Development Department or their Membership Manager.

**Course Title:** *Leadership Essentials*

**Approximate Session Length:** 3 hours

**Fee:**  Due to your feedback, as of June 1, 2009, there will no longer be a fee charged for any Leadership Essentials sessions.

**Prerequisite:** Please complete the GSUSA Volunteer Orientation (new volunteers only) and Council 101 (all new and experienced volunteers) online sessions before attending Leadership Essentials.

**Items Needed:** Journey workbook and leader guide for the age level you are working with (if available), paper and pen/pencil.

**Required Volunteers:** All new and experienced Leaders (01), Assistant Leaders (02), Service Team Members (11), and Trainers (12) must complete this course.

**Course Overview:** Leadership Essentials prepares volunteers working directly with girls to effectively facilitate the Girl Scout Leadership Experience. Additional grade-level trainings are available as enrichments, but are not required.

**Session Components:**

- Overview of the Girl Scout Leadership Experience
- Exploration of new grade level journey books and leader materials
- Incorporating other Girl Scout resources into leadership pathways
- Progression/differentiation
- Outcomes
- Meaningful challenges, awards, and recognition
- Personal reflections on leadership
- Ceremonies
- *Safety-Wise*
- Environmental Awareness
- Multicultural Understanding
- Dealing with Challenging behaviors
- ...and more!

**Access Options:** This course is available in face-to-face sessions throughout the Council. For specific session details, visit the calendar section of the website, or contact the Adult Development Department. A self-directed session with downloadable worksheets is available on the website ([www.gsnwgl.org](http://www.gsnwgl.org)), and in paper copies. For more information, contact the Adult Development Department or your Membership Manager.

**Course Title:** *First Aid/CPR/AED*

**Approximate session length:** Varies

**Fees:** Vary, depending on specific offering

**Required Volunteers:** One or more adults certified in First Aid/CPR/AED are required to accompany all troops on:

- Any activity taking place in areas with limited access to medical facilities/emergency services
- Overnight rental of any Council property
- Any activity with more than 200 participants
- All camping activities
- Many other physical and/or high risk activities. Consult *Safety-Wise* activity checkpoints for further details.

**Overview of Course:** First Aid/CPR/AED programs contain step-by-step, hands-on training that will allow participants to respond effectively in emergency and life-threatening situations.

**Access Options:** Approved First Aid/CPR/AED courses are offered by community providers throughout our Council. Contact your local American Red Cross or health providers for details on courses near you. Refer to *Safety-Wise* to make sure that the community course you have selected is an approved option.

**Proof of Course Completion:** If taking First Aid/CPR/AED through a community provider, please send a copy of your completion certificate to the Adult Development Department.

**Please note:**

- For those working with Girl Scouts under age 8, Child CPR/AED should be completed. If working with participants ages 8 through adult, Adult CPR/AED is the appropriate course.
- Online First Aid/CPR/AED courses: There are many self-directed CPR/AED and First Aid courses advertised on the internet. However, most of these are not acceptable options, as they are not developed or regulated by a recognized health organization. Some reputable organizations, such as the American Red Cross, do offer online options, but most require an in-person demonstration test at a local site. If you wish to take an online course, please contact GSNWGL's Adult Development Department to ensure that it is an accepted offering before you register.

**Course Title:** *Outdoor Education: Troop Activities in the Outdoors*

**Approximate Session Length:** 6-8 hours

**Fee:** \$20 (Includes *Outdoor Education in Girl Scouting* resource book)

**Required Volunteers:** One or more adults who have successfully completed the Outdoor Education course must accompany girls on any activities involving camping, campfire building or outdoor cooking. It is not required for attending Council facilitated events, such as Outdoor Extravaganza or using properties for non-outdoor themed overnight programs.

**Course Overview:** Basic, hands-on training course, designed to equip volunteers to teach age-appropriate outdoor skills such as knot tying, knife safety, fire building, outdoor cooking, kaper charts, cleanup methods, and fun activity ideas.

**Legacy Council Equivalent Courses:** Outdoor Skills (Birch Trails), Troop Events in the Outdoors and Camping (Fox River Area), Basic Outdoor Awareness/Cooking Out/Camping Out (Woodland), Basic Outdoor Awareness/Cooking in the Outdoors (Peninsula Waters), Outdoor Basics (Indian Waters), and Basic Outdoor Camping and Cooking (Lac Baie). Volunteers who have successfully completed equivalent courses will not have to complete this session.

**Please review *Safety-Wise* for additional information on Outdoor Activity requirements and best practices for Outdoor safety.**

**Enrichment Programs**

GSNWGL offers a variety of enrichment learning opportunities throughout the membership year. Topics will include a wide array of courses, designed to provide the resources, knowledge and skills necessary to meet the needs of today's Girl Scouts!

**2009/2010 Sessions may include:**

- Exploring Trips
- Tent Trip and Travel Camping
- Badge Basics
- Age-Level Idea Sharing
- Games and Songs
- Arts and Crafts

**Fees, times and access options will vary. Visit [www.gsnwgl.org](http://www.gsnwgl.org) for an up-to-date calendar and course listing.**

**WHY?** To understand why the Outdoor Training course is scheduled for a full 8 hour day, go to Appendix Y, page 181.

**WHY?** To find out WHY Outdoor Training costs \$20, look in Appendix Y, page 181.