Suggested format for Tutor Support Group Meetings

**Aim:** to provide an informal, safe environment for the support and development of Tutors.

**Objectives:**

* to enable Tutors to meet with their peers to form supportive relationships
* to ensure that all Tutors have an opportunity to share news, achievements, problems, concerns or needs
* to promote the development of Tutors in a supportive manner
* to ensure Tutors have an up to date knowledge of the Trainer Qualification and other training matters.

**Core Agenda**

* Welcome – the Trainer Qualification requires that Tutors join a Support Group, so there will sometimes be a need for welcome and introductions.
* News update – short slot for any member to share their news – personal or guiding, including a brief report on the progress of their prospective.
* Review Tutor’s pages on the Girlguiding website for any updates and discuss any new initiatives in training, tutoring and reviewing.
* Development – an opportunity for everyone to seek the group’s support in an area new to them or a situation they are finding challenging.
* Focus – an exploration of a topic, possibly new to the group, led by a group member or alternatively each member may contribute an item around a common theme eg observation, evaluation, portfolio building.
* Communication – any news from Country or Region – preferably supplied as a written report.
* Social and chill time – may also involve food.

***Notes***

* *Positive feedback and news is welcomed.*
* *When a new member joins, it is recommended that the group shares who they are and how the group functions.*
* *The amount of time needed for each item will vary with the needs of the group.*
* *Start and finish times should be agreed on and kept to.*
* *All discussions are confidential to the group unless it is agreed within the group to share the outcomes with others.*
* *Where discussions relate to individual Prospectives any feedback to others outside the group should be given by the relevant Tutor.*
* *Always try and make sure that all issues are dealt with during the meeting so that they are not carried forward to the next meeting.*
* *Support Group meetings should be held three times a year as evening events or a one day long event is encouraged every year. Where possible groups should meet face to face but where geography makes this difficult occasional meetings could be in a different format eg webinar, skype, telephone conference.*
* *Tutors should attend a minimum of one Support Group meeting per year. Where this is not possible discussion should be had with the Country/Region Coordinator for Trainers to identify alternative support mechanisms.*

Jan 17 – review Jan 20