



GSP TRAINING STANDARDS AND PROCEDURES

(June 2020 Revision)

1. A GSP regular training program must have a minimum of 12 and a maximum of 60 participants.
Note: Minimum and maximum number of participants per training program will depend on what the government would allow for mass gathering at a particular place and time during the COVID-19 pandemic.
2. The Girl Guide/Girl Scout Educational Method must be used in all GSP training programs to provide Relevant, Exciting, Accessible, and Learner-Led (R.E.A.L.) Girl Guide/Girl Scout experience.
3. GSP uniform should be worn during training programs. The GSP official business uniform should be worn during ceremonies, while the GSP alternate uniform may be worn during sessions. The GSP green pants, GSP jogging pants and GSP t-shirts (e.g. black polo shirt, fun and event t-shirt) may also be worn during sessions upon advise of the Chief Trainer.
4. A GSP training program is conducted by a team of trainers composed of a Chief Trainer and Co-Trainers who are certified trainers of GSP (Specialist, Credentialed and Diploma'd), and Assisting Trainers among the prospective trainers, except for special training programs which may call for resource persons/resource speakers who are experts on a particular topic.
5. It is the training team's responsibility, along with the concerned Regional Executive Director and Council Executive, to conduct an evaluation and a follow through of the people trained.
6. There should be a team of staff who should attend to the mechanics of the training composed of a Training Coordinator, Guider-in-Charge, Training Assistant, Business Manager, Secretariat-in-Charge/Secretariat Staff, and Quartermaster/Food-in-Charge. Additional staff to serve as assistant to any of the positions may be done as needed particularly in case where 2 or more courses are conducted simultaneously with maximum number of participants.
Note: Less staff may be required to serve in a training program during the COVID-19 pandemic.
7. A training budget should be prepared for each training program and a financial report submitted after the training.
8. Chores or Kapers may be included in the GSP training programs.

9. The following training procedures should also be done:

- a) Proper communication should be relayed to participants regarding the requisites for the training – qualifications, things to bring, and application requirements.
- b) Proper communication to school/offices concerned should be made regarding trainers, participants, staff and resource persons/resource speakers to training programs.
- c) A standard GSP training certificate should be awarded to participants who have completed the requirements for the training conducted for at least eight (8) training hours.

Note: For at least six (6) training hours during the COVID-19 pandemic.

- d) A complete report of the training conducted must be prepared by the Chief Trainer and submitted right after the event. For Council training programs, four copies of the report should be prepared – one copy retained by the Chief Trainer, one copy retained by the Council, two copies to be submitted to the Region. The Region keeps one copy and forwards the other copy to the National Headquarters. A consolidated monthly report is prepared and submitted to the National Headquarters by the Region along with the Council training reports.