

GSP TRAINING POLICIES AND GUIDELINES DURING THE COVID-19 PANDEMIC

1. CONDUCT OF FACE-TO-FACE TRAINING AT THE GSP REGIONS AND COUNCILS

The conduct of Face-to-Face Training (e.g. conference, forum, seminar, workshop, roundtable, etc...) at the GSP Regions and Councils shall depend on the existing government policies and guidelines on mass gathering. However, it is generally discouraged while the threat of COVID-19 transmission still exists.

GSP Regions and Councils may opt to conduct Face-to-Face Training if mass gathering is allowed in their areas, but government protocols must be strictly followed and safety precautions enumerated below must be highly observed:

- a. Sanitize all spaces that will be used for the training
(session/multi-purpose hall, conference room, dining room/hall, bedroom/dormitory, toilet & bath, etc ...)
- b. Conduct thermal scanning of all involved in the training prior to entrance to the training premises (Training Team, Event Staff, Participants, Guests, etc ...)
- c. Enforce wearing of facemask
- d. Encourage frequent & proper hand washing and use of alcohol for sanitation
- e. Practice social/physical distancing

If the built-in courses in the GSP Training and Development Scheme (TDS) will be offered in the Face-to-Face Training, the required number of training hours below shall apply:

Built-in Course in the GSP Training and Development Scheme (TDS)	Required Number of Training Hours during COVID-19 Pandemic	Level to be Conducted
<i>Courses for those Involved in Girl Programs</i>		
Basic Course	24 hours in the GSP TDS reduced to 18 - 20 training hours	Regional/Council Level
Age Level Specialization Course	24 hours in the GSP TDS reduced to 18 - 20 training hours	
Outdoor Leadership Course	32 hours in the GSP TDS reduced to 24 - 28 training hours	
<i>Advanced Camping Courses</i>		
Star Holiday Course	32 hours in the GSP TDS reduced to 24 - 28 training hours	Regional Level Council Level
Camper's Permit Course	40 hours in the GSP TDS reduced to 32 - 36 training hours	(w/ Region's approval of Team of Trainers)
Camp Management Course	40 hours in the GSP TDS reduced to 32 - 36 training hours	National/Regional Level

<i>Enrichment Courses</i>		
Badgework Workshop Outdoor Skills Training Course Troop Management Course Troop Program Workshop Troop Leaders' Roundtable, Etc...	At least 8 hours in the GSP TDS reduced to 6 - 8 training hours	National/Regional/ Council Level
<i>Special Interest Courses</i>		
Quartermaster's Course	40 hours in the GSP TDS reduced to 32 - 36 training hours	National/Regional Level
Training for Trainer's Course	48 to 56 hours in the GSP TDS reduced to <u>10 pax (minimum pax)</u> 36 - 40 training hours <u>11- 20 pax (maximum pax)</u> 40 - 46 training hours	
Courses for those Involved in Providing Support to Troops and in the Management of Girl Scouting Services at Various Levels		
Course for Barangay Girl Scout Committees	8 to 16 hours in the GSP TDS reduced to 6 - 8 training hours	Regional/Council Level
Basic Administration Course	16 hours in the GSP TDS reduced to 6 - 8 training hours	Regional/Council Level
Girl Scout Office Management Course	At least 24 hours in the GSP TDS reduced to 12 -16 training hours	Regional/Council Level
Council Administration Course	At least 24 hours in the GSP TDS reduced to 16 - 18 training hours	National/Regional Level

Participants who completed a course in the Face-to-Face Training shall receive the usual standard GSP printed training certificate.

IMPORTANT!

The Face-to-Face Training in GSP during the COVID-19 pandemic should not compromise the health and safety of all concerned, hence strict adherence to government protocols is a MUST. Further, the training should be in accordance with the GSP Policies on Training and GSP Training Standards & Procedures-June 2020 Revision (please see Attachments 1A & 1B).

2. CONDUCT OF DIGITAL TRAINING (WEBINAR) AT THE GSP REGIONS AND COUNCILS

The conduct of Digital Training (webinar) in GSP is greatly encouraged as we have entered the “new normal” which necessitates the shift to online/virtual platforms in training and development.

The GSP Regions and Councils are given authority to conduct Digital Training (webinar) but must comply with the following policies and guidelines:

Content

The Digital Training (webinar) may cover Girl Scout-related topics, as well as other topics that are beneficial to GSP adult members' professional and personal growth and improvement. Topics relevant to the current COVID-19 crisis can also be covered such as Mental Health and Psychosocial Support & Psychological First Aid, Financial Literacy, Time Management, Stress Management, etc ...

The following built-in courses in the GSP Training and Development Scheme must NOT be offered as Digital Training (webinar) since they are fundamental courses that have required number of training hours to ensure optimal learning:

- *Basic Course*
- *Age Level Specialization Course*
- *Outdoor Leadership Course*
- *Star Holiday Course*
- *Camper's Permit Course*
- *Camp Management Course*
- *Quartermaster's Course*
- *Training for Trainer's Course*
- *Course for Barangay Girl Scout Committees*
- *Basic Administration Course*
- *Girl Scout Office Management Course*
- *Council Administration Course*

**The National Training Committee and Training Division-National Headquarters are currently preparing a Digital Training, and revising the Distance Learning Module on Basic Course should there be a need to offer the course, and Face-to-Face Training is not yet possible. These will be made available to the GSP Regions and Councils for use in their training. There is also a plan to come up with an online training and printed module for the other built-in courses in the GSP Training and Development Scheme. A group of "DIGITrainers", with selected certified trainers from the 6 GSP Regions as members, will be created to help in this endeavor.*

Duration

Recommended duration per Digital Training (webinar):

Minimum: One (1) Hour

- *1 hour is usually enough time to ensure learning absorption of participants. If less than that, they may not learn what they needed to learn online.*

Maximum: Two (2) Hours - Three (3) Hours

- *2-3 hours is the typical threshold of participants for focusing on the screen. If more than that, they will lose attention and energy, thus, engagement online will decline.*

Registration Fees

It is not advisable to charge registration fees, but if fees will be collected from the participants, the amount should be minimal to cover only expenses on electricity and internet use for the preparation of presentations, certificates, handouts (if any), and for the

online/virtual delivery of the training. Payment mode must be determined by the GSP Region or Council conducting the Digital Training (webinar).

Registration of participants must be done, preferably online, to keep track of the participants and for record purposes. In the registration form, the following information must be required:

- Name
- Region
- Council
- Position/s in Girl Scouting
- Troop No. (if Troop Leader)
- Contact Number/s (landline and/or mobile)
- Email Address

Participants

Foremost priority in the Digital Training (webinar) must be given to registered GSP adult members as participants. Depending on the topic, registered Senior and Cadet Girl Scouts and even non-Girl Scout female adults who can potentially be recruited as members, may be allowed to participate. Male participants, unless volunteers or professional staff of GSP, shall not be accommodated.

Facilitators/Resource Persons/Resource Speakers

For Digital Training (webinar) on Girl Scout topics related to Program, Troop Organization & Management, Board & Committee Work and such, a GSP Certified Trainer (Specialist, Credentialed, Diploma'd) must serve as Facilitator. GSP Prospective Trainers may be tapped as Co-Facilitators. GSP Peer Educators (Senior and Cadet Girl Scouts) and GSP Young Adults may handle special Girl Scout topics as Resource Persons/Resource Speakers. Non-Girl Scouts may be invited as Resource Persons/Resource Speakers on topics of their expertise. They are all eligible to sign on the digital training certificates that will be given to the participants.

GSP Regions and Councils are advised to issue Certificate of Appreciation/Recognition for the services rendered by the Facilitators/Resource Persons/Resource Speakers. The certificate may be signed by all or any of the following:

Regional Level Digital Training (webinar)

- *Regional Chairperson, Regional Executive Director*

Council Level Digital Training (webinar)

- *Council President, Council Commissioner for Training
Council Training Committee Chairperson, Council Executive*

Tokens in kind such as NES products, prepaid cards for internet use, or any items may be given by GSP Regions and Councils subject to availability of funds.

Attire

GSP Certified and Prospective Trainers who will serve as Facilitators and Co-Facilitators, respectively, are encouraged to wear the GSP Uniform (official business or alternate) or GSP Black/Green Polo Shirt when delivering Digital Training (webinar), while GSP Peer Educators (Senior and Cadet Girl Scouts) and GSP Young Adults may opt to wear their respective GSP Uniform or any GSP Event/Fun T-Shirt. Non-Girl Scout Resource Persons/Resource Speakers are advised to wear any appropriate attire.

GSP Region or Council conducting the Digital Training (webinar) may prescribe a standard attire for the participants. They may or may not be in their GSP Uniform but wearing of GSP Black/Green Polo Shirt (for adults) or GSP Event/Fun T-Shirt (for Senior and Cadet Girl Scouts) is encouraged.

Digital Training Certificate

A digital training certificate in JPEG or PNG format must be issued to participants by GSP Regions and Councils for every Digital Training (webinar) conducted. The Training Division-National Headquarters will provide an editable template for the standard GSP digital training certificate (*please see Attachment 2 for the sample*). Regional Executive Directors and Council Executives are accountable for the said editable template, and must ensure that only authorized Regional/Council Staff have access to the file.

Handouts

Handouts are preferred to be in digital format. Provision is optional, but encouraged to enable participants to do further reading and study of the topic discussed since Digital Training (webinar) runs for a limited time.

Post Evaluation

GSP Regions and Councils are advised to have a post evaluation of every Digital Training (webinar) conducted in order to get feedback on how to improve future online/virtual training offerings of GSP.

Digital Training Report

A GSP Digital Training Report Form (*please see Attachment 3*) must be accomplished by GSP Regions and Councils, and submitted via email to Training Division-National Headquarters (training@girlscouts.org.ph cc: gsptraining@gmail.com) one (1) week after the conduct of the Digital Training (webinar). GSP Councils must copy furnish the Regional Office.

Even during the COVID-19 pandemic, the Girl Guide/Girl Scout Educational Method remains to be our guide in the conduct of Face-to-Face Training and Digital Training (webinar) in the Girl Scouts of the Philippines (GSP). Efforts must be exerted to ensure that our training program offerings in both the traditional and online/virtual platforms are still **Relevant, Exciting, Accessible and Learner-led (R.E.A.L.)** as much as possible.