

## PROCESS FOR REGISTERING A LEADER IN TRAINING FOR THE LEADERSHIP QUALIFICATION (LQ)

District Commissioner (DC) adds LQ to leader-in-training's (LIT) record on GO stating section and modules to be completed

DC appoints a mentor to support the LIT  
(recently qualified leaders can make excellent mentors)

DC sends email to Leadership Qualification Coordinators (LQCs) at [leadership@girlguidingcheshireborder.org.uk](mailto:leadership@girlguidingcheshireborder.org.uk) including:

- Name and membership number of the LIT
- Email and postal address for LIT
- Name of the unit she is working with
- Modules she is doing (eg 1-3 or 1-4)
- Mentor's name, membership number and e-mail address

LQCs posts LQ workbook, welcome letter and other resources direct to the LIT and emails welcome letter to DC & mentor

LQCs and DC provide regular support to Mentor  
Mentor, DC and LQCs encourage the LIT to:

- Complete Safe Space Level 1 & Level 2 e-Learning modules
- Complete First Response or other First Aid training
- Complete Programme e-learning Modules and watch useful webinars
- Attend a District Meeting

Girlguiding e-learning Modules and webinars can be found at [girlguiding.org.uk](http://girlguiding.org.uk)

DC runs leadership qualification reports on GO for her District and raises concerns about progress with the Mentor and LQCs