Fundația The Duke of Edinburgh's International Award România
Calea Mănăștur, 42B, Cluj Napoca, Cluj, 400372, România
Număr de înregistrare 6661/4/2014

Description of the Online Award Leaders Training

The Award Leaders Online Trainig is aimed at all adults from different Award Centers for whom attending a physical course is not feasible. The minimum number of participants admitted is 12 and the maximum is 20.

We reserve the right to cancel an online session if the minimum number of participants has not been reached or the Preliminary Course mentioned in the next chapter has not been completed by the majority of participants.

Duration

The Online Award Leaders Training consists of several sessions:

- **The preliminary training** available on the Award Community online platform (*Level One - Delivering the Award*) lasting approximately 3 hours, individual - **mandatory**
- **Award Leaders Online Training**,
  - **in two different days**, 2h hours each (total of 4 h) facilitated by Award Foundation trainers - **mandatory,** OR
  - **in one day**, from 09.00 - 14.30 (may include the Online Record Book workshop)
- **Online Record Book workshop**, facilitated by the Digital Program Manager, lasting approximately 1 hour - **mandatory**
- **Action Plan** session, led by the Foundation Unit Manager together with the Award Center Coordinator

The online training led by the Foundation's trainers and managers are interactive and offer various opportunities to contribute ideas and perspectives to the discussions. For a complete educational experience, you are invited to ask questions along the way!

Session Content

In the preliminary training you will learn everything you need to know about the Award program:

- Organizational Structure
- Structure of the Award program
- Guiding Principles underlying the Award
- Award Sections
- Youth Mentoring throughout the Award program
- Award Ceremonies

In the online training, the Foundation's trainers will answer any questions that may arise during the preliminary training and will come up with concrete examples of how the program is run in Romania.

The information will be presented using a variety of methods.

In the Online Record Book workshop you will receive information about:

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- The process of registering participants on the platform
- Registering activities on the platform
- Steps to complete a level in the ORB platform

Online Award Leaders Course - participation guide

- **100% Attendance and Participation** - Full participation in the online training and all activities is required. *If you are unable to attend the online training, please let us know at least 72 hours in advance to add another participant from the waiting list.*
- **Own device** - Please log into the meeting from your own device. We will be using breakout rooms for activities, and everyone should have a chance to voice their opinions.
- **Chat function** - You can communicate privately with colleagues or the whole group, but make sure messages are sent to the correct person.
- **Video camera** - You are expected to have the **camera on** throughout the training. If you need to turn it off briefly, send a message to the Foundation representative (*e.g. if you need to grab a snack).*
- **Interaction with others** - **Be respectful, courteous and polite**. If you have questions, feel free to ask. This is a learning environment and we want to hear opinions from everyone.
- **Microphone** - Please keep **mute** your microphone while others are speaking. Use the **"Raise Hand"** function if you want to intervene.
- **Recording** - This session **will not be recorded**. The Foundation representative will take screenshots for administrative purposes or to advertise the training on the Foundation's social media channels.
- **Your Connection** - If you lose your connection during the session, please email the Foundation representative **IMMEDIATELY**.

Inclusion

At The Duke of Edinburgh's International Award Foundation**, diversity, equity and inclusion** are core values that define our identity. We are firmly committed to these principles in all our work globally, as they are central to our mission and impact.

This course is a **safe** learning environment. All participants are encouraged and supported to express their views in a **respectful and professional** manner.

If you require assistance or special conditions to meet your learning needs, please let your Foundation representative know.

Learning Objectives

The learning outcomes of this course are:

- **The opportunity to connect** and learn from other Award Leaders across the country.

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- **Understanding the role of adults in the Award** and the structure of the international Award program and Award Centers.
- **Demonstrated understanding** of how to support participants to set clear goals.
- **Know the Guiding Principles of the Award** and apply them in practice, in responses and interactions.
- **Improve mentoring skills**, providing effective guidance to participants throughout the program.

What next?

After participating in the Online Training and in the Online Record Book Workshop - the digital platform on which you will register as an Award Leader to mentor young people in the Award - you are an Award Leader.

The next steps to become an active Award Leader are:

- Registration in the Online Record Book (ORB)
- Discussion with the Award Coordinator in your Center Award
- Mentoring Award participants for a minimum of 1 year
- Maintain communication with the Award Coordinator and the Foundation.

Throughout your mentorship in the program you will be supported by the Foundation either directly or indirectly through your Award Coordinator and will be provided with various materials, among which:

- Access to the Award Handbook for Award Leaders and
- The Mentoring Guide for Award Leaders

For a full description of the Award Leader's role please refer to the Award Leader's Role Description.

To register for the Online Award Leader Course please complete this form. It takes approximately 10 minutes to complete and gives us the opportunity to contact you directly for the next steps.

We are looking forward to hearing from you!