















Trainer, Trainer Candidates and Area Training Adviser Resources and Forms

Updated April 2017

- [National Training Forms](#) (login to MZ required) - Includes all the TR National forms.
- **Provincial Training Forms** –
 - [AB-Training.01](#)  – Trainer's Biographical Record to be filled out and submitted annually to your Area Training Adviser.
 - [AB-Training.02](#)  – ATAs will use this form to track the yearly requirements and the reappointment process for each trainer in their Area.
 - [SAMPLE AB-Training.02](#)  - An example as to how to fill out the AB-Training.02 for ATA reference.
 - [AB-Training.03](#)  - ATAs will use this form to track the requirements of the appointment process for each Trainer Candidate in their Area.
 - [SAMPLE AB-Training.03](#)  - An example as to how to fill out the AB-Training.03 for ATA reference.
 - [AB-Training.04](#)  - Trainer Candidate Reference Form. To be used when interviewing a reference for someone applying to be a Trainer Candidate.
 - [AB-Training.05](#)  - Trainer Extension Request Form. To be used when a reappointment extension date is required.
 - [Trainer Observation Rubric](#)  - Observers are to use this Rubric in conjunction with the TR.6. Its purpose is to give the trainer valuable feedback and suggestions for growth. When submitted into the Provincial Training Committee, with the other appointment or reappointment documents, the Rubric will be used to identify areas of concern within our training community and perhaps focus on these areas during future Trainer's Workshops. This is being used with permission from the Girl Guides of Canada BC Training Committee.
 - [Mentor Work Sheet-Goal Setting](#)   – To be completed together by a Trainer Candidate and her Mentor to develop and understand their goals within their mentoring relationship.
 - [Travelling Trainer Request Form](#)   – Request travelling trainers to visit Districts/Areas.

Resources

- [How to Guide to assist Trainers, Trainer Candidates and ATAs](#)  – Updated April 2017
This is an all-encompassing document, and is a fantastic resource for Trainers, Trainer Candidates and ATAs in AB, NT & YT. Please ensure to refer to it, especially when submitting training forms for appointment, and reappointment procedures.
- [Coordinating a Provincial Event Checklist](#) - Have you been selected to coordinate a Provincial Training event? Please ensure you check this handy resource to get started.
- [Member Zone](#) (login required) (under Training tab, labelled Trainers) - Find information regarding TEAM overview and management plus links to Training modules.
- [Virtual Campfire Songbook](#)  - This document has been compiled by a Calgary Area Trainer and is an excellent resource to bring fun and traditional songs to your next meeting or camp.