

GROWme. HOW TO WRITE A GUIDANCE NOTE

BACKGROUND

GROWme. is a capability framework aimed at helping people grow their capabilities. With capabilities, people grow confidence, courage and self belief. All women can be who they want to be.

GROWme. is broken down into four PERSPECTIVES: Leadership (leading people to achieve their vision), Voice (growing a voice that influences change), Business Skills (growing business concepts and skills) and Wellbeing (looking after one self to do well in life).

Within each perspective are CAPABILITIES. GROWme. is a flexible framework and capabilities can be added to over time. Each CAPABILITY has a GUIDANCE NOTE (refer below for more information on what a GUIDANCE NOTE is).

People complete MODULES within each CAPABILITY, to grow the particular skills set. The modules can be prepared and provided by BPW members or completed through work or community groups.

To illustrate: Someone may wish to grow their skills to influence people better. This falls within the VOICE perspective, and COMMUNICATING WITH INFLUENCE capability. The person may have gone to a course at work that helped them understand people's communication styles. This would fit within the VOICE/COMMUNICATION WITH INFLUENCE part of GROWme.

WHAT IS A GUIDANCE NOTE?

A GUIDANCE NOTE is prepared by a BPW member(s) who is an expert in a certain CAPABILITY.

The GUIDANCE NOTE outlines what sort of things that people should look to know at each level of expertise.

The levels of expertise are: BEGINNER, MODERATE, EXPERT.

The GUIDANCE NOTE provides a guideline for those preparing/providing a MODULE for a CAPABILITY.

The GUIDANCE NOTE also gives people looking at growing a CAPABILITY a feel for what attributes they would be able to demonstrate at each level within the CAPABILITY.

Note, a GUIDANCE NOTE is a living document and can be updated whenever someone feels appropriate.

The overarching objective is not to make some an expert to the extent they become qualified in a profession. The aim is to help those that are not subject matter experts grow a level of expertise to help improve their all round capabilities. For example, Milly wants to improve their ability at a board level to understand financial statements and the key metrics to manage the financial risk of an organisation. Milly focuses on the [Finance & Accounting] Capability and works here way through a few modules and becomes an EXPERT. However, Milly is not aiming to become an accountant. In other words the aim is to build people's general capabilities but not turn people into professionals. If Milly wanted to become an accountant then she would be best to embark on an accounting qualification.

Below is the GUIDANCE NOTE template.

CAPABILITY:	
AUTHOR(S):	
LAST UPDATED:	

LEVEL	REQUIREMENTS	EXAMPLES OF MODULES DEMONSTRATE CAPABILITY
BEGINNER:	•	
MODERATE:	•	
EXPERT:	•	