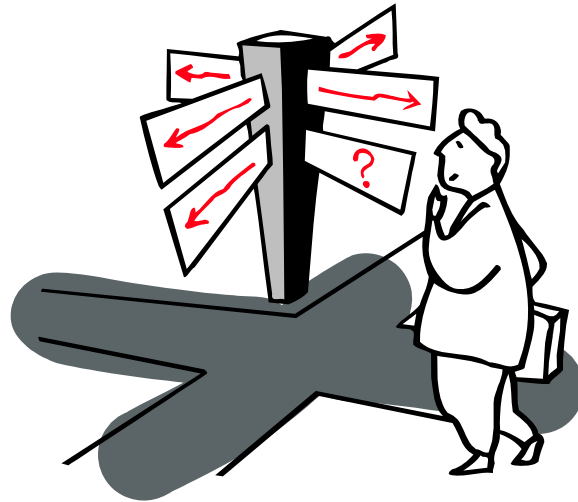


CLUB OFFICER ORIENTATION TRAINER GUIDE



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CLUB OFFICER ORIENTATION TRAINER GUIDE

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Club Officer Orientation Trainer Guide

Introduction:

Thank you for your work in building Lion leaders!

This is a guide to planning and organizing club officer orientation training. Included is a curriculum guide for possible training content and related resources for each topic. Many of the resources are current LCI publications or web site resources. In addition, a CD of training resources is available. We encourage you to use these resources to develop a program suited to your audience.

Training is different than education. Training is shorter in duration, more intense and focused on improving the performance of what a participant Lion is expected to do.

In the section Tips for Training Adults, we encourage class discussion and interaction – not lecture. As one European international director said, “often the learner helps the teacher see things through *fresh eyes*. It is a dialogue where everyone learns together”. This approach is recommended based on the premise that people learn more by doing, sharing, and participating in their learning. (Studies show that we forget 90-95% of information in seminars where we simply sit and listen to an expert.)

Establishing a comfortable climate through introductory icebreaker activities will set the stage for learning together. Networking and mutual support can be an additional valuable result.

The Leadership Development Chairperson is responsible for organizing, promoting, and conducting club officer training, however several district Lion leaders may serve as instructors. A valuable resource for planning and developing training has been provided to you, *The Art & Science of Training Lions*. Please refer to this publication for an explanation of needs assessment, instruction methods, facility and classroom arrangements, and designing, planning and promoting a training workshop.

Evaluation of the training and reporting on content and attendance is also a responsibility of the district leadership development chairperson. Sample evaluation form and a club officer training attendance report form are available.

We are eager to know your training results. Please send a training summary via fax or email to the Leadership Division at Lions Clubs International headquarters. Fax (630)-571-1682 or email: leadership@lionsclubs.org

Planning Steps for the Training Sessions

Lions leaders often have limited time available to spend in face to face training sessions. As the district leadership development chairperson, you will want to determine the most efficient way of providing the training needed by club officers in your district. Planning steps are listed below:

1. **Identify Training Needs:** First you need to ask the new club officers for input on which topics they need training. A sample Learning Needs Assessment Form is included that can be used for this purpose. This could be emailed to each club officer or to the secretary for distribution.
2. **Determine Best Time Format & Day:** At the same time, survey Lions club officer teams to determine the best day to offer the training, and the format preferred (one all day session or two shorter sessions.)
3. **Select the Content for the First Training Session (topics):**
 - Using the Training Needs Assessment responses, prioritize the possible training topics. Included on the Club Officer Orientation Training Resources CD is a Training Content Priorities Form for your use.
 - Organize the initial training to deliver the most urgent topics first, such as officer duties, membership reports and payment of dues.
 - Decide if there are topics that can be studied at home prior to the training session, such as Lions history or organizational structure. Remember to use the LCI website, the publications and forms, and the Lions Learning Center as resources.
4. **Plan Other Training Sessions Content:** Think about which lower priority topics could be offered at district or zone programs later during the year. Discuss with the zone chairpersons when additional training could be given, and schedule those dates.
5. **Develop Training Objectives and Training Plans:** Do this for each training session. A training objective includes an action verb that describes what the Lion will be able to do after completion of this training. The objective may also include a condition that describes how the Lion will accomplish the action, such as a level of accuracy or a specific number of types of reports or steps in a process. It may also include a time limit to complete the objective. For example: *Officers will be able to submit required reports before related deadlines.* Use the Training Planning Form to record your objectives (included on the Club Officer Training Resources CD.)

Recommended pre-assignments before the club officers training sessions:

Before attending training, each Lion officer should be familiar with basic Lions Clubs International history and organizational information. The “All About Lions” online course is a resource for these topics on the LCI web site (All About Lions is also included on the training resources CD for your reference). Use Internet Explorer to view this program (Macromedia Flash player 6.0 is also required.)



6. **Determine Training Strategies:** Once you have developed objectives for each content topic, decide what training strategies or methods you will use for each content objective and record them on the Training Planning Form. For example: If the objective is “The Lion will be able to list five qualities of a good Lion leader”, you could choose between the following methods: show the video “A World of Leaders” with group discussion, use PowerPoint presentation followed by group discussion, or have officer teams discuss and answer the question, “What are the qualities of leaders that are needed in our club?”

7. **Promote:**
 - Select the best way to communicate information about the date, timing and content of the training sessions to the club officer teams.
 - Remind them to bring related materials, such as the Club Officer Manual.
 - Give information about all pre-assignments.
 - Ask them to register before a specific date so you will have adequate handouts for everyone. Remember, email can be used to communicate without any expense, and can be used to remind those who registered.

8. **Conduct Training & Evaluate:** Use a participant training evaluation form to get feedback to be used to improve district training. After each training session, summarize the feedback and attach it to your training report. A sample training evaluation form is included on the Club Officer Orientation Training Resources CD. You can develop a similar evaluation form that follows your training session topic content agenda.

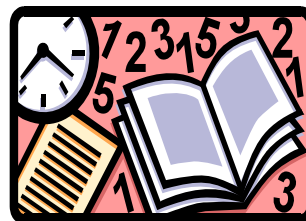
9. **Report Results:** Summarize the training attendance, attach the training session topic agenda as well as the summary of evaluations, and submit your training report to the district governor and to the Leadership Division (Fax No. 630-571-1682)

Club Officer Orientation Training Curriculum:

Since the Lions’ time is limited, you will need to be creative in how you cover these content topics. Some content could be covered by independent pre-assignments prior to the initial training session, while others could be included in face-to-face training sessions at a special meeting or scheduled in conjunction with a district or zone meetings. The sequence of topics should reflect the level of need for the topic, the most urgent first.

SAMPLE CURRICULUM PLAN	
Content Topics:	Sample Content Objectives : After completing the training, club officers will be able to:
1. Management skills <ul style="list-style-type: none"> • Time Management • Information Management • Job responsibilities • Activity Calendar of the Year • Setting Goals/Action Plans • Mail/E-mail • Reports 	<ul style="list-style-type: none"> ▪ Use time management tips ▪ Manage information effectively ▪ Achieve their job responsibilities ▪ Develop a club officer activity calendar ▪ Set club goals and develop specific action plans to achieve goals ▪ Manage mail and email communication ▪ Submit accurate and timely club reports
2. People skills <ul style="list-style-type: none"> • Conducting Meetings • Motivating Members • Problem Solving • Developing Leaders/Mentoring • Membership Recruitment 	<ul style="list-style-type: none"> ▪ Conduct effective meetings ▪ Motivate members through involvement and recognition ▪ Use positive problem solving methods ▪ Set goals for developing leaders ▪ Set goals for member recruitment & retention
3. Program Knowledge <ul style="list-style-type: none"> • Peace Poster Contest • Public Relations • Lions-Quest • Leos & Children • LCIF • Adopted Service Programs • District Chairpersons as Resources 	<ul style="list-style-type: none"> ▪ Promote the peace poster contest to schools ▪ Use public relations methods ▪ Recognize & promote Lions-Quest programs ▪ List steps in developing a Leo club ▪ Identify the different types of LCIF grants and the Melvin Jones Fellowship program ▪ Recognize the adopted service programs ▪ Use LCI resources & district chairs as resources
4. Lions District Information <ul style="list-style-type: none"> • District Officers Information • District Goals: Dist. Gov. & MERL Team • District Programs & Awards 	<ul style="list-style-type: none"> ▪ Use the district officer information ▪ Assist in achieving district goals ▪ Promote district programs and awards

Resources for Club Officer Orientation Training Content



1. Management Skills	Resources for each content topic:
Time Management	<ul style="list-style-type: none"> • *Time Management (PowerPoint slides) • *Time Management Tips (MS Word document)
Information Management	<ul style="list-style-type: none"> • Experienced Lions share efficient filing systems, information distribution, and systems for monitoring deadlines • Information technology chairperson
Job Responsibilities – Club Officer Activities	<ul style="list-style-type: none"> • <i>LCI Policy Manual</i> • Standard Club Constitution & Bylaws LA-2 • *Club Officer (PowerPoint slides) • <i>Club Officer Manual LA 15</i> • Club Organizational Chart (LCI website) • *Sample Club Officers Calendar (MS Word document) • Club President’s Excellence Award DA-1 (LCI website) • *Ceremony for Installation of Club Officers (MS Word document) • Lions Learning Center-Introduction to Leadership course • *Membership Reports (PowerPoint slides) • Membership Reports instructions (LCI website) • Activity Reports – club secretary supplies/online in 2006 • *Tail Twister (MS Word document) • *Transfer of Power (MS Word document)
Setting Goals/Action Plans	<ul style="list-style-type: none"> • *Setting Goals (MS Word document) • *Club Retreat (MS Word document) • *The Recruiting Wheel (MS Word document) • <i>Club Public Relations Manual PR 710</i>
Mail/Email	<ul style="list-style-type: none"> • Online resources • Information technology chairperson
Reports	<ul style="list-style-type: none"> • Experienced Lion leader

* Items are included on Club Officer Orientation Training Resources CD.

2. People skills	Resources for each topic:
Managing Meetings	<ul style="list-style-type: none"> • *Improving Club Meetings (MS Word document)
Motivating Members	<ul style="list-style-type: none"> • *Motivating Club Members (MS Word document) • *Cafeteria Plan of Service Initiatives (MS Word document) • <i>How Are your Ratings?</i> LCI publication ME 15 & 15B • <i>Art of Recognition</i> LCI publication LDSP 03 • <i>Guide to Awards & Recognitions</i> LCI publication IAD 302
Problem Solving	<ul style="list-style-type: none"> • *Team Problem Solving (MS Word document) • *Six Steps to Resolving Conflict (MS Word document)
Developing Leaders -Mentoring	<ul style="list-style-type: none"> • <i>Guide to Mentoring Program</i> LCI publication MTR10 • *Leadership (PowerPoint slides) for projection or handouts • Video-A World of Leaders, *video script
Member Recruitment & Retention	<ul style="list-style-type: none"> • *Club Retreat (MS Word document) • *Building Relationships (MS Word document) • <i>Guide to Mentoring</i> LCI publication MTR 05 • <i>Retention Clinic Guide</i> LCI publication PRC 1 • <i>3 Person Membership Committee</i> LCI publication ME 29
3. Program Knowledge	Resources for each topic:
Peace Poster Contest	<ul style="list-style-type: none"> • LCI public relations department, PR 778, PR 789 • LCI website resources
LCIF	<ul style="list-style-type: none"> • LCIF publications • LCI website resources • District chairperson
Lions-Quest	<ul style="list-style-type: none"> • Lions-Quest publications LCIF 303, 304, 310, 312, 315, & 324 • LCI website resources
Leos & Children	<ul style="list-style-type: none"> • LCI publications LEO 46, 5, 26, 33, 16 & 62, IAD 301 • LCI website resources • District chairperson
District Chairpersons as Resources	<ul style="list-style-type: none"> • LCI publications • LCI website resources, District Organizational Chart • District directory
Adopted Service Programs	<ul style="list-style-type: none"> • LCI publications • LCI website resources, <i>Adopted Service Programs</i> IAD 223 • District chairperson

* Items are included on Club Officer Orientation Training Resources CD.

4. Lions District Information:	Resources for each topic:
District Goals	<ul style="list-style-type: none"> • District governor
MERL Team	<ul style="list-style-type: none"> • Vice district governor • Membership, extension, retention & leadership development chairpersons
District Programs & Awards	<ul style="list-style-type: none"> • District chairpersons • <i>Membership Key Awards</i>, LCI publication ME 36 • <i>Guide to LCI Awards and Recognition</i> LCI publication IAD 302

* Items are included on Club Officer Orientation Training Resources CD.

Club Officer Orientation Training Resources CD

Resources listed below are on the Club Officer Orientation Training Resources CD. These files will be useful in planning and conducting the club officer training.

Microsoft PowerPoint files:

Time Management

Club Officer Responsibilities

Club Membership Reports

Leadership

Membership Game(Available only in English – can be edited)

Who Wants to be a Lion? (Available only in English – can be edited)

Internet files: (use internet browser software)

All About Lions course

- History
- Structure
- Membership Programs
- Protocol
- Badges

MS Word files:

1. Action Plan
2. Building Relationships
3. Cafeteria Plan of Service Initiatives
4. Club Officers Training Evaluation Form
5. Club President's Excellence Award (current version is on LCI website)
6. Learning Needs Assessment
7. Improving Club Meetings
8. Motivating Club Members
9. Networking
10. Planning & Conducting Club Retreats
11. Recruiting Wheel
12. Sample Club Officers Calendar
13. Setting Goals
14. Six Steps to Resolving Conflict
15. Tail Twister
16. Time Management Tips
17. Team Problem Solving
18. Training Content Priorities
19. Training Planning Form
20. Training Attendance Report Form
21. Transfer of Power

Publication files (Adobe Acrobat) on LCI website:	Code
The Art of Recognition	LDSP 03
Guide to Awards & Recognitions	IAD 302
Club Public Relations Chairperson manual	PR710
Standard form Club Constitution & Bylaws	LA2
Club Officers Manual	LA15
3-Person Club Membership Committee	ME 29
New Club – Making It Happen	TK 10
Guiding Lion Program	CGL 1
I Am a Lion	ME37
Objects, Ethics & You	ME13C
Adopted Service Programs	IAD 223
Member Induction Ceremonies	ME 22
Lions Community Needs Assessment	MK 9
Membership Application	ME 6B
Retention Clinic Guide	PRC 1
Guide to Mentoring Program	MTR 05
Orientation Guide	ME13
We Serve	ME4
Lions, People Just like You	ME26
How Are Your Ratings?	ME 15 & ME 15B

LCIF Lions-Quest Publications	Code
Lions-Quest Fact Sheet	LCIF 312
Skills for Growing Overview	LCIF 310
Skills for Adolescence Overview	LCIF 304
Skills for Action Overview	LCIF 303
Lions-Quest, How-to Kit Guidebook	LCIF 315
Because All Young People Need Skills for Life	LCIF 324

Use of the Video “A World of Leaders”

How you use the video is dependent on your training plan. The video script is included on the Club Officers Training Resources CD. If you want to use the entire video, the following are suggestions for using all four sections of the video. You may want to use only the first section, to establish the fact that LCI is an international organization. This section also focuses on the challenges for leaders such as club officers.

Prepare for the video.

The video is about 18 minutes long, divided into four sections. You will have about 15 minutes for discussion after each section. Save the concluding two-minute segment of the video, which comes after the fourth section, for the end of the day.

Be sure to watch the video at home ahead of time, working through the questions. A script is provided on the resources CD for your reference.

Make sure everyone is ready to take notes. After each section of the video, hold a discussion activity according to the suggestions below. Of course, you can adjust the time and discussion to what you feel fits your situation. In fact, if you choose to cover only one or two sections of the video in the time allowed, that is fine. (You can complete the video at a follow-up session.)

Explain that the video interviews Lions from around the world. It gives a glimpse of the international and intercultural scope of the association to which we belong. It also gives us a glimpse of leadership that is not a formula, but one that comes from the Lions themselves, from very different cultures. As they watch, the participants should be thinking about what they might say if a video crew asked them what special qualities they feel Lion leaders need.

OPTIONAL SMALL GROUPS:

If it makes more sense, feel free to divide the group into small groups by officer position. For example, group the incoming presidents together, vice presidents, secretaries, and so forth. The discussion of the video would center on what they see as the issues they will face in their positions, in their respective clubs.

Or, you might have participants sit with the other members of their own club. This would allow the incoming officers for the club the opportunity to start working together. The emphasis of the discussion of the video would be around their specific club needs and how they could work together to accomplish their goals.

4 min.	<i>1. Play Section 1 of the video then stop it where it calls for discussion.</i>
	<p>TRAINER: Encourage participants to give the answers from their notes. As they do so, summarize their answers on a flip chart. Encourage them to come up with the ideas. If you think of one they missed, put it in the form of a question: “What about _____?”</p> <p>Qualities are included in the video script, such as: be of good character, be enthusiastic, lead by example, be yourself, and so forth. Note: Use the script only for your own reference as you prepare for the session.</p>
15 min.	<p><i>NOTE: As participants watch Section 1, ask them to take notes on qualities of Lion leaders.</i></p> <ol style="list-style-type: none"> a. What qualities of leaders were mentioned? b. Which of these qualities do you feel are important in your club situation? Why? Which of these qualities do you feel are important in your particular officer position? Why? (Try to give an example). c. What does it mean to be a leader in your culture? In government? In business? In a volunteer organization? Try to give examples. How might this affect the way you lead a Lions club? d. What qualities of leaders would you add to the list? Explain. Note: A key question might be: How might a leader build trust in your situation? Or: Given your culture and history, how do people relate to the idea of a “servant leader”? That is, how do people relate to the whole idea of service, cooperation, humanitarian giving, and volunteerism? Explain what needs to be done to orient new Lions to some of these basic values of Lions Clubs International? e. One of the Lions on the video described three groups of members. Ask if anyone remembers the three. They are those who 1) make things happen, 2) watch things happen, and 3) wonder how things happen. Apply these categories to your club. Do they fit? Why or why not? How can we encourage members to ‘make things happen’? f. Recently 10,000 leaders were interviewed and five basic leadership practices were identified as common to leaders across all cultures. (James M. Kouzes and Barry Posner, <i>The Leadership Challenge</i>, Jossey-Bass Publishers, 1995.) Interestingly, without prompting, Lions on the video eventually mentioned all of these five practices. How important do you feel they are to leaders in your situation? To your specific officer position? Write them down on the flip chart and encourage reactions: <ol style="list-style-type: none"> 1) BUILD A SHARED VISION AMONG FOLLOWERS. 2) TAKE RISKS. 3) ENCOURAGE THE HEARTS OF VOLUNTEERS. 4) EMPOWER OTHERS. (By inspiring them to take the lead) 5) LEAD BY EXAMPLE. (Be a model. Don’t tell others what to do, show them.)

4 min.	<p>2. Play Section 2 of the video then stop it where it calls for discussion.</p>
	<p>TRAINER: Participants grow weary of general discussion. For this reason, you might want to try small group discussion here. Divide into groups of two to four and give each group a flip chart paper or overhead transparency. Ask each small group to discuss and then appoint a secretary to write their answers to the question. After a few minutes, ask groups to take turns coming up front and presenting their answers to the class. (Display their overhead or tape their chart to the wall.) They will note such things as every member should think of involving every other member, run a brief meeting with an agenda, give members jobs to do, clarify what is expected, and so forth. See script.</p>
15 min.	<p><i>NOTE: As participants watch Section 2, ask them to take notes on what motivates members.</i></p> <p>a. According to the interviews, what motivates and inspires members? Try to refer to specific things said in the interviews. Which of these suggestions to motivate members have worked or would work in your club? Explain. What methods have you used?</p> <p style="padding-left: 40px;"><i>Phrases from the video you may wish to discuss:</i></p> <ol style="list-style-type: none"> 1) Think in terms of retention. 2) Give the members what they want, or you've lost them. 3) Give members a responsibility, a leadership role. 4) Clarify what's expected. 5) Provide growing experiences. 6) Don't be so formal, especially with young members, have fun! <p>b. What other motivation techniques would you suggest for your situation? Allow discussion. Then, if time, you may want to write the following suggestions for Volunteer Development developed by Dr. R. Dale Safrit, a specialist in volunteerism and leadership at Ohio State University, USA. If you use this list, be sure to take time to discuss how it would need to be adjusted to fit local cultural realities.</p> <ol style="list-style-type: none"> 1) Identify appropriate volunteer opportunities. 2) Select the best volunteers to match each opportunity. 3) Orient volunteers to the mission, traditions, and goals of our program. 4) Train the volunteers as needed to give them a successful experience. 5) Use volunteers to the best of their unique abilities and interests. 6) Empower them with both responsibility and authority. 7) Recognize the contributions of each volunteer, no matter how seemingly small or inconsequential. 8) Evaluate a) the volunteer's contribution to our program, and b) our program's contribution to the volunteer.

4 min.	3. Play Section 3 of the video then stop it where it calls for discussion.
15 min.	<p><i>NOTE: As participants watch Section 3, ask them to take notes on the special problems and challenges faced by other clubs.</i></p> <ul style="list-style-type: none"> a. What problems need solving? Which of these are similar to the ones faced by your club? Ask participants to call out answers as you write them on the flip chart. They might include, passive Lion members, getting younger members involved, encouraging more women to join a club and become involved, and so forth. b. What special problems are you facing right now in your clubs? What questions do you have about problems you might face in your specific officer position? What solutions seem to have worked in your situation? Have participants work in small groups and make a list on a flip chart paper in two columns: PROBLEMS - SOLUTIONS. They are to write problems in one column and solutions in the other. When they are finished, ask each group to join together with one other group. Have the two groups share their answers and discuss. Compare notes. Ask groups to display their flip chart for the entire class to see. They can keep these on display throughout the seminar. c. What special leadership qualities are needed in your culture to work with a team to find solutions to problems?
4 min.	4. Play Section 4 of the video then stop it where it calls for discussion. (Save the concluding portion of the video for the end of the day.)
15 min.	<p><i>NOTE: As participants watch Section 4, ask them to take notes on new ideas that might work to make their own club more successful.</i></p> <ul style="list-style-type: none"> a. What new ideas are mentioned in Section 4 of the video? Which ones might work in your situation? Explain. Which ones might not work? Explain. How can we encourage creativity in discovering new ideas that work in the local culture? b. Ask the same pair of groups (six to eight people) to discuss answers informally and then report to the larger group.



Tips for Training Adults

Your success as a trainer depends on recognizing and accommodating the following characteristics of adult training. Please review the following prior to planning and conducting the training:

- Adults like to direct their own learning, or to know why they need to learn the information, skills, or process. You will need to relate the training content information to the bigger picture.
- Adults will learn more from experiencing a concept than from a lecture or presentation. They look for relevance to their position and the organization, and they want active participation in the learning.
- Adults will learn more effectively if you build new learning on previously known information or experiences. They want to use their experience in the learning process.
- Adults in your training group will have a wide variety of backgrounds so remember to take advantage of the knowledge and skills in the training group. Because of this, class discussion is much preferred to lecture or presentations.
- People learn in different ways. Some people learn best from verbal instructions, others, from written instruction. Some people learn better from examples, while others are visually oriented. Still others prefer learning by trial and error. Using varied instruction methods is necessary for any group to make the training more interesting and to reinforce the learning.

More information about training adults is included in the *Art & Science of Training Lions*.

Preparing a Successful Training Workshop

Checklist for Preparing a Training Workshop

The following items are listed in sequential order to prepare for a successful training session. You may have additional items that you will need to add due to special needs in your district.

Item Description:	√	Date completed
Define content based on learning needs assessments		
Develop learning objectives for each content topic		
Develop a training plan		
Get commitment from faculty early in planning		
Arrange a suitable and comfortable training location		
Inform participants & district officers well in advance		
Ask club officer teams to register that they plan to attend		
Have adequate handout materials based on expected attendance		
Prepare a sign-in sheet for training attendance		
Remind the faculty the week before		
Check on facility environment before participants arrive (room setup & temperature)		
If using audiovisual equipment, arrange in advance and check functionality upon arrival		
Begin the training with an icebreaker or introductions		
Change of training method or activity each 15-20 minutes if possible-		
Schedule breaks & have water available in the training room		
Have a training evaluation form for participants		
Promote next training program		
Provide a resource list of expert Lions to contact with follow-up questions		
Provide district directory		
Other?		

Refer to *The Art and Science of Training Lions* for more detailed information about writing training objectives, developing a training plan, setting up a class room, being a Lion facilitator of training, and promoting a training workshop.

Possible Schedules for Club Officer Orientation Training



**ONE DAY- 7 HOURS or TWO EVENINGS
(3.5 hours each)**

Pre-Assignments:

1. Review “All About Lions” (5 modules) on the LCI website
2. Complete the Introduction to Lions Leadership course, (Lions Learning Center-LCI website)
3. Review the Guide to LCI Membership Reports (using the online membership reports area)

Training Session Schedule (7 hours):

Training Topic	Estimated Time
Introductions/Share Club Project	60 min.
Club Constitution & Bylaws/Job Responsibilities of Club Officers (highlights & Q/A)	45 min.
Typical Calendar of Club Activities/District Events/Programs/Projects	45min.
District Structure, District Officers (contact information/methods)	30 min.
Problem Solving	30 min.
Time Management	10 - 15 min.
Lunch: Club Presidents share fundraising projects of their club.	45 min.
Setting goals (write goals & share)	40 min.
Managing Meetings	20 min.
Motivating Members/Member Recruitment	40 min.
Developing Leaders	30 min.
District & LCI Awards	20 min.

4 HOUR TRAINING

Pre-Assignments:

Individually:

1. Review “All About Lions” (5 modules) on the LCI website
2. Take the Introduction to Lions Leadership course, (Lions Learning Center-LCI website)
3. Review the Club Constitution & Bylaws, Club Officer Manual, and the Guide to LCI Membership Reports (using the online membership reports area)

As an officer team meet to review the training preparation packet:

1. Review *Sample Club Activity Calendar*, and plan meetings for the year
2. Use *Goal Setting* information, and determine club goals
3. Read *Managing Meetings*, and create the agendas for the first two club meetings

Training Session Schedule:

Training Topic	Estimated Time
Introductions/describe a club project	30 min.
Review Club Officer Responsibilities - Questions	20 - 30 min.
District Events/Programs/Projects	15 min.
District Structure, District Officers (contact information/methods)	10-15 min.
Problem Solving	30 min
Break	15 min
Motivating Members	30 min.
Developing Leaders	20 min.
District & LCI Awards	20 min.
Review Club Goals (share by club)	40 min.

Possible topics for supplemental training sessions:

The following sessions could be conducted at zone meetings and district forums or conventions. The scheduled time would be based on the responses received from club officers about when they could attend training. These topics could be the focus of a zone meeting program, or several topics could be offered at convention with several experts that can answer questions.

- Public Relations
- Press releases
- Interviews
- Member Retention
- Member Recruitment

Possible topics for supplemental training sessions: (Cont.)

- Leo Clubs & Children's Projects
- Service Projects
- SightFirst programs
- Lions-Quest
- LCIF