

THE CLUB EXCELLENCE PROCESS (CEP) OVERVIEW

CEP Goal: to provide all Lions with resources to strengthen their club



Program Overview

The Club Excellence Process (CEP) is a workshop program dedicated to club improvement. A club that agrees to participate in the CEP will be guided by a facilitator through four steps of approximately an hour each. A participating club will look at their community's needs, take a survey on their membership experience, use resources and develop action plans.

Here is a quick look at what a participating Lion will accomplish within the four steps of a CEP Workshop.

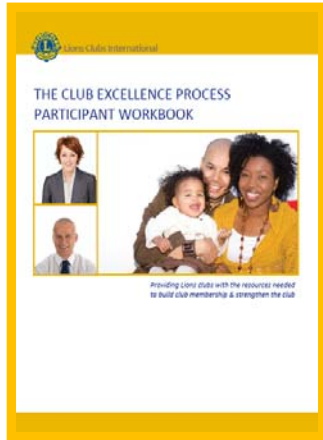
<p>Step 1: Why Are We Here? (45-60 minutes)</p>	<p>Discover community needs and complete a <i>Community Needs Assessment</i></p> <p>Discuss how Lions make a difference</p> <p>Talk about what Lions have accomplished</p> <p>Brainstorm about what Lions could accomplish the future</p>
<p>Step 2: What Makes an Excellent Club? (75-90 minutes)</p>	<p>Determine the characteristics of an excellent club</p> <p>Talk about the stumbling blocks that prevent us from excellence</p> <p>Discuss how to improve your club effectiveness</p> <p>Complete the <i>How are your Ratings?</i> Survey</p>
<p>Step 3: How Can We Determine Our Needs? (45-60 minutes)</p>	<p>Review the <i>Community Needs Assessment</i></p> <p>Review the <i>How Are Your Ratings?</i> results</p> <p>Learn about resources available to improve excellence</p>
<p>Step 4: What Can We Do Next? (45-60 minutes)</p>	<p>Set goals</p> <p>Create action plans</p> <p>Program review</p>

What will I do in a CEP Workshop? How much time will a workshop take?

Each Lion attending a CEP Workshop will be completing several assignments under the guidance of a facilitator. Two of these assignments are the *Community Needs Assessment* and the *How Are Your Ratings?* survey. Clubs may be asked by their facilitator to complete these assignments before, during, or after the workshop. The program consists of four steps that are approximately an hour each. The program can be delivered in one session or two sessions as opposed to four. Each workshop session can be held at a club meeting, club retreat or other gathering. The entire process should take no longer than 4 months.

Schedule a CEP Workshop in Your Club!

- Receive a *CEP Participant Workbook* filled with LCI resources and ideas on how to strengthen your club. The workbook is yours to keep at the end of the CEP Workshop.



- Interact with fellow club members. Brainstorm about what your community needs and learn about resources provided in the *CEP Participant Workbook*.



- Develop goals and action plans for your club. Completed action plans are vital for you and your club.

The Club Excellence Process Sample Action Plan				
What? (Action Steps)	Who? (person responsible)	Resources? (what is needed?)	When? (what is the deadline?)	Results? (how do we know it's complete?)

To schedule a CEP Workshop in your club or to learn about other CEP opportunities, contact your district governor or Lions Clubs International at ClubExcellenceProcess@lionsclubs.org