

Your role as a CEP facilitator is very important. As part of your CEP Facilitator training:

1. Read the following message about the facilitator’s role.
2. Review the **CEP Participant’s Workbook**. *The workbook is a key component of the CEP. It allows each individual Lion to fully participate in the CEP. The participant can document their own answers to group activities, write notes on information learned from other participants or the facilitator, and refer to resources after the CEP Workshop is complete.*
3. Review the **CEP Facilitator’s Guide**. *The guide contains instruction for the facilitator and as well as a script for facilitator use.*
4. Match up with a club.
5. Order one copy of the **CEP Participant Workbook** for each member of your participating club. *You will find an order form in your CEP Facilitator’s Guide.*

AN IMPORTANT MESSAGE ABOUT THE FACILITATOR ROLE

As a CEP facilitator, you will have two main goals: to conduct a workshop and to follow up with your participating club after the workshop has concluded. In the workshop, you will help clubs select areas for improvement; after the workshop, you will guide participants toward improvement in the areas that they specified.

Let’s go over the two main goals in a more in-depth manner.

The Facilitator Role: during the workshop

1. *As a facilitator, you will be tasked with delivering information to a club in a 4- step workshop setting.*

It will be easier to provide information if you understand the CEP mission statement and the main topic covered in each step.

CEP mission statement: *to ensure that all clubs have the resources they need to improve and become stronger.*

CEP by topic

Step #	Main Topic Covered
Step 1 (45-60 minutes)	Community Needs Assessment
Step 2 (75-90 minutes)	How Are Your Ratings?
Step 3 (45-60 minutes)	Selecting Resources
Step 4 (45-60 minutes)	Identifying Goals and Creating Action Plans

This simple chart will keep you focused through the completion of each step.

In step 1 you will guide participants through the *Community Needs Assessment* and identify needs. In step 2, you will guide participants through completing the *How Are Your Ratings?* survey. As a facilitator, you may need participants to complete the *Community Needs Assessment* and the *How Are Your Ratings?* survey before the CEP Workshop begins. This is especially important if the four steps of the process will be completed in one day. (In the back of the Facilitator’s Guide, you will find an introduction letter to the club participants. Please consider sending this letter to each participant in advance of the CEP Workshop.)

In step 3, you review both *Community Needs Assessment* and the *How Are Your Ratings?* survey. Participants may find areas they can improve on when reviewing their completed *Community Needs Assessment* and *How Are Your Ratings?* survey. You will end step 3 by looking at resources to use in order to improve. In step 4, you will teach participants how to formulate goals and action plans. You will ask participants to agree on action plans and then accomplish those plans as a club after the workshop has concluded.

2. *As a facilitator, you will lead group activities in the CEP Workshop setting.*

Much of your role within the steps of the workshop is to encourage participation and active involvement. Group activities are noted within the *CEP Facilitator's Guide*. Suggestions are given as how to conduct each group activity. Follow the suggestions. Some ways to encourage involvement in group discussion are:

- Ask questions of the audience.
- Offer participants suggestions on how to answer the questions. This is especially important if the audience is having difficulty participating in the group activity.
- Monitor group activity. Gain feedback from a wide variety of audience members. Watch out equally for participants that dominate discussions and for participants who are eager -- but too shy -- to participate.
- Allow for brainstorming. Don't spend too much time evaluating participants' answers.

(Adapted from the Faculty Development Institute Pre-Assignments)

Participants may be uneasy about completing the two main assignments in Steps 1 and 2, Ways to encourage completion of the assignments are:

- Preview the assignment with the participants. For example, in Step 1, participants are asked to complete a *Community Needs Assessment*. As a facilitator, open the *Community Needs Assessment* brochure with participants and explain the steps involved in completion.
- Anticipate participants' uneasiness. Some participants may be unhappy about completing the assignment as they have completed it recently with little result. Combat these feelings. Assure participants that completed assignments will be valuable. Participants can use new CEP Workshop knowledge in completing these assignments, and they will most likely have a different outcome with this latest assignment completion. Remind participants that assignments in Steps 1 and 2 will be reviewed in Step 3. Resources will be selected in Step three based on the assignment results.

(Adapted from the Faculty Development Institute Pre-Assignments)

The facilitator role: after the workshop

1. *As a facilitator, you will be tasked with following up with your participating club after the workshop ends. You will be a mentor and a coach.*

Why would you want to follow up? Follow up is a key part of the CEP. Follow up eliminates participant frustration.

If you have ever been frustrated with anything, you know. Frustration comes from planning or learning new information and not using the information learned or following through with plans. Follow up is a way for you to see that CEP participants understand the workshop information given. It is a way that you can alleviate frustration.

When you follow up, what will you look for? As a facilitator, you want your participating club to complete the action plans agreed upon in the workshop or during a separate club meeting. All action plans should be the result of goals agreed upon in the workshop.

All CEP Participants will complete an Action Plan Worksheet. Let’s take a quick look at a completed Action Plan Worksheet:

What (What action steps are desired?)	Who?(Who is the person responsible?)	Resources? (What is needed?)	When? (What is the deadline?)	Results (How do we know the action plan is complete?)
Create an agenda	Club President with assistance from other officers	Use meeting planner resource form (in PRC-3)	3 days before each scheduled meeting	Did your meeting follow the agenda? What did your agenda specify? At the end of the meeting, did your club discuss or come to a resolution on all the agenda items ?

In this case, as a facilitator, you want to make sure that the club president creates an agenda 3 days before every scheduled meeting by using the meeting planner sheet.

What reasons might a club have for not completing their action plans? A club may not complete their action plan for a variety of reasons. The participating club may not believe that the action plan specified is as important as it was once thought to be. Club members may wish to move on to another action plan, or the club may not have the people or resources required to complete the action. ***It is up to you as a facilitator to ensure that a club is completing action plans. It is up to you to discover what, if any, action plans are not being completed and why.***

How will you follow up? Before you conclude the CEP Workshop, you should set up a communication schedule with a member of the participating CEP club and with each club officer. We strongly encourage you to follow up with your participating club every two months until the six month mark. At the six month mark, you should hold a CEP reunion. Discuss in depth the club’s completion of the action plans and have each participant complete a *How Are Your Ratings?* survey.

How will LCI follow up with the facilitator? LCI will communicate with each facilitator after each step is completed (if applicable), after Step 4 is completed, and 6 months after the CEP Workshop has ended. LCI can follow up only if we know which clubs and facilitators are involved in the Club Excellence Process.

The CEP as a Process

Also remember: the CEP is a process.

Clubs often are excited about new material and new programs, but they have trouble completing the material, carrying over successful plans, or creating new ones each year. A club who has completed the CEP Workshop should be able to complete action plans year after year—long after the CEP Workshop has concluded.

Now, we will continue your CEP Facilitator Training by looking at the steps outlined in your *CEP Facilitator’s Guide* and the *CEP Participant’s Workbook*.