



2017-2018 Global Action Team Development Plans and Progress Reports Frequently Asked Questions

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Global Action Team Development Plans

1. Who should submit a development plan?
 - Each Global Action Team area leader, multiple district coordinator and district coordinator is expected to provide a development plan.
2. When should I submit my development plans?
 - As soon as one has been established.
3. What information will be needed to submit a development plan?

Leadership Development Plan

What existing goal, new goal or objective do you plan to support in your area this fiscal year?

Provide the following information for each event or activity which will support this development plan:

- Name of the event or activity
- Target Audience (participants)
- Estimated # of participants
- Purpose or Objective of the Event
- Event or activity facilitator
- Event or activity location
- Event or activity date

Membership Development Plan

What existing goal, new goal or objective do you plan to support in your area this fiscal year?

- Explain your development plan including specific action steps necessary to support the goal or objective listed above.
- What is the target start date for each action step?
- List the resources, if any, which will be used to support each action step:



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Service Development Plan

Goal #1: Ensure all (multiple districts) (districts) (clubs) in your area appoint a (Multiple District)(District) GST coordinator/chairperson.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Goal #2: Ensure all (Multiple District) (District) GST Coordinators (Lions and Leo Clubs) as well as (Council Chairpersons) (District Governors) in your area are aware of the new LCI Service Framework and our global cause of diabetes prevention and control.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Goal #3: Increase service activity reporting through MyLCI.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Goal #4: Increase the percentage of hands on service projects delivered by clubs, with special focus on service areas that align with the Centennial Service Challenge and the new Service Framework.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Goal #5: Encourage all clubs to complete at least one diabetes project in the Lion year.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Goal #6: Promote the use of the MyLion mobile app (where available) in planning and implementation of service activities.

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?

Optional: What new goal or objective do you plan to support in your area this fiscal year?

- List each activity or action item that will be taken to meet this goal?
- What is the target start date for each action step?



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4. Am I able to submit additional development plans throughout the fiscal year?
 - Yes, as new plans are established.
5. Can I add to or modify existing development plans?
 - No, you can only add new development plans.
6. How do I determine which option to choose when submitting my development plans?

| Option: | Description: |
|--|--|
| Save and enter an additional event or activity to support this development plan. | Use this option to submit additional supporting events or activities for the development plan you just entered. |
| Save and enter additional development plans for new or existing goals or objectives. | Use this option to submit a new development plan. |
| Save and review your development plans and actions | Use this option to review and confirm your submission if you have no additional developments to submit. After the final review of my development plans on the next screen click the submit plans button. |

Global Action Team Progress Reports

1. Who should submit a progress report?
 - Every Global Action Team area leader, multiple district coordinator and district coordinator is expected to provide progress reports.



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2. When should I submit my progress report?

- As soon as an activity or event is completed. The **Progress Report** allows for continuous updates on the activities, accomplishments and/or challenges the Global Action Team is experiencing.

3. What information will be needed to submit a progress report?

Leadership Development Progress Report

- Name of the event or activity
- Actual date of the event or activity
- The number participants that attended the event or activity
- Event or activity location
- Event or activity facilitator(s)
- How the event or activity was delivered (In-person, webinar, online, other)
- Resources or materials that were promoted or shared
- How the event or activity will improve the member experience
- How will the participants apply the information or materials they received?

Membership Development Progress Report

- Actual start date of the activity or action item
- Have all planned activities or action items been completed? Yes/No
 - If yes, did the actions taken provide the expected results? Yes/No
- The resources which were used or promoted
- Any obstacles or challenges

Service Development Progress Report

- Actual start date of the activity or action item
- Have all planned activities or action items been completed? Yes/No
 - If yes, did the actions taken provide the expected results? Yes/No
- The resources which were used or promoted
- Any obstacles or challenges

4. Can I add to or modify existing progress reports?

- No, you can only add new progress reports.



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5. How do I save my progress development plans?

| Option: | Description: |
|-------------------------------|--|
| Submit Progress Report | Allows you to enter a progress for this event or activity |
| Click Save | Allows you to save your progress report and view your submission |
| Click Submit Reports | This will finalize and record your submission – Failure to do so will cause loss of all data entered. |

View or Print Global Action Team development plans and progress reports

1. How do I “View/Print” the development plans/progress reports I have submitted?
 - Click the "View or Print Global Action Team development plans and progress reports" link. Then enter your email address in the box under “Enter your email address to find your plans” and click the “Search” button.
2. How do I “View/Print” the development plans/progress reports submitted by Global Action Team members?

| Role: Global Action Team Area Leader |
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| 1. Click the "View or Print Global Action Team development plans and progress reports" link. |
| 2. Select the Constitutional Area |
| 3. Click the "Search" button |
| 4. Find the area. |
| 5. Click the "View/Print" link. |
| 6. You now have the option to “View/Print an individual plan” or “View/Print All Plans”. |
| 7. Close the "Print" window to return to the Development Plan/Progress Report viewing screen. |

| Role: Global Action Team Multiple District Coordinator |
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| 1. Click the "View or Print Global Action Team development plans and progress reports" link. |
| 2. Select the Constitutional Area |
| 3. Select a specific "Multiple District" or "View All" to see all the multiple districts within the constitutional area |



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| 4. Click the "Search" button |
| 5. Find the multiple district. |
| 6. Click the "View/Print" link. |
| 7. You now have the option to “View/Print an individual plan” or “View/Print All Plans”. |
| 8. Close the "Print" window to return to the Development Plan/Progress Report viewing screen. |

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| Role: Global Action Team District Coordinator |
| 1. Click the "View or Print Global Action Team development plans and progress reports" link. |
| 2. Select the Constitutional Area |
| 3. Select a specific Multiple District |
| 4. Select a specific "District" or "View All" to see all the districts within the multiple district. |
| 5. Click the "Search" button |
| 6. Find the district. |
| 7. Click the "View/Print" link. |
| 8. You now have the option to “View/Print an individual plan” or “View/Print All Plans” |
| 9. Close the "Print" window to return to the Development Plan/Progress Report viewing screen. |

3. In reviewing the information submitted, what information does each column header represent?

GLT – Development Plan & Progress Report Legend

| TOPIC | DESCRIPTION |
|-----------------------------|---|
| Development Plan | What existing goal, new goal or objective do you plan to support in your area this fiscal year? |
| Event Name | Name of the event or activity |
| Target Audience | Target Audience (participants) |
| Estimated # of Participants | Estimated # of participants |
| Purpose or Objective | Purpose or Objective of the Event |
| Facilitator | Event or activity facilitator |
| Location | Event or activity location |
| Date | Event or activity date |
| Delivered How | How was this event or activity delivered? |
| Actual # of Participants | How many participants attended this event or activity? |



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|--------------------------|---|
| Resources/Materials | List the resources or materials that were promoted or shared: |
| Member Experience Impact | How will this event or activity improve the member experience? |
| Participant Benefit | How will the participants apply the information or materials they received? |
| Comments | Additional feedback that you would like to share |

GMT – Development Plan & Progress Report Legend

| TOPIC | DESCRIPTION |
|-------------------|---|
| Development Plan | What existing goal, new goal or objective do you plan to support in your area this fiscal year? |
| Target Date | What is the target start date for this action step? |
| Plan Explanation | Explain your development plan; including specific action steps necessary to support the goal or objective listed above. |
| Resources | List the resources, if any, which will be used to support this action step. |
| Actual Start Date | Actual start date of activity or action item |
| Completed | Have all planned activities or action items been completed? (Y/N) |
| Results Provided | If yes, did the actions taken provide the expected results? (Y/N) |
| Resources | List the resources which were used or promoted: |
| Obstacles | List any obstacles to your progress: |
| Support Needed | What additional support is needed to complete your development plan? |
| Comments | Additional feedback that you would like to share |

GST – Development Plan & Progress Report Legend

| TOPIC | DESCRIPTION |
|-------------------|---|
| Target Date | What is the target start date for this action step? |
| Plan Explanation | List an activity or action item that will be taken to meet this goal. |
| Actual Start Date | Actual start date of activity or action item |
| Completed | Have all planned activities or action items been completed? (Y/N) |



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| | |
|------------------|--|
| Results Provided | If yes, did the actions taken provide the expected results? (Y/N) |
| Resources | List the resources which were used or promoted: |
| Obstacles | List any obstacles to your progress: |
| Support Needed | What additional support is needed to complete your development plan? |
| Comments | Additional feedback that you would like to share |

Questions? Contact the [Global Action Team Support Team](#)