

FACULTY DEVELOPMENT INSTITUTE

Program Summary:

The [Faculty Development Institute](#) is dedicated to the development and expansion of skilled Lions faculty. The curriculum focuses not only on presentation skills, but encompasses the skills and concepts that impact the quality of training delivery and effectiveness of Lions Clubs International's leadership development programs. Lions participating in this four-day course will be required to conduct a training event within 6 (six) months of the institute, in order to be considered a graduate of the FDI program. Instructors are Lions with finely tuned instructional skills and extensive experience as Lions facilitators. Dates and locations are posted with the applications on the association's website.

Frequently Asked Questions:

Who can attend a Faculty Development Institute and how are they chosen?

Participants are to be selected from those who apply and are supported by the District Governor, Global Leadership Team Multiple District Coordinator and Council Chairperson of the applicant's district in the constitutional area in which the institute is held.

Candidates are those Lions who have some experience serving as faculty at Lions training events, and who would benefit from this instructional skill refinement course (Lions with extensive experience as Lions faculty or as professional trainers are not recommended for this institute, but are welcome to apply). Candidates must have demonstrated basic instructional skills during training seminars along with a keen interest to further develop those skills. Qualified district governors will be considered for participation on a space available basis only. Because of the high number of applications received, acceptance into the institute is not guaranteed.

When and where are the Faculty Development Institutes held?

Specific dates and locations for Faculty Development Institutes may be found by visiting the [Leadership Resource Center/Development Programs](#) section of the LCI website or by contacting institutes@lionsclubs.org

What topics are covered in the Faculty Development Institute?

The FDI curriculum focuses on a variety of skills and concepts that collectively promote effective classroom training. The institute topics include:

- Presentation Skills
- Visual Aids
- Adult Learner Characteristics
- Interactive Learning
- Lesson Design
- Training Session Management
- Evaluation

All participants must commit to attending each day of the institute, including group mealtime activities. All participants will have an opportunity to demonstrate their mastery of the institute content by conducting a 20-25 minute training lesson that encompasses the use of all of the skills and techniques examined.

What are the costs to attend an institute?

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$150.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

LCI Contact:

Institutes & Seminars Department

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FACULTY DEVELOPMENT EXCELLENCE SERIES

Program Summary:

The [Faculty Development Excellence Series](#) (FDES) is a Web-based program designed to reenergize and support the continued development of Faculty Development Institute graduates. The format of the program consists of four webinar sessions to take place on two established dates, two weeks apart, with two consecutive online sessions of approximately 75 minutes each occurring on each date. Instructors for this program are Lions with finely tuned instructional skills and experience as Faculty Development Institute facilitators. Currently, this program is offered in English only.

Frequently Asked Questions:

Who can participate in the Faculty Development Excellence Series and how are they chosen?

Participants will be selected from those who apply and are supported by the District Governor, Global Leadership Team Multiple District Coordinator and Council Chairperson of the applicant's district. Candidates are those Lions who have successfully graduated from an LCI-sponsored Faculty Development Institute. Candidates must be able to participate in English, and will be asked to commit to two scheduled dates and times for the four online sessions.

Participation will be limited to 25-30 Lions who meet the requirements, and who would benefit from this instructional skill refinement course. As this is a live, web-based program, participants must also have access to a computer with a high-speed internet connection and audio capabilities with a microphone. Because of the high number of applications received, acceptance into the institute is not guaranteed.

When is the Faculty Development Excellence Series held?

Dates for Faculty Development Excellence Series are determined at the beginning of each fiscal year. Specific dates may be found by visiting the [Leadership Resource Center/Development Programs](#) section of the LCI website or by contacting institutes@lionsclubs.org.

What topics are covered during the Faculty Development Excellence Series?

The FDES curriculum focuses on enhancing the skills and concepts necessary for effective classroom and virtual training. The program topics include:

- **Sharing Training Successes, Challenges, and Resources**
- **Taking Your Presentation and Facilitation Skills to the Next Level**
- **How to Facilitate a Webinar**

Participation in all four sessions and completion of the pre-assignments is required to be considered a graduate of the program.

What are the costs to participate in this program?

There is no cost to participate in this program. LCI is not responsible for any personal costs that might be associated with participating in this training program (i.e. internet connectivity fees, telephone bills, etc.).

LCI Contact:

Institutes & Seminars Department

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ADVANCED LIONS LEADERSHIP INSTITUTE

Program Summary:

The [Advanced Lions Leadership Institute](#) provides an opportunity for Lions to come together for a three-day interactive session of personal growth in the context of enhancing leadership skills. The Advanced Lions Leadership Institute focuses on developing the skills of Lions leaders to prepare them for leadership responsibilities at zone, region and district levels. Dates and locations are posted on the association's website

Frequently Asked Questions:

Who can attend an Advanced Lions Leadership Institute?

Candidates must be Lions who have served successfully as club president, but have not yet attained the position of first vice district governor. Candidates do not have to hold a position currently. Lions who are currently serving as club president are considered on a space-available basis. Because of the high number of applications received, acceptance into the institute is not guaranteed.

When and where are the Advanced Lions Leadership Institutes held?

Specific dates and locations for Advanced Lions Leadership Institutes may be found by visiting the [Leadership Resource Center/Development Programs](#) section of the LCI website or by contacting institutes@lionsclubs.org

What topics are covered during the Advanced Lions Leadership Institute?

The Advanced Lions Leadership Institutes curriculum focuses on a variety of leadership skills and management concepts that collectively promote effective leadership. The institute topics include:

- Developing Extraordinary Teams
- Presentation Preparation
- Leadership Fundamentals
- Project Management (requires pre-institute work with an assigned project team)
- Promoting Lionism
- Delegation
- Developing Lions Leaders of Tomorrow
- Conflict Resolution
- LCI Programs and Resources
- LCIF

The curriculum is delivered in an interactive format, with ample time for sharing successes and exchanging ideas and different approaches to common challenges. All participants must commit to attending each day of the institute, including group mealtime activities.

What are the costs to attend an institute?

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$125.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

LCI Contact:

Institutes & Seminars Department

Phone: 630-468-6924

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EMERGING LIONS LEADERSHIP INSTITUTE

Program Summary:

The [Emerging Lions Leadership Institute](#) provides an opportunity for Lions to come together for a three-day interactive session of personal growth in the context of enhancing leadership skills. The Emerging Lions Leadership Institute focuses on building the skills of Lions members for leadership opportunities at the club level, including the position of club president. Dates and locations are posted on the association's website.

Frequently Asked Questions:

Who can attend an Emerging Lions Leadership Institute?

Candidates must be Lions in good standing who have successfully served on a club committee and who have not yet attained the level of club president. Charter club presidents are also eligible for this institute. Graduates of this institute are expected to pursue leadership responsibilities at the club level. Because of the high number of applications received, acceptance into the institute is not guaranteed.

When and where are the Emerging Lions Leadership Institutes held?

Specific dates and locations for Emerging Lions Leadership Institutes may be found by visiting the [Leadership Resource Center/Development Programs](#) section of the LCI website or by contacting institutes@lionsclubs.org

What topics are covered during the Emerging Lions Leadership Institute?

The Emerging Lions Leadership Institute curriculum focuses on a variety of leadership skills and management concepts that collectively promote effective leadership. The institute topics include:

- Lions: Past, Present and Future
- Change Management
- Supporting Teams
- Communication
- Conducting Effective Meetings
- Diversity
- Lions Mentoring Program
- Creative Thinking
- LCIF
- Ensuring Club Success

The Emerging Lions Leadership Institute curriculum is delivered in an interactive format, with ample time for sharing successes and exchanging ideas and different approaches to common challenges. All participants must commit to attending each day of the institute, including group mealtime activities.

What are the costs to attend an institute?

Lions Clubs International will pay for each participant's meals and lodging during the actual days of the institute. Additionally, upon approval to attend the institute, a non-refundable participation fee of US\$125.00 will be required to offset these costs. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute. All participants must stay at the designated institute facility and must attend all institute sessions and organized meals.

LCI Contact:

Institutes & Seminars Department

Phone: 630-468-6924

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LIONS LEARNING CENTER ONLINE COURSES

Program Summary:

[Lions Learning Center](#) is a program of training designed for independent study that is available online on the Lions Clubs International website. These courses are focused on leadership and management topics that are presented in the context of Lions activities or use in Lions clubs volunteer positions. All of these courses include interactive features such as: matching activities, multiple choice quizzes, simulated conversations, realistic Lions scenarios, assessment activities, student notepad for notes during completion of course. Each course may take 30-40 minutes to complete, however some assignments will require work outside the course.

The overall purpose of these courses is to develop more effective Lions leaders, which will improve Lions Clubs International as an organization. It is also reported that one of the key reasons that individuals join volunteer organizations today is for personal and professional growth. As a result, through the Lions Learning Center we make our leadership development programs and resources accessible to as many leaders and potential leaders as possible.

Frequently Asked Questions:

How do I find the Lions Learning Center?

The Lions Learning Center is in the Leadership Resource Center.

How do I access these courses?

Lions create a user account using their Lions club member ID number, password of their choice, name and email address. Once you create a user account, you will use the ID number and password to login to any course. The user account also includes a personal Lions Profile of completed online courses and allows users to work at their own pace, save progress in a course, and return later to complete the course.

What topics are included in the Lions Learning Center?

The following topics are currently online:

- **Coaching** – In this course you will learn the meaning of coaching and the benefits of coaching for Lions and the communities. Through examples and activities, you will see the common characteristics of effective coaches. The course provides a simple five-step coaching process for your use.
- **Conflict Resolution** – Conflict is a part of everyday life. In this course we look at the causes of conflict and at a variety of strategies that can be used to resolve conflict. We will learn our own basic style of conflict management and the situations where a different style may be more appropriate. Finally, we will study the collaborative approach to conflict resolution and be introduced to a seven-step process for resolving conflict where everyone is a winner in the end.
- **Creativity** – Everyone has creativity. Take this course to refresh your creative skills, practicing creativity through activities during the course. Learn by example how other Lions have used their creativity to plan new projects, support a new Lions club, create new ideas, and foster a positive club environment.
- **Decision Making** – Do you want to improve your decision making? This course presents the steps of decision-making, a range of decision making styles, and ways to increase group acceptance. In addition, several techniques are illustrated that you can use in making your decision, such as Pareto rule, force field analysis, decision tree, stepladder technique, and grid analysis comparison.
- **Delegation** – This course illustrates the definition of delegation and the benefits of delegation. After assessing your level of delegation, the steps of successful delegation are presented as well as the challenges. Course activities and practical worksheets will help you increase your use of delegation.
- **Effective Listening** – As a speaker, you expect your audience's undivided attention. As an audience member, do you give your undivided attention to the speaker? In this course you will learn to be an effective listener. Through engaging activities, you will learn about listening styles,

the positive outcomes of listening effectively, and the skills needed to be an effective listener in everyday life.

- **Effective Teams** – This course will help you understand the characteristics of effective teams, the stages of team development, how leaders can support teams, and how to use good decision-making methods. You'll find assessment tools to evaluate your team, tips for team leaders, and interesting activities to motivate and energize your Lions teams.
- **Introduction to Lions Leadership** – This course defines leadership and shows varied leadership styles and how they can be used. You will assess your leadership style. Five practices of exemplary world leaders are explained and applied. Through matching activities and quizzes, you can check your learning and use it in Lions situations. You will create a personal leadership development plan.
- **Managing Change** – You will learn how to become a change leader by taking this course. Through activities, you will recognize the roles in the change implementation process and the way different people react to change and adopt change. You will use checklists to assess resistance and develop a plan to implement a change that is needed.
- **Managing Meetings** – As you follow Lion David on a series of club visits, this course presents the three phases of good meeting management, effective meeting preparation procedures, and meeting facilitation. You learn how to manage group behavior and how to follow-up between meetings. You will use practical worksheets and checklists to achieve effective meeting management in your club.
- **Member Motivation** – In this course, Professor Kazantis introduces you to theories of human motivation. Lion Michael explains how these theories relate to examples of meeting member needs and motivating club members. You will be challenged to use this information in your personal plan to motivate members.
- **Mentoring** – This course describes a mentor and a mentee, the characteristics of an effective mentoring relationship and the benefits of mentoring. The Lions Mentoring Program is emphasized in a detailed presentation of the Basic and Advanced program levels.
- **Promoting Innovation** – Sustainable growth and effective service require new ideas and actions. This course provides tips on stimulating creativity and creating an environment that supports innovation in your club.
- **Providing Community Service** – Lions have a strong commitment to the community, and each club strives to provide meaningful service. In this course you will find tools and techniques to help you assess community needs, select worthwhile projects, plan projects for success, and promote your club's service to the community.
- **Public Relations** – This course defines public relations and presents the benefits for Lions clubs. You'll learn what makes an event newsworthy and how to communicate key messages about Lions clubs. You will create an elevator speech and a public relations plan. You will discover the numerous public relations resources that you can use.
- **Public Speaking** – This course presents how to prepare a speech and how to deliver a speech effectively. Included in the course are practical tips and checklists, as well as examples. Depending on your experience, you can use this course to review or to learn a new leadership skill public speaking.
- **Setting Goals** – Many people do not achieve their goals because they do not establish effective goals. In this course, you will learn how to do just that. You will complete the process of defining goals, writing an action plan, and then managing your goals for the best results. By the end of the course you will be on the path to achievement.
- **Servant Leadership** – Servant Leadership is an effective leadership philosophy based on one's desire to serve others. A Servant Leader looks to the needs of the people and asks himself or herself how she or he can help them to solve problems and to develop new personal skills. Embark on a journey of self-discovery as you learn about the practice of Servant Leadership through real life scenarios and activities. This course simulates going on a journey driving on a highway, taking exits and stopping occasionally at rest stops for reflection as you progress through the course.
- **Team Motivation** – By building on each team member's personal motivation, a team leader can influence the level of motivation of a team. Learn about the 50/50 rule and five strategies a leader can utilize to motivate a team which will increase the level of team results by up to 37%. As the five motivation strategies are presented, you will also see a Lions project team in action.

- **Time Management:** - Since Lions are balancing time demands of work, family and club activities, and effective time management is a necessary skill for all Lions. This course helps Lions identify common time wasting activities, provides strategies and resources for effective time management, and enables Lions to evaluate time demands related to urgency and importance. Activities in the course allow learners to apply time management principles and resources to practical Lions situations.
- **Valuing Member Diversity** – To address the changing face of volunteerism, this course examines the concept of diversity as it applies to our association. It emphasizes how diversity benefits Lions clubs, explores how to recruit and retain diverse members, and challenges the learner to support a culture of pluralism.
- **Writing Your Personal Mission Statement** – Prepare to embark on a journey of self-discovery! Through a series of introspective activities, you will craft your personal mission statement and learn how to integrate it into your everyday life. You'll also be provided with a model for putting "first things first" and preventing less important tasks from consuming the majority of your time.

LCI Contact:

Electronic Learning Department

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LEADERSHIP WEBINARS

Program Summary:

Webinars are virtual trainings generally one hour long that are conducted online with a group of participants and instructors. Participants use the Internet to connect the group members with the instructors. To register and login, participants are directed to an Internet address. In the Leadership Resource Center Development Programs section, there is a Webinars page that includes a Guide to Register/login.

Webinars have one or two instructors and a moderator/host. Participants view a PowerPoint presentation and polling questions on their computer. They listen to the instructors either via their computer speakers or headset. The participants may use the phone for audio/speaking or a computer headset with microphone to interact in discussions and respond to questions asked by the instructors, similar to training conducted in a classroom.

The overall purpose of the Leadership webinars is to provide information and provide an opportunity for participants to respond to questions during the webinar. This training format provides the opportunity for international exchange of ideas focused on a leadership training topic.

Frequently Asked Questions:

How do I register for a webinar?

The Webinars page in the Leadership Resource Center (in the Leadership Development section) lists dates and a description of the current leadership webinars. Each session has a link to register for that specific webinar. There is also a tutorial on registering to participate in a webinar in addition to the Guide to Register/Login.

What is required on my computer to participate?

To actively participate in each webinar, you will need to have a computer with an internet connection and audio capabilities. For the best audio quality we recommend a headset with a microphone connected via USB to your computer. You may also use a telephone for audio capabilities.

- For PC-based participants:
- Internet Explorer® 6.0 or newer, Mozilla® Firefox® 3.0 or newer (JavaScript™ and Java™ enabled)®
- Windows® 2000, XP, 2003 Server, Vista or Windows® 7
- Cable modem, DSL, or better Internet connection
- Minimum of Pentium® class 1GHz CPU with 512 MB of RAM (recommended) (2 GB of RAM for Windows® Vista)

LCI Contact:

Electronic Learning Department

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REGIONAL LIONS LEADERSHIP INSTITUTE

Program Summary:

The [Regional Lions Leadership Institute](#) program was designed to encourage and support leadership development programs at the multiple district level. This program allows multiple districts to apply for funding and curriculum support for local training institutes. Curriculum content for a Regional Lions Leadership Institute is based on that of the Lions Clubs International sponsored Lions Leadership Institute.

Frequently Asked Questions:

Who is eligible to submit an application for a Regional Lions Leadership Institute?

GLT-MD coordinators and GLT Single District coordinators on record with LCI receive information about this program annually, and are eligible to submit an application.

Who can attend a Regional Lions Leadership Institute?

Participants: Qualified participants are Lions, Lionesses and Leos of the age of majority.

Faculty: The coordinator and/or at least one of the faculty members for the Regional Lions Leadership Institute should have served as a faculty member at a Lions Clubs International sponsored training seminar, served as a member of the Global Leadership Team (GLT), or is a Faculty Development Institute graduate. All faculty members should have prior facilitation or training experience.

What is the curriculum for a Regional Lions Leadership Institute?

Curriculum is determined by the RLLI planning committee to suit the needs of the multiple district/single district. Content should be based on that of the Regional Lions Leadership Institute program. The Leadership Development Division will provide a curriculum CD on request.

What are the funding provisions?

Total funds available for Regional Lions Leadership Institutes are limited. To assure funding equity among geographic areas, a portion of the total annual Regional Lions Leadership Institute budget is allocated to each constitutional area. Allocations are based on the total number of members in good standing in each area as of September 30 the previous fiscal year.

- RLLI funding is based on an amount of US\$143 per confirmed participant, up to a maximum of US\$10,000 for multiple and single districts participating in the RLLI for the first and second time. Up to US\$7,500 is available for RLLI participants who have previously received RLLI funding two or more times. The total reimbursement from Lions Clubs International will not exceed 50% of the total actual cost of the institute. Each approved applicant must provide funds equal to at least 50% of the total actual cost of the Regional Lions Leadership Institute from non-LCI sources.
- A partial payment based on 50% of the total reserved amount will be sent to the Regional Lions Leadership Institute Coordinator no more than (30) days prior to the verified start date of the institute.
- The total number of faculty members for whom expenses will qualify for reimbursement cannot exceed 10% of the total number of participants. Eligible expenses for faculty over the 10% of participants will not be considered.

What is the role of the multiple district/single district?

The multiple district/single district is responsible for all aspects of the Regional Lions Leadership Institute. While Lions Clubs International provides funding grants, it is not liable for multiple district operations and/or any expenses connected with the Regional Lions Leadership Institute.

What is the application process?

Once a completed Regional Lions Leadership Institute application has been received, the application is reviewed by the Leadership Development Division. Only fully completed applications are considered. Applications are considered on a first come, first served basis. Qualified first time applicants are given priority consideration.

Upon application approval, the Leadership Development Division will issue a Regional Lions Leadership Institute Agreement (contract), which must be completed and signed by the applicant and returned to the Leadership Development Division within 60 days to secure funding.

What steps must be taken after my Regional Lions Leadership Institute has been completed?

The following items must be submitted to the Leadership Development Division within 60 days of completion of the institute:

A final evaluation report summarizing participants' evaluation of the Regional Lions Leadership Institute, copies of individual participant evaluations, names of all participants with their signatures, a list of the participants and faculty members, including name, mailing address, telephone and fax numbers, and email address for each participant, and the final evaluation summary signed by district governor/and council chairperson of the host multiple/single district and the respective GLT coordinator.

Claim Summary Forms and all corresponding invoices and itemized receipts must be submitted to secure reimbursement. The balance due will be determined by actual institute costs (eligible expenses only) to be paid upon receipt and review of the aforementioned items.

Reimbursement will be made payable to the host multiple district or single district.

LCI Contact:

Learning & Development Programs Department

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MULTIPLE DISTRICT LEADERSHIP DEVELOPMENT FUNDING PROGRAM

Program Summary:

This program offers limited funding for multiple districts to support training of first vice district governors and/or second vice district governors.

Frequently Asked Questions:

Who is eligible to apply for the Multiple District Leadership Development Funding Program?

All GLT MD coordinators on record with LCI (1 per Multiple District) will receive information about this program annually and are eligible to apply for funding.

What is the curriculum for these multiple district training programs?

The Leadership Development Division will provide guidance regarding specific curriculum topics to be included, but the overall training content is determined by those responsible for training in the multiple district - the GLT, and must be designed to suit the distinct needs of the multiple district.

What are the funding provisions?

Eligible expenses will be reimbursed in the amount up to:

- US\$100 per confirmed first vice district governor participant and Global Leadership Team Multiple District Coordinator (GLT MD Coordinator) not to exceed actual expenses incurred.
- US\$75 per confirmed second vice district governor participant and GLT MD Coordinator not to exceed actual expenses incurred.

Confirmed participants eligible for reimbursement include ONLY first vice district governors and second vice district governors. Eligible program expenses qualifying for reimbursement include meeting room rental, materials, audiovisual equipment rental, meals and lodging expenses of the qualified participants and instructors.

What is the application process?

Funding for this unique program is limited and is available on a first come, first serve basis. The completed funding program application should be submitted as soon as your multiple district plans the training for the vice district governors. Completed Multiple District Leadership Development Funding Program applications must include: signatures of the current council chairperson and GLT area leader, a list of instructor names and their qualifications and the topics to be presented along with a complete training program outline (including the LCI required content). Upon receipt, this information will be reviewed and if approved, an acceptance letter will be sent to the GLT-MD coordinator. Funds will not be dispersed without pre-training approval. The funding application is available on the [Leadership Development Programs](#) page of the LCI website.

What is required after each multiple district leadership development training program has been completed?

The multiple district must complete and return the following forms included in the application packet:

1. A completed Expense Claim with all receipts (refer to Multiple District Leadership Development Funding Program Reimbursement Policy)
2. The Qualified Participant Verification Form, including the individual participant signatures as certification of attendance

Reimbursement will be made payable to the multiple district. It is imperative that the completed Expense Claims are submitted promptly and in accordance with Lions Clubs International policy, which states that claims must be received within 60 days of completion of the training program.

LCI Contact:

Learning & Development Programs Department

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GLOBAL LEADERSHIP TEAM DISTRICT FUNDING SUPPORT PROGRAM

Program Summary:

This program offers limited funding to support clubs by providing the delivery of critical training and development for Zone Chairpersons.

Frequently Asked Questions:

Who is eligible to submit a Global Leadership Team District Funding Support Program grant application?

All GLT District coordinators on record with LCI receive information on this program annually and are eligible to submit a funding request.

What is the curriculum for the eligible programs?

All training must be based on the LCI board approved curriculum for these programs

What are the funding provisions?

Eligible expenses will be reimbursed on a matching funds basis, in an amount up to US\$500 per district per year. Funding must be applied for by the GLT District Coordinator with the approval of the District Governor. Funding must be approved by LCI in advance of the training to secure funds.

Eligible program expenses qualifying for reimbursement include meeting room rental, materials, audiovisual equipment rental, and meals and lodging expenses of the qualified participants and instructors.

What is the application process?

To apply for funding, application forms must be completed and submitted by the GLT District Coordinator in advance of the training. To qualify for funding consideration, all applications must be complete, including the signatures of the GLT District Coordinator and the District Governor. An individual completed application is required for each training program for which funding support is requested.

- The application requires district and program information, including a list of instructors' names, qualifications and the program schedule.
- Completed application forms must be submitted to the Learning & Development Programs Department in advance of the training
- Upon receipt, this information will be reviewed, and if approved, an acceptance email will be sent to the GLT District Coordinator. **No funds will be dispersed without this pre-training approval.**

What steps must be taken after my district funding program has been completed?

The following items must be submitted to the Learning & Development Programs within 60 days of the completion of the training: *Participant Verification Form* along with an *Expense Claim Form* and corresponding receipts for eligible expenses incurred.

Upon receipt, this post-training information will be reviewed, and reimbursement in an amount up to 50% of the total of eligible expenses will be processed and dispersed. The total reimbursement per district per year is US\$500. All reimbursements will be made payable to the district.

LCI Contact:

Learning & Development Programs

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CLUB OFFICER ORIENTATION PROGRAM

Program Summary:

Providing thorough [Club Officer Orientation](#) is essential to having healthy clubs, which can have a direct impact on member recruitment and engagement. Training for these key club officers should include club officer responsibilities and typical activities during the year, as well as information about district and LCI programs, member involvement, setting goals, public relations, and meeting management.

Training sessions should be based on the needs of your club officers, planned and promoted in advance, scheduled at convenient times and locations and delivered by experienced trainers. Materials are available in the Leadership Resource Center on the LCI website to guide you in planning your district club officer orientation training program. These resources are also available on CD upon request.

Frequently Asked Questions:

What resources are available?

1. A trainer guide that describes the steps necessary for planning a successful club officer training, as well as suggested resources, topics, and agendas.
2. Resources for learning, needs assessment, planning guides, and training evaluation.
3. PowerPoint modules for independent learning focused on club president, secretary and treasurer responsibilities.

Who may request the Club Officer Orientation Materials?

An email is sent to the Global Leadership Team District Coordinator on record informing him/her of the availability of these materials. The mailing further explains that these files are available on the LCI website in the [Training Material/Resources](#) section of the Leadership Resource Center.

Can a district receive more than one set of club officer materials on CD?

Due to shipping costs, only one copy can be sent to a district. Files may be copied for any Lion who is assisting with officer training.

LCI Contact:

Facilitated Learning Department

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SECOND VICE DISTRICT GOVERNOR TRAINING

Program Summary:

The Second Vice District Governor Training Program offers a flexible, two phase approach to maximize learning and meet the specific development and training needs of second vice district governors. Phase 1 consists of an independent online training module, while Phase 2 consists of an instructor-led workshop to be conducted by the GLT at the multiple district level.

There are two options for implementing the Second Vice District Governor Training Program:

- Option A: Completion of only Phase 1 (online) of the program
- Option B: Completion of Phase 1 of the training program, followed by completion of the Phase 2 training workshop

Option B – the completion of both phases – is the recommended format for this program.

The GLT multiple district coordinator (or GLT area leader in the case of single districts) is responsible for identifying the best program option and for organizing its implementation.

Frequently Asked Questions:

What is covered in the Second Vice District Governor Online Training (Phase 1)?

The [Second Vice District Governor Online Training](#) is located in the Leadership Resource Center on the LCI website. It is a self-study PowerPoint presentation, and provides an overview of the responsibilities of the district governor team, with a specific focus on the position of the second vice district governor and the role that individual plays in district administration and as a member of the GMT and the GLT. Additionally, a downloadable workbook is available to supplement participants' learning experience.

What topics are included in the Second Vice District Governor Training Workshop (Phase 2)?

LCI provides instructional plans and related participant materials and handouts for instructors to conduct as many as 10 interactive sessions. Those choosing to facilitate Phase 2 of the program are asked to conduct the five required sessions and to choose as many of the elective sessions as deemed appropriate based on area-specific training needs. Topics include:

Required Sessions

- Program Overview
- Success Through Teamwork
- Working as a Member of the Global Membership Team
- Working as a Member of the Global Leadership Team
- Additional materials related to the Lions Centennial

Elective Sessions

- Working with Your LCIF District Coordinator
- Technology and the Second Vice District Governor
- Meeting Management
- Communication Skills
- Impromptu Speaking Skills

How do I obtain the workshop curriculum and support materials?

Materials are available in the GLT Coordinator Center on the LCI website.

What funding is available for this program?

There is limited funding available for this program through the Multiple District Leadership Development Funding Program. Multiple Districts are eligible to apply for this funding via an application process. Questions about funding should be directed to the Learning & Development Programs Department at LCI Headquarters.

LCI Contact:

Learning & Development Programs Department

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Email: glt@lionsclubs.org

ZONE CHAIRPERSON TRAINING

Program Summary:

In recognition of zone chairperson as a position critical to the achievement of club and district success, the Zone Chairperson Training Program is designed to effectively develop the skills of Lions serving in this position. To address regional training and development needs, two options for program implementation are available:

- Option A: Completion of the online Zone Chairperson Training only
- Option B: Completion of Phase 1, the online Zone Chairperson Training and assignment, followed by completion of Phase 2, the training workshop

Option B is the recommended format for this program.

The GLT district coordinator, in consultation with the district governor and GLT multiple district coordinator, is responsible for identifying the best option to meet local needs and for organizing the implementation of this program.

Frequently Asked Questions:

What is covered in the Zone Chairperson Online Training?

The online [Zone Chairperson Training](#) is located in the Leadership Resource Center on the LCI website, and is an independent study module focused on the responsibilities, challenges and resources of the zone chairperson position. Specifically, the module reviews the following topics:

- Job responsibilities
- Communication
- Goal setting
- Reports/resources
- Motivation
- Problem solving
- Coaching

Who can attend the Zone Chairperson Training Workshop?

The program is designed specifically for incoming and/or current zone chairpersons.

What topics are included in the Zone Chairperson Training Workshop?

LCI provides instructional plans and related participant materials and handouts for instructors to conduct four interactive sessions. Sessions include in depth analysis and a collaborative approach to the following topic areas:

- Role of the Zone Chairperson
- Facilitating Cross-Level Communication
- Serving as a 'Club Consultant'
- Goal Setting for Success

The location, date, timing, and content of the workshop is at the discretion of the GLT district coordinator in consultation with the district governor and GLT multiple district coordinator.

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