



# Local Learning and Development Event Details for Learn Reporting

The following details are required by GLT coordinators to report all local Lion and/or Leo learning and development (leadership, membership, service) events in Learn.

Event Name or Course Name: \_\_\_\_\_

Event or Course Language – Select all that apply.

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> English  | <input type="checkbox"/> Portuguese          |
| <input type="checkbox"/> Finnish  | <input type="checkbox"/> Simplified Chinese  |
| <input type="checkbox"/> French   | <input type="checkbox"/> Spanish             |
| <input type="checkbox"/> German   | <input type="checkbox"/> Swedish             |
| <input type="checkbox"/> Hindi    | <input type="checkbox"/> Traditional Chinese |
| <input type="checkbox"/> Italian  | <input type="checkbox"/> Other               |
| <input type="checkbox"/> Japanese | _____  |
| <input type="checkbox"/> Korean   |  |

Training Type(s) – Select all that apply.

- ☐ Orientation Training – Any training delivered to new members (3 years or less)
- ☐ Incoming/New Officer – Any training for incoming and/or new officers (all levels of the association)
- ☐ Technical Skills – Any training that is related to learning a specific task (For example: chartering a club; completing LCIF grant applications; train the trainer courses - FDI, LCIP, CGL; creating a specialty club, using service planners, or MyLion/MyLCI)
- ☐ Interpersonal Skills – Any training that is related to developing leadership skills (For example: conflict management, communication, team development, public speaking, or active listening)
- ☐ Programs and Initiatives – Any training that is related to specific Lions International programs and initiatives (For example: The Service Journey or Club Quality Initiative)

Audience(s) – Select all that apply.

- ☐ New members (0-3 years)
- ☐ Experienced members (3+ years)
- ☐ Club Officers (current and/or incoming)
- ☐ Zone and Region Officers (current and/or incoming)
- ☐ District Officers (current and/or incoming)
- ☐ Multiple District Officers (current and/or incoming)
- ☐ Lions only
- ☐ Leos only
- ☐ All members – Lions and Leos
- ☐ Other \_\_\_\_\_



# Local Learning and Development Event Details for Learn Reporting

Event website or URL, if applicable \_\_\_\_\_

Application or registration due date, if applicable \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_

## Event Information:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Venue/Location \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Please provide the data for the person to contact with questions on the event information:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

To report a completed local Lion and/or Leo learning and development (leadership, membership, service) events in Learn, the following information is also required.

- Participant Information (including full names and Lions International member identification number)
- Faculty Information (including full names and Lions International member identification number)

It is recommended to utilize a document such as the [Training Attendance and Consent Form](#) to collect participant and faculty information.

For events with over twenty (20) participants, it is recommended to provide the GLT coordinator with the [Learn Local Training Multiple Participant Upload Template](#) in addition to the [Training Attendance and Consent Form](#), to ease the participant reporting responsibility.