



Reporting Leo Learning Events in the Learn App



Learning is an important benefit to the growth and development of our Lion and Leo members, clubs, and communities. All events that bring people together are critical to the success of Lions International. However, not all events are considered training.

Use the checklist below to answer questions that will help you determine if a planned event meets the requirements for training and should be reported in the Learn App.

Question	Yes	No	Examples
At the completion of the event, will participant's: <ul style="list-style-type: none">• Develop or improve skills?• Change behaviors?	<input type="checkbox"/>	<input type="checkbox"/>	Public Speaking For example: participants will be able to deliver an elevator speech.
Will there be 1 – 2 faculty members in each classroom?	<input type="checkbox"/>	<input type="checkbox"/>	Ideally, you should not have more than 15 participants per faculty
Is the size of the audience limited to allow participants to fully contribute?	<input type="checkbox"/>	<input type="checkbox"/>	See above.
Are audience members actively participating in discussions with faculty and each other?	<input type="checkbox"/>	<input type="checkbox"/>	Question/Answer sessions, activities, etc.
Does the audience expect to use new skills learned during the event?	<input type="checkbox"/>	<input type="checkbox"/>	Role play, real-life scenarios, practice and perform the skill
Does the event include a way to evaluate the knowledge learned?	<input type="checkbox"/>	<input type="checkbox"/>	Skill checks, tests, etc.
Will you have a method for tracking attendance?	<input type="checkbox"/>	<input type="checkbox"/>	Sign in sheets, attendance log
Will there be a method for documenting feedback from the participants?	<input type="checkbox"/>	<input type="checkbox"/>	Session evaluation with questions including a place for written feedback

If you answered “Yes” to five or fewer questions, your event is not considered training and should not be reported in the Learn App.



Reporting Leo Learning Events in the Learn App



Leo Chairperson

Annually:

- Collaborate with the GLT coordinator to develop an annual training and leadership development plan for Leo members. Which Lion learning and development events will include Leos? Will there be Leo only learning and development events?
- With input from the GLT coordinator, determine which Leo only learning and development events should be entered and viewable in Learn prior to an event for promotion purposes.
- Ensure Leo members are recorded in MyLCI and have a Lions International member identification. ([Step-By-Step Guide to Reporting Leo information in MyLCI](#)). Share the [Why Reporting is Important](#) brochure with your club officers and remind them to update their membership rosters.

Before a Leo training or learning event:

- Provide the district GLT coordinator with the details for all Leo only learning and development events that should be viewable in Learn prior to the event, for promotional purposes, using the [Local Learning and Development Event Details for Learn Reporting](#).
- Ensure the organizer for the Leo training or learning event collects the following information during the event:
 - Consent to be recorded in Learn using the [Training Attendance and Consent Form](#) . Leo participants and faculty should sign this form
 - Faculty information (including full name and member id) Note: the [Training Attendance and Consent Form](#) can be used to collect and provide faculty information.
 - Participant information using the [Learn Local Training Multiple Participant Upload Template](#). Please review steps 1-3 of the instructions tab for completing the template.

After a Leo training or learning event:

- Email the following documents to your GLT coordinator:
 - Details of all Leo only learning and development event using the [Local Learning and Development Event Details for Learn Reporting](#).
 - Completed [Training Attendance and Consent Form](#)
 - Faculty information (including full name and member id)
 - Participant information using the [Learn Local Training Multiple Participant Upload Template](#). Please review steps 1-3 of the instructions tab for completing the template.

Leo chairperson, for questions or support contact your GLT coordinator for assistance.

GLT Coordinator

Annually:

- Collaborate with the Leo chairperson to develop an annual training and leadership development plan for Leo members. Which Lion learning and development events will include Leos? Will there be Leo only learning and development events?
- With input from the Leo chairperson, determine which Leo only learning and development events should be entered and viewable in Learn prior to an event for promotion purposes.

Ongoing:

- Following the [Learn Local Training Reporting Guide](#), GLT coordinators are responsible for entry of all Leo only learning and development events in the Learn App, whether as an upcoming event for promotion or for final reporting.



Reporting Leo Learning Events in the Learn App



- Ensure the district Leo chairperson conveys the required details of a Leo only learning and development event, including faculty details and information. ([Local Learning and Development Event Details for Learn Reporting, Learn Local Training Multiple Participant Upload Template, Training Attendance and Consent Form](#))
- Confirm the Leo chairperson provides the required Leo member information, and in the correct format, to report any Leo only learning and development event in the Learn App. (Examples: [Learn Local Training Multiple Participant Upload Template, Training Attendance and Consent Form](#))
- Confirm Leo participants have been recorded in MyLCI and have a **Lions International member identification**.

GLT coordinators, for questions or support contact your GAT Regional Staff at GAT@lionsclubs.org.