
LEADERSHIP

Faculty Development Institute

Senior Lions Leadership Institute

Lions Learning Center Online Courses

Regional Lions Leadership Institute

Multiple District Leadership Development Funding Program

Club Officer Orientation

LIONS FACULTY DEVELOPMENT INSTITUTE

Program Summary:

Quality leadership is key to the future of Lions Clubs International. The Faculty Development Institute program is dedicated to the expansion of our pool of skilled Lions faculty who can deliver leadership training in a professional, educationally sound manner and provide continuity and consistent quality leadership training at all levels of the association. The FDI is a lively, but intense, four-day program encompassing the skills and concepts that impact the quality of training delivery and ultimately the effectiveness of LCI's leadership development programs.

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 confirmed by the international directors representing the constitutional area in which the institute is held.

Candidates for participation 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. Candidates must have demonstrated basic instructional skills during training seminars along with a keen interest to further develop those skills.

When and where are the Faculty Development Institutes held?

Seven institutes are held each year, one per constitutional area, with two exceptions: Constitutional Areas I and II are combined; Constitutional Area VI has one for Africa and another for the rest of the constitutional area. Specific dates may be found by going to the Leadership Resource Center section of the LCI website.

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 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.

LCI Contact:

Institutes & Seminars Department
630-468-6740
institutes@lionsclubs.org

SENIOR LIONS LEADERSHIP INSTITUTE

Program Summary:

Senior Lions Leadership Institutes provide an opportunity for Lions to come together for a four-day interactive session of personal growth in the context of enhancing leadership skills. The SLLI focuses on building the skills of Lions leaders to prepare them to assume leadership responsibilities at the zone, region and district level.

Frequently Asked Questions:

Who can attend a Senior Lions Leadership Institute?

Candidates for participation in an SLLI include Lions in good standing that have completed a successful term as club president, but have not yet attained the level of first vice district governor. Lions who are currently serving as club president are considered on a space-available basis. All participants must commit to attending each day of the institute, including group mealtime activities, and understand personal time is extremely limited.

Because of the high number of applications received, acceptance into the institute is not guaranteed. In order to have as many districts represented as possible, one candidate per district will be selected. More than one participant per district will be allowed on a space available basis. After the application submission deadline date, all candidates will be notified of their selection status.

When and where are the Senior Lions Leadership Institutes held?

Seven institutes are held each year, one in each constitutional area with the following exceptions: Constitutional Areas I and II are combined; Constitutional Area VI holds one in Africa and another for the rest of the constitutional area. Dates, locations and applications may be found in the Leadership Development section of the LCI website or by contacting institutes@lionsclubs.org.

What topics are covered during the Senior Lions Leadership Institute?

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

- Change Leadership
- Communication
- Supporting Teams
- Presentation Skills
- Leadership Fundamentals
- Project Management (requires pre-institute work with an assigned project team)
- Conflict Resolution
- Diversity
- LCI
- Creativity
- Mentoring
- Lions Past, Present and Future
- LCIF
- Service

The SLLI curriculum is delivered in an interactive format, with ample timing for sharing successes and exchanging ideas and different approaches to common challenges.

What are the costs to attend an institute?

Lions Clubs International will pay for meals and lodging during the actual days of the institute. Participants are responsible to pay for their own transportation and related travel expenses to and from the institute site.

LCI Contact:

Institutes & Seminars Department
630-468-6740
Institutes@lionsclubs.org

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 (in the Leadership Development topic of the Members section of the LCI web site.)

How do I access these courses?

In July the login process will be improved by allowing Lions to create their own user profile, including a user name and password. Once you create a user profile, you will use this to login to any course. By using the same login (user name and your password) you can complete part of a course, exit the course and return to the spot where you stopped previously. If you make notes on the notepad within the course, they will also be there when you return.

What topics are included in the Lions Learning Center?

The following topics are currently online:

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.

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.

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.

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.

LIONS LEARNING CENTER ONLINE COURSES

Goal Setting - 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.

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.

Meeting Management - 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.

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.

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.

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.

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.

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.

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.

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.

Effective 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.

LIONS LEARNING CENTER ONLINE COURSES

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.

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.

LCI Contact:

Electronic Learning Department
630-468-7003
leadership@lionsclubs.org

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 (LCI) sponsored Lions Leadership Institute

Frequently Asked Questions:

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

All GLT MD 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 in good standing and 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, or as a member of the Leadership Committee of the International Board of Directors or as an international director.

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. Content should be based on that of the Lions Leadership Institute program. The Leadership Division will provide a curriculum CD-Rom 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 and not to exceed 50% of the total 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?

The multiple 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 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.

REGIONAL LIONS LEADERSHIP INSTITUTE

Upon application approval, the Leadership Division will issue a Regional Lions Leadership Institute Agreement (contract), which must be completed and signed by the applicant and returned to the Leadership 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 Division within 120 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.

Claim Summary Forms and all corresponding original 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.

LCI Contact:

Leadership Administration Department
630-468-6797
leadership@lionsclubs.org

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 submit a request for multiple district leadership development funding?

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

What is the curriculum for these multiple district training programs?

Curriculum is determined by those responsible in the multiple district for training, most likely, the GLT MD coordinator. Content should be based on the needs of that multiple district. The Leadership Division provides specific direction regarding topics to be included in the training for first and second vice district governors.

What are the funding provisions?

Eligible expenses for first vice district governor training will be reimbursed in the amount up to US \$100 per confirmed participant plus the GLT MD coordinator, not to exceed actual expenses incurred. Eligible expenses for second vice district governor training will be reimbursed in the amount up to US \$75 per confirmed participant plus the GLT MD coordinator, not to exceed actual expenses incurred. Confirmed participants may 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, and meals and lodging expenses of the qualified participants and instructors.

What is the application process?

As soon as your multiple district plans the first vice district governors and/or second vice district governors training, submit a completed Multiple District Leadership Development Program Funding Request Application (signature of the current council chairperson is required) to the Leadership Division. Include list of instructors' names, qualifications and topics to be presented along with a complete program outline.

Upon receipt, this information will be reviewed and if approved, an acceptance letter will be sent to the GLT-MD coordinator. No funds will be dispersed without pre-training approval. The funding request application is available on the [Leadership Development](#) page of the LCI website.

What steps must be taken after my multiple district training has been completed?

The following items must be submitted to the Leadership Division within 120 days of completion of the training: a completed expense claim with all corresponding original receipts (Rules for Expense Reimbursements will be provided) and the Qualified Participant Verification Form signed by each participant, as certification of attendance.

LCI Contact:

Leadership Administration Department
630-468-6797
leadership@lionsclubs.org

CLUB OFFICER ORIENTATION PROGRAM RESOURCE

Program Summary:

Providing thorough Club Officer Orientation is essential to having healthy clubs, which can have a direct impact on member recruitment and retention. 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 web site 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 presents a suggested curriculum, characteristics of adult learners and lists Lions clubs resources related to each curriculum topic.
2. Resource files for training, needs assessment, planning training sessions, training evaluation, and registration.
3. PowerPoint presentations on time management, club officer duties, leadership, and membership reports.
4. 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 district leadership development chairperson on record informing him/her of the availability of these materials. The mailing further explains that these files are available on the LCI web site in the Training Materials section of the Leadership Resource Center. (Click Member Center, and then Leadership Development to access the Leadership Resource Center).

How do I download these files from the website?

By clicking the title of each file title it will open on your computer. Once you have the file open; save the file to your computer.

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. Since this is LCI produced material, it can be copied for any Lion who is assisting with officer training.

LCI Contact:

Facilitated Learning Department
630-468-6703
leadership@lionsclubs.org