



REGIONAL LIONS LEADERSHIP INSTITUTE

RLLI

Institute Supplement

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INTRODUCTION

The *Institute Supplement – Regional Lions Leadership Institute (RLLI)* is specific to the *RLLI*. The purpose of this *Institute Supplement* is to provide the necessary information, tools, and resources exclusive to the preparation and delivery of the *Regional Lions Leadership Institute (RLLI)*.

The goal of the *Regional Lions Leadership Institute (RLLI)* is to prepare Lions for leadership positions throughout the organization. Qualified candidates are Lions ready to pursue leadership roles within their Lions communities. Club leaders would benefit from attending.

The *RLLI* program may be customized to best accommodate the needs of the area.

HOW TO USE THIS SUPPLEMENT

This supplement is designed to be used in conjunction with the *Institute Planning Guide* and contains additional information and resources exclusive to the preparation and delivery of a successful *Regional Lions Leadership Institute (RLLI)*. The following information is provided in this supplement:

- Additional responsibilities in preparation and delivery of the *RLLI*.
- Program and session objectives.
- Pre-assignment information and instruction on how to prepare the participants for session engagement at the institute – *Participant Confirmation Letter*.
- Appendix – Resources that support the specific needs of the *RLLI*:
 - *Topic Selection Sheet*
 - *Participant Confirmation Letter*
 - *Supply List*
 - *Handouts*

The *Institute Supplement (RLLI)* is subject to change and does not account for all local variances and timelines. For any questions during the preparation process, please contact institutes@lionsclubs.org.

ADDITIONAL RESPONSIBILITIES OF THE INSTITUTE COORDINATOR

The Institute Coordinator is vital to the successful delivery of the institute. For further details related to the core role of the Institute Coordinator and the timeline of responsibilities, review the *Institute Planning Guide - Preparation Checklist*.

Due to the unique responsibilities, this Lion should **not** be a member of the faculty team.

Additional responsibilities that the Institute Coordinator must organize for a successful *Regional Lions Leadership Institute (RLLI)* are as follows:

Pre-Institute
Coordination and Communication of Pre-assignments <ul style="list-style-type: none">Send <i>Participant Confirmation Letter</i> with pre-assignment information to participants 3-4 weeks prior to the date of the institute.
Onsite
Classroom Set-up <ul style="list-style-type: none">Organize participants to allow for the interactive and discussion-based nature of the sessions.
Evaluations <ul style="list-style-type: none">Distribute institute evaluations to participants during the first session of the institute and ask them to evaluate each session immediately after it has concluded.
Post Institute
Reference the <i>Institute Planning Guide</i> for post institute requirements. Note: If the <i>Leadership Development Institute Grant Program</i> is being applied to the institute, reference the <i>Leadership Development Institute Grant Program Reimbursement Packet</i> on the Lions Clubs International website for specific post institute requirements.



OBJECTIVES

Program Objectives:

The *Regional Lions Leadership Institute (RLLI)* is designed to prepare Lions for leadership positions throughout the organization. The suggested audience are Lions ready to pursue leadership roles within their Lions communities.

Club leaders would benefit from attending *RLLI*.

Session Objectives:

The *RLLI* curriculum is designed to accomplish the following objectives:

- Recognize the structure of the association.
- Utilize a variety of strategies to move your team to a level of high performance.
- Develop strategies to effectively overcome the challenges of diversity in our clubs and districts.
- Implement techniques of effective speech delivery.
- Identify strategies for achieving effective time management.
- Complete a draft of a personal mission statement.
- Create an action plan for motivating Lions club members.
- Set and prioritize goals.

Note: The *RLLI* program may be customized to best accommodate the needs of the area.



INSTITUTE SAMPLE SCHEDULE

The following format is suggested for the three-day *Regional Lions Leadership Institute (RLLI)* curriculum. However, based on logistics, you may adjust the institute start and end times to make the institute fit the needs of the faculty and participants.

Example: Start the institute on Friday afternoon and complete the institute on Sunday evening.



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Institute Sample Schedule

Arrival Day	Day 1	Day 2	Day 3
Faculty Prep Day	Breakfast	Breakfast	Breakfast
	8:30-10:00am Opening Session	8:30-10:00am Public Speaking	8:30-10:30am Public Speaking Presentations Part One
	10:00-10:15am Break	10:00-10:15am Break	10:30-10:45am Break
	10:15am-12:15pm Lions Fundamentals	10:15-11:15am Time Management 11:15-12:15pm Personal Mission Statement	10:45am-12:15pm Public Speaking Presentations Part Two
Participant Arrival Day	12:15-1:15pm Lunch	12:15-1:15pm Lunch	12:15-1:15pm Lunch
	1:15-3:15pm Working in Teams	1:15-2:45pm Member Motivation	1:15-2:45pm Closing
	3:15-4:45pm Diversity	2:45-4:45pm Goal Setting	
	4:45-5:00pm Break	4:45-5:00pm Break	3:45pm Departure
	5:00-6:30pm Local Issues and Opportunities	5:00- ??pm Speech Preparation	
	Dinner	Appreciation Dinner	

Following the final session of each day, the faculty team should meet for a targeted debrief prior to dinner. The Institute Coordinator should capture notes to incorporate into the *Institute Final Summary* at the conclusion of the institute. The *Institute Final Summary* is a post institute requirement and must be submitted to Lions Clubs International for the institute to be acknowledged.



TOPIC SELECTION SHEET

The faculty *Topic Selection Sheet* is specific to each institute type and lists the sessions that were designed to accomplish the objectives of the institute. It is encouraged that faculty share their interests for the session topics they wish to prepare and facilitate.

Email the *Topic Selection Sheet* to faculty, with a copy of the *Curriculum Acceptance Form* and *Institute Sample Schedule*.

Request that the faculty indicate topic preferences and return their selections with the signed *Curriculum Acceptance Form* to the Institute Coordinator. The Institute Coordinator will review the topic preferences and make the final faculty assignments.

See the *Regional Lions Leadership Institute (RLLI)* specific *Topic Selection Sheet* (Appendix A).

PARTICIPANT PRE-ASSIGNMENTS

There are two (2) sessions that include pre-assignments that participants must complete before attending a *Regional Lions Leadership Institute (RLLI)*.

Approximately four (4) weeks prior to the start of the institute, the Institute Coordinator should send each participant a *Participant Confirmation Letter* (Appendix B). The *Participant Confirmation Letter* will provide the participants with the logistics of the institute and the **required** pre-assignments.

Pre-assignment sessions include:

- Lions Fundamentals
- Motivating Club Members

The pre-assignment documents are located in the *RLLI* curriculum on the Lions Clubs International website with the rest of the institute materials. The Institute Coordinator can download the pre-assignments and attach to the *Participant Confirmation Letter* or provide a link to the curriculum on the Lions Clubs International website.

EVALUATIONS

Evaluations are a significant part of this training program. Data collected from evaluations can provide an important insight into the effectiveness of content, materials, training format, instructors, and the overall success of the training effort.

The Institute Coordinator must prepare *Participant Evaluations* by printing and distributing. All evaluations should be placed at the back of the *Participant Manual (PM)*.

Participants should complete an evaluation at the end of each session. At the conclusion of the *Regional Lions Leadership Institute (RLLI)*, all evaluations should be collected by the faculty and returned to the Institute Coordinator. The evaluations are part of the post institute requirements and must be submitted to Lions Clubs International for the institute to be acknowledged.



APPENDIX

The following resources may be customized to meet specific needs and utilized during the planning phase of the institute.

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APPENDIX A: TOPIC SELECTION SHEET

Email the below letter to faculty, with a copy of the *Curriculum Acceptance Form* and Sample Schedule, requesting that the faculty indicate topic preferences and return their selections to the Institute Coordinator. The Institute Coordinator will review the topic preferences and make the final faculty assignments. Edit the letter as needed.

TOPIC PREFERENCES

Regional Lions Leadership Institute

Location: [Location]

Date: [Date]

Dear [Faculty name]: _____

Please select your top five (5) session choices by writing in the numbers 1-5 in the appropriate blank:

- _____ Lions Fundamentals
- _____ Working in Teams
- _____ Diversity
- _____ Local Issues and Opportunities
- _____ Public Speaking
- _____ Time Management
- _____ Personal Mission Statement
- _____ Member Motivation
- _____ Goal Setting

Please e-mail your selections to [Institute Coordinator] at [Email] by [Date].

Thank you!

Institute Coordinator [Name]



APPENDIX B: PARTICIPANT CONFIRMATION LETTER

This letter confirms participant attendance at the institute and provides the participant with the pre-assignment details. The Institute Coordinator can download the pre-assignments and attach to the *Participant Confirmation Letter* or provide a link to the curriculum on the Lions Clubs International website. Edit this letter as needed.

Welcome to the Regional Lions Leadership Institute [Course Dates] – [Course Location]

Dear Institute Participant,

We are excited to welcome you to the *Regional Lions Leadership Institute (RLLI)*. At the institute, you will have the opportunity to study and discuss several topics that are of great importance to you in your leadership role in our association. You will also have the opportunity to share ideas and experiences with other Lions and to build new friendships.

Pre-assignments

There are two (2) sessions (Lions Fundamentals and Motivating Club Members) that include pre-assignments that participants must complete before attending a *Regional Lions Leadership Institute (RLLI)*.

Attached: The pre-assignment documents required for the *RLLI* sessions are attached.

Link: The pre-assignment documents are located on the Lions Clubs International website and can be found following the below link. [Insert website link]

As a reminder, you **are required to complete the pre-assignments before you arrive for the institute**. Make sure that you read through the pre-assignments carefully. If you have any problems understanding your task, please contact me at [Institute Coordinator e-mail].

Day of the Class

Please arrive at the [Location] at [Time]. You will receive your training materials the day you arrive.

Hotel Accommodations

If you need overnight hotel accommodations, please contact [Hotel, Institute Coordinator, or other person responsible for coordination of accommodations].

Thank you for your interest in leadership development and I look forward to seeing you!

Sincerely,

Institute Coordinator [Name]



APPENDIX C: SUPPLY LIST

Below is a list of supplies highly recommended by Lions Clubs International in preparation of an institute. Not everything listed is required or may be used – please review the *Instructor Guide (IG)* for all activities planned and adjust, as necessary. The quantities may vary based on participant count.

Institute Supplies - Required

X	Item	Quantity	Unit of Measurement
	Name Badges and Lanyards	1	Per person – faculty and participants
	Table Tent Cards	1	Per person – faculty and participants
	Flip Chart Paper (may be provided by hotel/venue)	2	Per classroom
	Mounting wall putty or masking tape roll (used to attach Flip Chart to walls)	1	Box of putty or roll of tape per classroom *Consult hotel/venue for adhesive permissions and guidelines
	Flip Chart Markers	1	Set per table
	Pencils	1	Per person (replenish as needed)
	Pens (may be provided by hotel/venue)	1	Per person (replenish as needed)
	Medium Post-It Notes	2	Pads per table

Institute Supplies – Optional

X	Item	Quantity	Unit of Measurement
	Small index cards	1	Box
	Large index cards	1	Box
	Glue sticks	1	Per table
	Highlighters	1	Per faculty
	White out liquid	1	Bottle
	Scotch tape	1	Rolls
	Stapler	1	Stapler
	Box of staples	1	Box
	Staple remover	1	Remover
	Fine point black marker (Sharpie)	3	Marker
	Scissors (medium)	1	Per table
	Rubber bands	1	Package
	Lions emblems (Order from Lions International Club Supplies)	Optional	3 per classroom

See *Instructor Guide (IG)* for distribution of required supplies by session.



APPENDIX D: HANDOUTS (PRINTED MATERIALS)

In addition to the *Instructor Guide (IG)* for faculty and the *Participant Manual (PM)* for participants, there are sessions in the *RLLI* that require additional printed materials.

Below is a list of the handouts to be printed in preparation of the institute, including the quantity needed and the proper printing instructions. Review the *Instructor Guide (IG)* for details on the materials required, broken down by session.



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Handouts (Printed Materials)

Session	Name of Handout	Quantity	Printing Instructions
Lions Fundamentals	Lions Organizational Charts	1 per participant	Multicolor, single-sided, staple in upper corner
Diversity	Diversity Role Play Characters	1 per participant	Black and white, double-sided, staple in upper corner
Public Speaking	Speech Evaluation Checklist	1 per participant	Black and white, double-sided
Member Motivation	Member Motivation Dialogue	1 per participant	Black and white, double-sided, staple in upper corner

