



# Second Vice District Governor Training Program

## Frequently Asked Questions

The Second Vice District Governor (SVDG) Training Program is designed to provide SVDGs with the skills and knowledge necessary to support their district teams and Lions International. The following information provides a general overview of the three program components and frequently asked questions.

### Online Assignments

Consist of eLearning courses available year-round in the SVDG Learning Path within the Lions Learning Center (LLC). Periodically video messages from the International Second Vice President (ISVP) will be added to the Learning Path and notifications will be sent via email to the SVDGs when these messages are available.

### Virtual Seminar

During the month of November, Second Vice District Governors will participate in six live virtual sessions facilitated by an LCIP-certified instructor and delivered via a Zoom meeting (except for mainland China which has the option to use Tencent). Each session is approximately 75 – 120 minutes in length and allows for the transfer of knowledge through interactive activities and live discussions. Each session has accompanying resources, such as a participant manual that can be downloaded (and printed, if desired) to prepare for the sessions. Sessions will be recorded and available to all SVDGs after the seminar has concluded through the end of June that Lion year. All SVDG Virtual Seminar details and materials are kept on the SVDG virtual platform, which is managed by our training partner, Limitless Leadership. Access to the platform will be provided in October, and communications about the training will come from both Lions International and [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com).

[Click Here to View the Virtual Seminar Schedule](#)



## VDG Multiple District/Single District Workshop

SVDGs will participate with their FVDGs/DGEs in a joint in-person or virtual workshop organized by their Multiple District Global Leadership Team (GLT) coordinator. The curriculum includes sessions developed by Lions International and topics specific to the local area, as determined by those responsible for training (e.g., expense claim training, local administration, cabinet duties, etc.). SVDGs should consult with their multiple district or district GLT coordinator for information on training in their area.

**IMPORTANT:** To ensure all SVDGs receive communications regarding their training program and specific schedules, they need to have an up-to-date, unique email address (one not shared with another Lion) listed in their Lion Portal profile AND add [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com) to their “safe-sender” list.

The following are frequently asked questions. If you do not find the answer to your question, please contact [VDGtraining@lionsclubs.org](mailto:VDGtraining@lionsclubs.org).

### SVDG Virtual Seminar Questions

Many questions pertaining to registering for the virtual seminar and navigating the SVDG virtual training platform can be answered by viewing the [SVDG Virtual Seminar Help](#) video.

#### I have not received my registration email, what do I do?

The email containing the registration link is sent from our training partner, Limitless Leadership, using the email address [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com). If you do not see the email in your inbox, check your spam/junk folder. If you are able to locate it in your spam/junk folder move it to your inbox and either “allow” future emails from that sender to be let through to your inbox or add [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com) to your “safe-sender” list. Every email system has a slightly different process to do this, so if you need assistance try searching online, “How do I add an email to my safe sender list with [Gmail, Hotmail, Orange, Hanmail, Libero, etc.]”

If you are still unable to locate the registration email, please contact [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com).



## Where can I find the links to join my live session?

On the SVDG virtual platform select the “Download the Schedule and Meeting Links” button from the “Session Details” page. This will open a new window with your customized session schedule and will show a download link for each session. Use the “Calendar download” dropdown menu to select the type of calendar invite you want to receive. Then, click on the “Download” link next to each session to add each meeting invitation to your calendar. Downloading the calendar invite will automatically adjust the session time to your local time zone and provide the link to join the meeting when it is time to start. Additionally, a reminder email with the meeting link will be sent from [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com) two days prior to the start of each session.

## How do I know when to log in if I live in a different time zone than the schedule shows?

If you download the session meeting invitations to your personal calendar the start time automatically adjusts to your local time zone. To download the meeting links, see the previous question.

If further assistance is needed, [this time zone converter website](#) will convert the start time for you when you add your location, the location of the “anchor city” and the start time/date listed in the virtual seminar schedule linked on page 1 of this document.

## Where do I find the Head, Heart and Guts online assessment?

Completing the Head, Heart and Guts (HHG) online assessment is part of the pre-assignment for the “Becoming a Whole Leader” session. The assessment is found on the SVDG Virtual Platform Session Details page, under the “Becoming a Whole Leader” session heading.

## Where do I find the session recordings?

When you are on the virtual platform, “Log In” using the link under the yellow “Register Now” button in the top right. Enter the confirmation number you were provided when you registered.

Once you are logged in, you will be on the “Session Details” page. The recordings are available on this page, under each session heading.

You can select the video, and then you can make it full screen by selecting the “Vimeo” icon in the bottom right corner of the video frame.



## How do I complete the session evaluations?

There are only two evaluations launched after sessions 3 and 6. The first evaluation covers Sessions 1-3 and the second evaluation covers Sessions 4-6. When they become available on the virtual platform you will receive an email notification. To complete them, log into the virtual platform. On the “Session Details” page, there will be a gold button that says, “Complete Your Evaluations”. Click on the button and it will open the evaluation form in a new window.

## I was elected to the SVDG position after the virtual seminar ended, how do I access my training?

Upon verification of your appointment to the SVDG position, you will receive an email from Lions International that explains how to access your Lions Learning Center courses and the live virtual session recordings you missed. You will also receive an email from [svdgsupport@limitless-ltd.com](mailto:svdgsupport@limitless-ltd.com) requiring you to register for the SVDG virtual platform. This registration provides access to the recordings of the virtual sessions and the accompanying materials and evaluations. You must view the session recordings and complete two evaluations to complete your training and receive your digital certificate. The recordings and evaluations will be available through the end of June each Lion year.

## Online Lions Learning Center Assignments Questions

### How do I log into the Lions Learning Center (LLC)?

Log into the Lion Portal. From the top menu bar select, “Learn”. From the dropdown menu select “LLC: Online Learning.”

### I don't see the SVDG Learning Path on my dashboard in the Lions Learning Center (LLC), what do I do?

The SVDG Learning Path should appear in your “My Training” dashboard under the “In Progress” or “Not Started” sections. If you previously completed all courses in the SVDG Learning Path, then it will appear on the “Achievements” page which you can access from the top menu bar. If you still cannot locate the SVDG Learning Path please contact [elarning@lionsclubs.org](mailto:elarning@lionsclubs.org).



My Lions Learning Center (LLC) courses are in the wrong language, how do I change it?

Please contact [elearning@lionsclubs.org](mailto:elearning@lionsclubs.org).

How do I update my email address in the Lion Portal?

Log in to the Lion Portal. Select “My Membership”. In the new window select “My Personal Details” on the right-hand side. Select “Edit My Details”. Change your email address and select “Update” in the bottom right corner.

Where can I view the International Second Vice President video messages?

The International Second Vice President’s video messages to SVDGs are saved in the SVDG Learning Path in the Lions Learning Center (LLC). As each one is released, an email will be sent directly to the SVDGs alerting them to the launch of the new video. There are three total videos released in August, January and May.

## VDG MD/SD Workshop Questions

When and where is the VDG Multiple/Single District Workshop?

The VDG Multiple/Single District Workshop is planned locally. SVDGs should contact their Multiple District or District GLT Coordinator for more information.

I am a MD/D GLT Coordinator or GAT Area Leader, how do I plan the VDG Multiple/Single District Workshop for my SVDGs and FVDGs?

A [VDG Multiple District/Single District Workshop Planning Guide](#) is available to assist in the workshop planning. Additional planning resources that you can edit and use for your own purposes are also available upon request beginning in May for the following Lion year. Please contact [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org) to request these materials. The curriculum materials, including instructor guides, PowerPoint slides and participant manuals, become available in July and can also be requested from [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org).

Funding to offset the workshop facilitation costs are available via the [Leadership Development Multiple District Grant](#). Applications for this grant become available each May for the following Lion year. For more information contact [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org).