

GAT-GLT Local Training Reporting Tool

Frequently Asked Questions (FAQs)

Learning for every Lion is an important benefit to the growth and development of Lion and Leo members, clubs and communities. The goal of the Global Action Team-GLT is to provide learning opportunities to 500,000 Lions and Leos annually.

As a Global Action Team-GLT Coordinator, your help is needed to track and report training in your multiple district or district.

The information supplied below will provide answers for some frequently asked questions. For additional questions or assistance, please contact the Leadership Development Division by email at leadershipdevelopment@lionsclubs.org.

Reporting Local Training	
Why should the GAT-GLT coordinators report local training?	Sharing local training information allows Lions Clubs International to better support the multiple districts' and districts' annual training plan. GAT specialists will review local training and ensure that GAT-GLT coordinators receive current information on curriculum and grants available to support training. Training data will be analyzed to identify trends and needs.
How often should the GAT-GLT coordinators report local training?	GAT-GLT coordinators may report training at any time. It is recommended that the GAT-GLT coordinators share their annual training calendars (planned training) at the beginning of the year and report monthly on completed or cancelled training.
What training information should be reported?	<p>GAT-GLT coordinators will be able to report "Planned Training" and "Past Training".</p> <p>When reporting "Planned Training", the following information is required:</p> <ul style="list-style-type: none"> • Course Name • Course Language • Training Type • Audience • Training Start and End Dates • Training Location <p>In addition to the information above, the following information is required when reporting "Past Training":</p> <ul style="list-style-type: none"> • Participant Names • Faculty Names <p>Please refer to the Quick Start Guide for reporting local training available in the GLT Toolbox on the Lions Clubs International website for additional directions to easily and accurately report local training.</p>

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<p>How will GAT-GLT determine the appropriate “Training Type”?</p>	<p>“Training Type” will be used to identify the type of training offered. GAT-GLT coordinators will select the appropriate training type based on the training materials and topics covered. There are five (5) training types:</p> <ul style="list-style-type: none"> • 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 Clubs International programs and initiatives (For example: The Service Journey, Club Quality Initiative, or Campaign 100) <p>GAT-GLT coordinators should select all training types that apply to each training reported. For example, a New Member Orientation training might include training on how to access the Lionsclubs.org website and the Service Journey. To report the training type for this training, the GAT-GLT coordinator would select “Orientation Training”, “Technical Skills” and “Programs and Initiatives” as the Training Types.</p>
<p>How should the appropriate “Audience” be selected?</p>	<p>GAT-GLT coordinators will have the following options for “Audience”:</p> <ul style="list-style-type: none"> • 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: Open Text <p>GAT-GLT coordinators should select the appropriate “Audience” for each training being reported. If needed, multiple options may be selected. For example, a Club Officer School may include zone chairpersons at the training. When reporting this training, the GAT-</p>

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	GLT coordinator would select “Club Officers” and “Zone and Region Officers”.
How much time should be allocated for reporting training?	If a GAT-GLT coordinator has all of the training information, it will take less than five (5) minutes to report a Planned Training. The time needed to report Past Training will vary based on the number of participants and faculty. If the GAT-GLT coordinator has a complete participant sign-in sheet (including member and club ID) the process to add participants and faculty will be easier and take less time. A sample Leadership Development Daily Attendance Sheet is available in the GLT Toolbox on the Lions Clubs International website.
Is a club able to report local training?	At this time, clubs are not able to report training organized by the club. Should a club wish to have local training reported, it is recommended that the club 1 st vice president/club leadership chairperson send the training information, including participants and faculty to the district GAT-GLT coordinator and request that the district GAT-GLT coordinator report the training on the club’s behalf.
How will Lions Clubs International use the training information that is reported?	Lions Clubs International will analyze the training information to better understand how local training is used to prepare Lions and Leos for leadership roles. In addition, identifying when local training takes place will allow Lions Clubs International to better plan curriculum redesign and rollout of new training programs.
How will participant and faculty information be used?	Participant and faculty information will be kept confidential and used to identify trends. For example, Lions Clubs International might be able to determine if there are specific local courses that are completed prior to being elected to a specific role or office. General trends and data, such as total number of trainings offered and total number of participants, will be available via Insights later this year. Insights is accessible with your Lion Account.

Lion Account and “Learn”	
How will the MD and district GAT-GLT coordinators access the online tool to report local training?	The online reporting tool is part of the “Learn” application within the Lions Clubs’ digital ecosystem using your individual Lion Account login. Access is available on the Lions Clubs International website by clicking on the Member Login link.
What is “Learn”?	“Learn” is the newest application within the Lions Clubs’ digital ecosystem. Accessing “Learn” will allow Lions and Leos to complete online courses via the Lions Learning Center, obtain information about

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	the Lions Clubs International directed institutes, as well as view local training offered by their specific MD and district GAT-GLT coordinators.
Why do the GAT-GLT coordinators need a Lion Account to report training?	A Lion Account must be created in order to report GLT local training via the Learn application. The Lion Account also provides the ability to access additional digital applications developed by Lions Clubs International. While use of individual digital applications is at the discretion of the individual user, certain applications may be required if you hold an official role.
How do I create a Lion Account?	<p>A Lion can register for a Lion Account on the Lions Clubs International website by clicking on the Member Login link. The following information is required to successfully register for a Lion Account.</p> <ul style="list-style-type: none"> • Member ID* • Date of Birth • Email address* or Mobile Number* <p>*This information must match the Lions Clubs International database. Your club secretary is able to confirm your information. For assistance with your Lion Account, please contact please contact My Lion Support at mylionsupport@lionsclubs.org or 630-468-7000.</p>
What if I don’t want to create a Lion Account?	If a GAT-GLT coordinator does not have a Lion Account, they will not be able to access any of the features of Learn, including the online reporting tool.
How do I get help with my Lion Account?	For assistance with your Lion Account, please contact please contact My Lion Support at mylionsupport@lionsclubs.org or 630-468-7000.