Frequently Asked Questions

Learn Local Training Reporting (Manage Training)

[Technical Support Webpage Link](#)

Q   What local training information should be reported?

A   GLT coordinators are able to report any "Planned Training" and "Past Training" related to leadership development, membership development and service within their district or multiple district. Please refer to the [Learn Local Training Reporting Guide](#) available in the [GLT Toolbox](#) on the Lions Clubs International website for additional directions to easily and accurately report local training.

Q   Why should the GLT coordinators report local training?

A   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 GLT coordinators receive current information on curriculum and grants available to support training. Training data will be analyzed to identify trends and needs.

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In addition, reporting of local training assists in building and providing our Lion and Leo members with a comprehensive learning record.

Q Who reports local training?

A GLT coordinators should enter a list of planned training for the current fiscal year (July 1 – June 30) in the Manage Training section of Learn.

- GLT MD coordinators should report area- or MD-organized training (i.e., FVDG or SVDG training or Global Membership Approach training)

- GLT district coordinators should report district- and club-organized training (i.e., Zone Chairperson Workshop, Club Officer Training).

Do not report any of the following – Submit local institute documents to institutes@lionsclubs.org.

- Regional Lions Leadership Institute (RLLI)
- Emerging Lions Leadership Institute (ELLI)
- Advanced Lions Leadership Institute (ALLI)
- Faculty Development Institute (FDI)

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Q How often should the GLT coordinators report local training?

A GLT coordinators may report training at any time. It is recommended that the GLT coordinators share their annual training calendars (planned training) at the beginning of the year and report monthly on completed or cancelled training.

Q How will the MD and district GLT coordinators access the online tool to report local training?

A Local training should be reported in the Manage Training section of Learn. Use your Lion Account to access Learn.
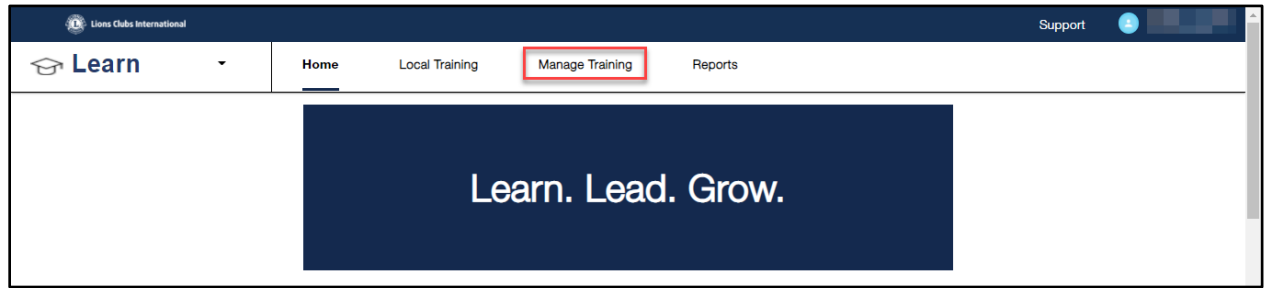
1. Log in to your Lion Account

    a. If you do not have a Lion Account, you will need to register for access.

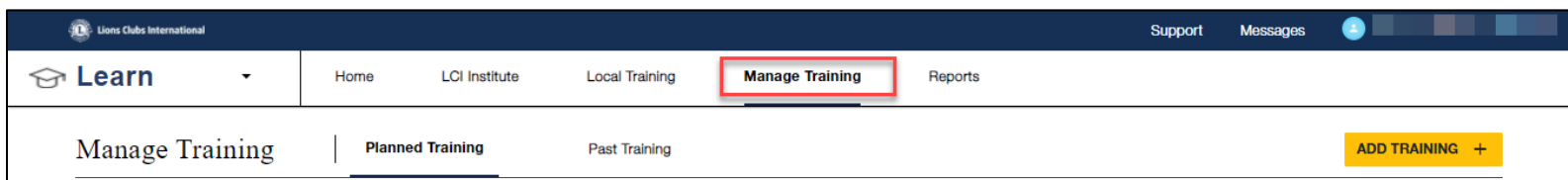2. Click on the icon labeled "Learn" within the Member Portal:
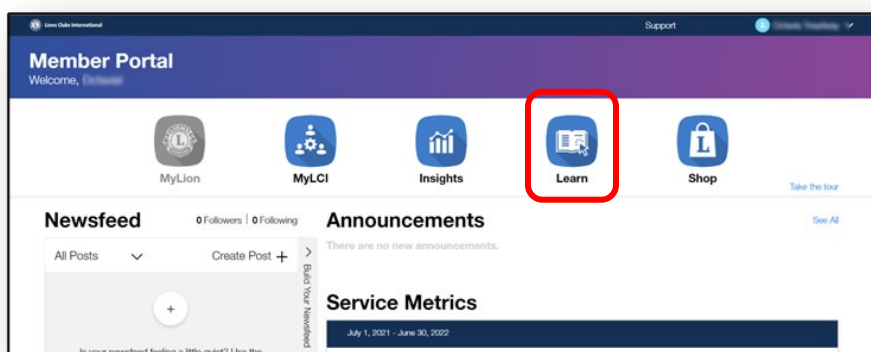
![Lions Clubs International]

3. You are now in Learn:

4. Select Manage Training to "Add Training" or modify a "planned training" or "past training"

Q Is a club able to report local training?

A 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 1st vice president/club leadership chairperson send the [Local Learning and Development Event Details for Learn Reporting](#), including participants and faculty to the district GLT coordinator and request that the district GLT coordinator report the training on the club's behalf.

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Q   How much time should be allocated for reporting local training?

A   If a GLT coordinator has all 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 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 [Training Attendance and Consent Form](#) is available in the [GLT Toolbox](#) on the Lions Clubs International website.

Q   How will Lions Clubs International use the local training information that is reported?

A   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.

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Q How will reported participant and faculty information be used?

A Participant and faculty information will be included in a Lion or Leo's My Learning Record report. The 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 a total number of trainings offered and the total number of participants, are available via Insights-Learn. Insights-Learn is accessible with your Lion Account.

Q Who has access to add, modify or view reported Local Training Data?

A Local Training data can be added and modified by MD and district GLT coordinators.

Reported local training is viewable based upon the highest Lions title for the following roles:

Officer Titles: Council Chairperson, District Governor

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GAT Titles: GAT Constitutional Area Leader, GAT Regional Area Leader, GAT Area Leader*, GLT Multiple District Coordinator, and GLT District Coordinator

*staff are aware of the Learn access/permission error for GAT Area Leader which allows them to only view Learn data for their multiple district. Staff are working to resolve this issue.

Q Does the "Manage Training" section have the ability to upload a list of multiple participants for a planned or past training?

A Yes. GLT Coordinators now have the ability to upload an Excel spreadsheet of institute participants all at one time.

Q Can I upload my own Excel spreadsheet to add participants to a learning event?

A Unforunately, no. The Learn import process requires a custom Multiple Participant Upload Template Excel file that must be used. However, the Multiple Participant Upload Template in Learn is a simple 4 column spreadsheet where you can copy and paste data from your participant roster.

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Q What information is needed to report a local training event?

A For the information a GLT coordinator will need to report a local training event, see the [Local Learning and Development Event Details for Learn Reporting](#) document in the GLT Toolbox.

Q What is the required by a GLT coordinator when reporting a zone chairperson or club officer training to ensure the training counts towards the district leadership development goal?

A Reference the **Learn Local Training Reporting Guide** for instructions on the reporting of zone chairperson and club officer training in Learn to support the achievement of the district leadership development goal.
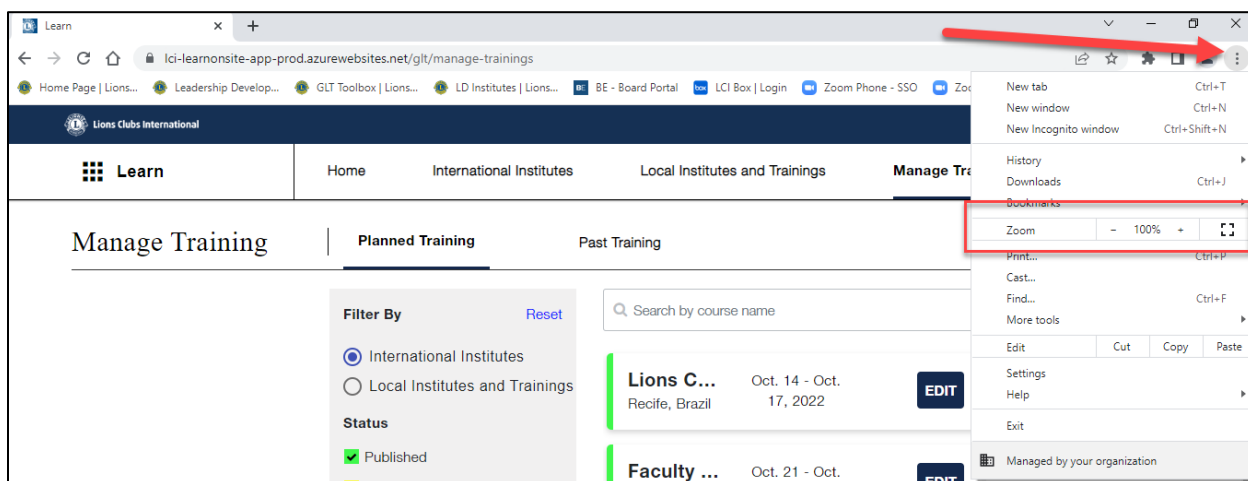
Q I see the "Add Training" button but nothing happens when I click on the "Add Training" button. Why is this happening?

A The zoom in your internet browser settings may need to be minimized to allow for the "Add Training" button to be activated.
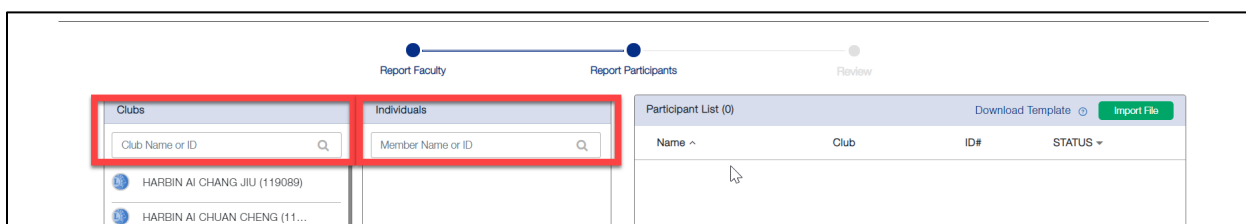
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Q What are some ways a GLT coordinator can search and find a faculty member or a participant to add them to a local training event?

A There are 2 search features in Learn to assistance GLT coordinators to find and add both faculty and participants.

1. Clubs -- Club Name or ID: Completing this will display the complete list of active members in a particular club.

2. Individuals – Member Name or ID: This feature will narrow the search by displaying the members with that name or ID number.

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Q   How can a MD or district GLT coordinator modify a completed local training?

A   For assistance with modifying a completed local training, GLT coordinators should contact their GAT specialist at globalactionteam@lionsclubs.org

Q   Where can I obtain support with the Learn Local Training Reporting?

A   For questions and support, please use the contact information below:

- Lion Account login support: mylionsupport@lionsclubs.org or 630-468-7000

- Global Action Team support:

  globalactionteam@lionsclubs.org

- Learn access and data support:

  Leadershipdevelopment@lionsclubs.org

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