

Local Training Reporting Guide

GLOBAL ACTION TEAM – GLT LOCALLY ORGANIZED TRAINING

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Overview

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 more than 500,000 Lions and Leos annually.

As a Global Action Team-GLT Coordinator, your help is needed to track and report local training in your multiple district or district. Use this guide to accurately share and report local training. Each section will provide you with the necessary steps to accurately enter, publish and report local training information.

All events that bring people together are critical to the success of Lions Clubs International. However, not all events are considered training. Use the table below to determine if a planned event meets the requirements for training. If the planned event is training, ensure the training is reported via the Local Training Reporting Tool.

	Training	Conferences/ Conventions/Forums	Meetings
Event Purpose	- Develop or Improve Skills - Change behaviors	- Informational - Strategic Plans - Organizational Update	- Informational - Strategic Plans - Organizational Update
Audience Size	Limited to allow all participants to fully contribute	No size limit	No size limit
Faculty Requirement	1–2 Faculty per classroom	Not required	Does not apply
Interaction During Event	Active (two-way)	Passive (one-way)	Passive (one-way)
Interactive Learning with the Expectation to Use New Skills	Yes	Optional	No
Knowledge Check or Assessment	Yes	Optional	No
Opportunity to Practice New Skills During Event	Yes	Optional	No
Attendee Attendance Tracking	Yes	No	No
Documented Event Feedback	Yes – training evaluations	Optional	No
Examples of Events	- Club Officer Training - Guiding Lion Training - Zone Chairperson Training - 1 st Vice District Governor Training	- Lions Clubs International Convention - Multiple District Convention - District Convention	- Multiple District or District Meetings - Club Meetings - Service Team Meetings

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Reporting Guidelines

- All Global Action Team-GLT coordinators should submit a list of planned training for the current fiscal year (July 1 – June 30) via the Local Training Reporting Tool. Planned training should be updated as new training is confirmed.
- Completed training should be reported monthly via the Local Training Reporting Tool. If a planned training is cancelled, the cancellation should be reported as soon as possible.
- Training event data should be reported by the Global Action Team -GLT coordinator that organized the training:
 - MD Global Action Team– GLT-coordinators should report MD-organized training, including locally organized institutes (i.e., RLLI, ELLI) MD-organized training (FVDG or SVDG training)
 - District Global Action Team-GLT coordinators should report district- and club-organized training (i.e., Zone Chairperson, Club Officer Training) including locally organized institutes (i.e., RLLI or ELLI)
- During the training, verify faculty and participant information. The [Leadership Development Daily Attendance Form](#), available in the [GLT Toolbox](#) on the Lions Clubs International website, may be used to collect this information.
- Participants may be Lions or Leos. Training events for non-Lions will not be counted in our global training data totals. Only participants who have a membership ID registered at Lions Clubs International will be recognized.
- Faculty may be Lions, Leos or external trainers. There is a separate field to report non-Lion faculty.
- Once training data has been successfully submitted, there is no need to mail supporting documentation unless specifically requested (i.e., for grant reimbursements).

DO NOT REPORT the following activities as training:

- Presentations or delivery of reports at meetings (Remember, presentations and reports are not training.)
- Attendance at meetings
- Communications to promote training, such as emails, newsletter and/or reports.
- Time spent identifying new or potential leaders and/or participants for training.
- Time spent creating new training or revising existing training.
- Participants who attend a Lions Clubs International organized institute at the constitutional area level. Participants who attend these institutes will be reported by the Leadership Development Division. If you report these participants, they will be counted twice.

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Prepare to share Local Training on “Learn”

Finalize your MD’s or district’s annual local training plan for the current fiscal year (July 1 – June 30). Include the information listed below as you finalize your training plan. Confirming local training details will allow you to easily add and share your local training via the online tool.

- Course Name
- Course Language(s)

- [Training Type\(s\)](#)
- [Audience\(s\)](#)
- Estimated Number of Participants
- Training Dates, including start and end times
 - **NOTE:** Training dates should be consecutive days and not reflect an extended period of time, such as multiple months or the entire year.
 - [How to report training that occurs over an extended period of time](#)
- Location, including address, city, state and country

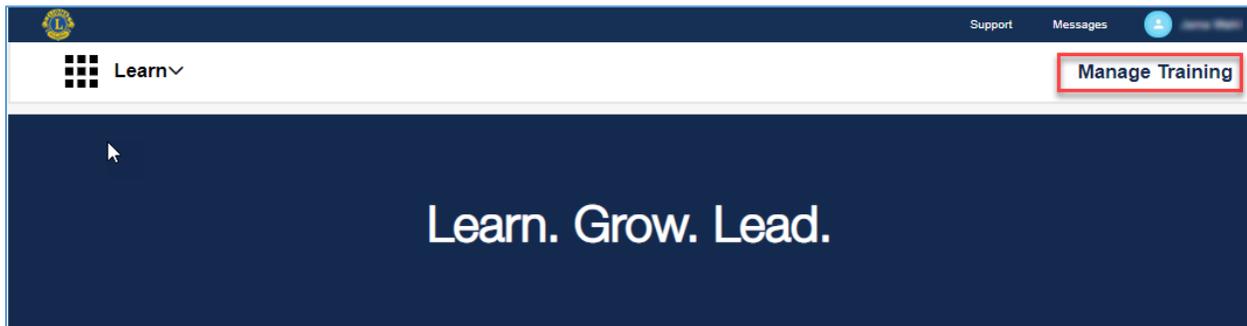
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Access “Learn” with your Lion Account

The Local Training Reporting Tool is part of the “Learn” application within the Lions Clubs’ digital ecosystem. Access is available on the [Lions Clubs International](#) website by selecting the Member Login link and using your individual Lion Account login and password.

[How to create Lion Account](#)

Upon accessing the “Learn” page, select “Manage Training” in the upper right of the page. Only Global Action Team-GLT coordinators on record with Lions Clubs International will have access to “Manage Training”.



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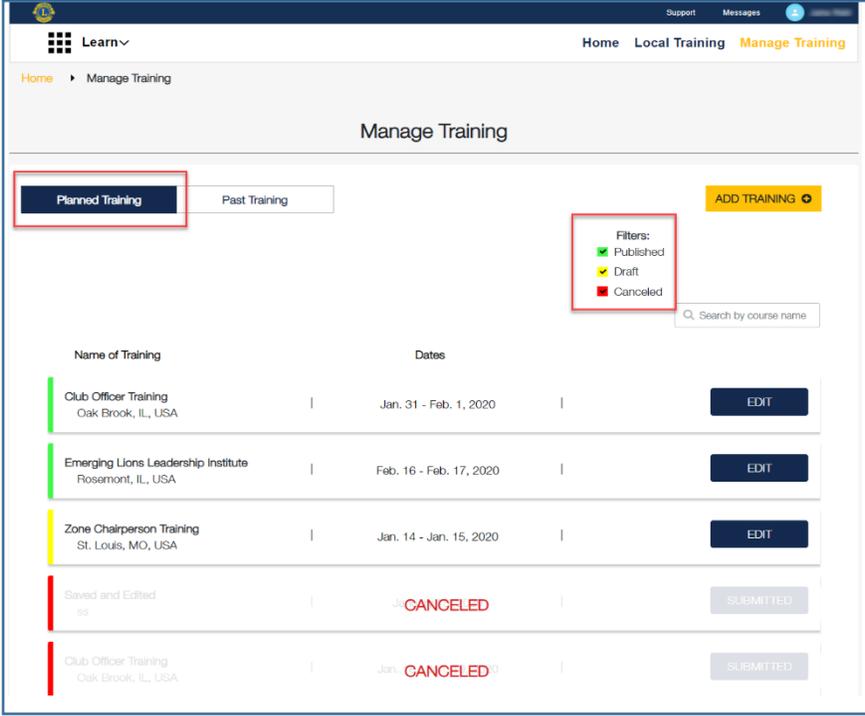
Manage Training

In the “Manage Training” section, Global Action Team -GLT coordinators will be able to add, edit and report local training information. Global Action Team -GLT coordinators may add and/or edit local training at any time. It is recommended, that Global Action Team -GLT coordinators report completed training monthly.

NOTE: Only Global Action Team – GLT coordinators will have access to the “Manage Training” section.

The **Planned Training** tab lists all future training (i.e., any training with an end date of today or later.).

- Green indicates training is **PUBLISHED** on “Learn” and viewable by any Lions or Leos in your MD or district.
- Yellow indicates training is a **DRAFT** version and is only viewable by the Global Action Team-GLT coordinator that created the local training. **DRAFT** versions will automatically move from “Planned Training” to “Past Training” when the end date of the **DRAFT** training has passed.
- Red indicates a future training is **CANCELED** and is viewable by any Lions or Leos in your MD or district.



The screenshot shows the 'Manage Training' interface. At the top, there are navigation links for 'Home', 'Local Training', and 'Manage Training'. Below this, there are tabs for 'Planned Training' (highlighted with a red box) and 'Past Training'. A yellow 'ADD TRAINING' button is located on the right. A filter menu is also visible, with 'Draft' selected (highlighted with a red box). The main content is a table with columns for 'Name of Training' and 'Dates'. The table contains five rows of training events, each with an 'EDIT' or 'SUBMITTED' button.

Name of Training	Dates	Action
Club Officer Training Oak Brook, IL, USA	Jan. 31 - Feb. 1, 2020	EDIT
Emerging Lions Leadership Institute Rosemont, IL, USA	Feb. 16 - Feb. 17, 2020	EDIT
Zone Chairperson Training St. Louis, MO, USA	Jan. 14 - Jan. 15, 2020	EDIT
Saved and Edited ss	CANCELED	SUBMITTED
Club Officer Training Oak Brook, IL, USA	Jan. CANCELED	SUBMITTED

The **Past Training** tab will list all past training (i.e., any training with an end date of yesterday or earlier.).

- Orange indicates training is **PENDING** and requires additional information from the Global Action Team-GLT coordinator to report the training as complete or canceled.
- Blue indicates training is **COMPLETED** and requires no further action. The Global Action Team-GLT coordinator has successfully submitted and reported the training.
- Red indicates training is **CANCELED** and requires no further action. The Global Action Team-GLT coordinator has successfully submitted and reported that the training was canceled.

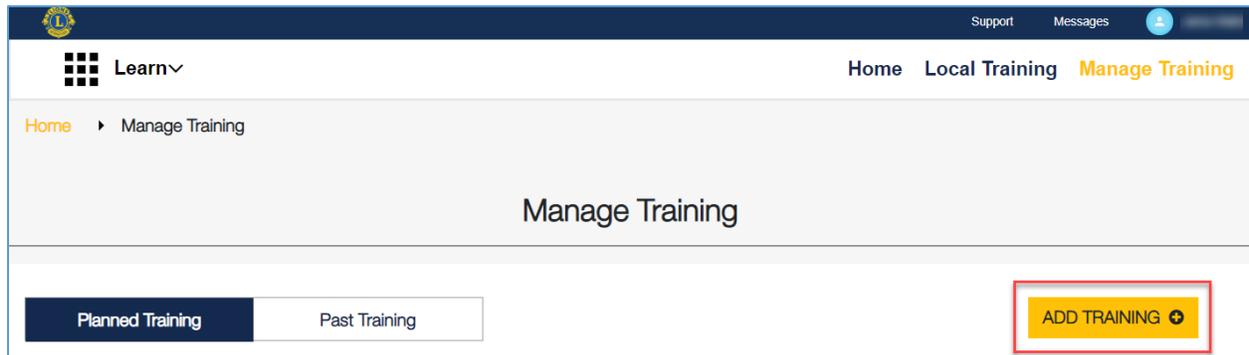
The screenshot shows the 'Manage Training' interface. At the top, there are navigation links for 'Home', 'Local Training', and 'Manage Training'. Below this, there are tabs for 'Planned Training' and 'Past Training', with 'Past Training' selected. A yellow 'ADD TRAINING' button is visible. A filter box shows 'Filters: Pending (checked), Completed (checked), Canceled (unchecked)'. A search bar is labeled 'Search by course name'. The main content is a table with columns for 'Name of Training', 'Dates', and a status button.

Name of Training	Dates	Status
Club Officer Training Cicero, IL, USA	Jan. 3 - Jan. 5, 2020	REPORT
Zone Chairperson Training	January 12, 2020	REPORT
Club Officer Training Oak Brook, IL, USA	December 14, 2019	COMPLETED
PastTrgComplete adssagjds	January 1, 2020	COMPLETED
Zone Chairperson Training	DATE CANCELED	SUBMITTED

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Add Training

Global Action Team-GLT coordinators may add training on the Manage Training page.



1. Select “ADD TRAINING”
2. A blank form will appear. (See next page.) Complete the requested information.
 - a. [How to select appropriate Training Type\(s\)](#)
 - b. [How to select the appropriate Audience\(s\)](#)
 - c. [How to report training that occurs over an extended period of time](#)
3. “SAVE” or “PUBLISH” the training
 - a. “SAVE” will save a **draft** version that is only available to the Global Action Team - GLT coordinator that created it.
 - b. “PUBLISH” will save a version that will be available for all Lions and Leos in your MD or district to view.
 - i. Published training will appear in the Local Training section according to the date of each training. Earlier training will appear first. Once a training date has passed, the training will automatically be removed from the Local Training section.

NOTE: If Global Action Team -GLT coordinators add local training that is already completed (with an end date of yesterday or earlier), the local training will automatically appear on the “Past Training” section.

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Sample Training Event Form

Support Messages

Learn

Home Local Training Manage Training

Home > Manage Training > Local Training Information

Training Event

DRAFT

Training Information

*Course Name:	<input type="text"/>
*Course Language:	Select course language
*Training Type:	Select Training Type
*Audience:	Select Audience
Estimated # of participants:	<input type="text"/>

*Start Date:	mm/dd/yyyy		*End Date:	mm/dd/yyyy
Start Time:	HH : MM AM		End Time:	HH : MM AM
Venue:	<input type="text"/>			
Street Address:	<input type="text"/>			
City:	<input type="text"/>			
Postal Code:	<input type="text"/>			

GAT - GLT Coordinator

Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
MD/District:	Multiple District 1

DELETE SAVE PUBLISH

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Edit Training

Global Action Team -GLT coordinators may edit local training as long as the training status is “Published” or “Draft”. Edits may be made from the Manage Training – Planned Training tab.

1. From the Planned Training tab, select the “Edit” button of the training you want to edit.
2. Edit local training information as needed.
3. If the local training status was “Published”, the updated information will automatically appear on the Local Training page.
4. If the local training was “Draft”, you will have the option of saving again as a “Draft” or selecting “Publish” which will publish the training on the Local Training page.

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Cancel Training

Global Action Team -GLT coordinators may cancel any local training that has a status of “Draft”, “Published” or “Pending”. Local training that has a status of “Complete” may not be canceled. Once a local training status is changed to “Canceled” no further changes may be made.



You may cancel training from either the Planned Training or Past Training tabs on the Manage Training page.

1. From the Planned Training tab, select the “Edit” button of the training you wish to cancel. From the Past Training tab, select the Report button of the training you wish to cancel.
2. Scroll to the bottom of the page. In the lower left corner, click on the “Cancel” button.
3. A pop-up box will appear. Select the reason the training was canceled. Select all reasons that apply.
4. If selecting “Other”, please indicate the exact reason for canceling the session.
5. Select “Submit”. A new pop-up will appear confirming that your cancellation was successfully submitted.
6. Select “Return” to return to the Manage Training page.

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Report Completed Training

Before reporting completed local training, Global Action Team-GLT coordinators should confirm participant and faculty information (including member ID and club ID). It is recommended that participant and faculty information is collected and verified during training. The [Leadership Development Daily Attendance Form](#), available in the [GLT Toolbox](#) on lionsclubs.org, may be used to collect this information.

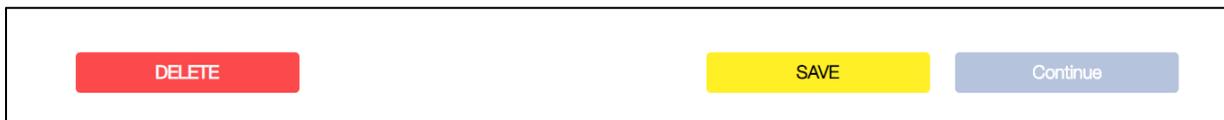
Note: Participant and faculty information will not be available to all Lions. This information will be used to track participation, faculty use and for data analysis.

Global Action Team-GLT coordinators will report completed training on the Manage Training – Past Training tab. There are two options to report completed training – “Add Training” if the training is not already listed on the **Past Training** tab or if the training is on the list, select the “Report” button.

“ADD TRAINING” allows Global Action Team-GLT coordinators to add any completed training that was not previously Published or created as a Draft.

Select “ADD TRAINING”

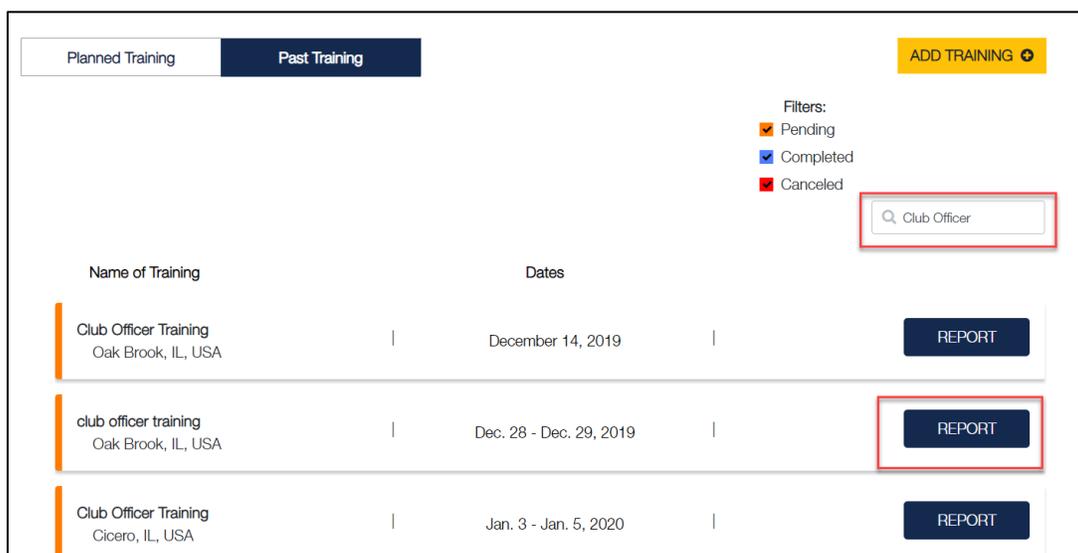
1. A blank form will appear. Complete the requested information.
 - a. [How to select appropriate Training Type\(s\)](#)
 - b. [How to select the appropriate Audience\(s\)](#)
 - c. [How to report training that occurs over an extended period of time](#)



2. “SAVE”
 - a. “SAVE” will save a Pending version that is only available to the Global Action Team -GLT coordinator that created it.
3. “Continue”
 - a. “Continue” will open a new window that will allow the Global Action Team -GLT coordinator to add and confirm the faculty.
4. From this step, the rest of the instructions are the same as selecting the “Report” button from the Past Training tab.

From Past Training

1. Find the training in the list of past training. You may use the search feature to search by course name.



2. Once you have identified the correct training to report, select “REPORT”. A new window will open that will allow the Global Action Team -GLT coordinator to add and confirm faculty.

The screenshot shows a web application interface for reporting faculty for a training session. The title is "Club Officer Training - (December 14, 2019)". The status is "PENDING". The progress bar indicates the current step is "Report Faculty".

There are two main sections for selecting faculty:

- Clubs:** A list of clubs with their member counts. The "ANTOCH (822)" club is highlighted with a red box. A search icon is visible next to the header.
- Individuals:** A list of member names with plus (+) and minus (-) icons next to them. A red box highlights the header "Individuals" and "Member Name or ID".

On the right, there is a "Faculty List (8)" table with columns for Name, Club, and ID#. The table contains 8 rows of data, each with a plus or minus icon.

At the bottom, there is an "Add Non-Lion Faculty" button (highlighted with a red box) and input fields for "First Name" and "Last Name" with a plus icon. Below these are three buttons: "CANCEL TRAINING" (red), "Save" (yellow), and "Continue" (dark blue).

- a. Add all faculty – Lions, Leos or external (Non-Lions) faculty.
 - i. Lions and Leos on record with Lions Clubs International (who have a member ID) may be added. Search for faculty under Clubs by entering a club name and expanding the list of club members. Search under

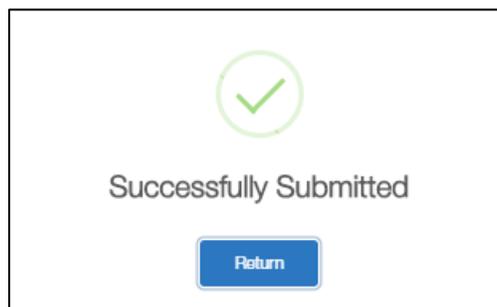
- Individuals by entering either the faculty name or member ID. Click on the “+” sign next to each faculty’s name to add faculty to the Faculty List.
- ii. Non-Lions are for any faculty who do not have a member ID. Enter the faculty First Name and Last Name.
 - b. Once faculty are selected, their names will appear in the Faculty List. Verify the correct faculty have been entered. “Go Back” to edits the faculty list as needed.
 - c. Once the Faculty List is correct, select “Continue”.
5. A new page will appear, allowing the Global Action Team -GLT coordinator to add participant information. Only Lions and Leos on record with Lions Clubs International (who have a member ID) may be reported. Search for participants under Clubs by entering a club name and expanding the list of club members. Or search under Individuals by entering either the faculty name or member ID. Click on the “+” sign next to each participant’s name to add participants to the Participant List.

The screenshot shows a web application interface for reporting training. At the top, there is a navigation bar with 'Support' and 'Messages' links. Below that, a breadcrumb trail reads 'Home > Manage Training > Report Training'. The main content area features a progress indicator with three steps: 'Report Faculty', 'Report Participants' (the current step), and 'Review'. An orange 'PENDING' button is located in the top right corner of the main area.

Below the progress indicator, there are two search panels. The 'Clubs' panel has a search box labeled 'Club Name or ID' and a list of clubs including 'DUNDEE TOWNSHIP (5...)', 'DUPO EAST CARONDE...', 'DURAND (236)', 'DWIGHT (586)', 'Dixon Lions (132258)', 'EARLVILLE (587)', 'EAST DUBUQUE (237)', 'EAST SAINT LOUIS (102...', 'EDWARDSVILLE (419)', 'ELBURN (531)', 'ELDORADO (170)', and 'ELGIN (532)'. The 'Individuals' panel has a search box labeled 'Member Name or ID' and a list of individuals with plus and minus icons next to each name.

To the right of these panels is a 'Participant List (30)' table with columns for 'Name ^', 'Club', and 'ID#'. The table contains 30 rows of participant information, each with a plus icon to its left. At the bottom of the interface, there are three buttons: 'CANCEL TRAINING' (red), 'Save' (yellow), and 'Continue' (dark blue).

- a. Once participant are selected, their names will appear in the Participant List. Verify the correct participants have been entered. Edit as needed.
 - b. Once the Participant List is correct, select “Continue”.
6. A new page will appear, listing all of the information submitted for the training. Edit the information as needed.
7. If the information is correct, click “SUBMIT”. A pop-up will appear reminding you this information is considered final. **This is the final opportunity to edit any information before submitting the official record of the training. Please review carefully.**
8. Click “SUBMIT” to officially submit the training as complete. A “Successfully Submitted” pop-up will appear. Select “Return” to go back to the Manage Training and continue to update local training information as needed.



NOTE: At any time during the reporting of faculty and participant names, you may Save and exit out of that training form. Any information entered will be saved and viewable by the Global Action Team -GLT coordinator. Once the “SUBMIT” button is selected no further changes to the faculty or participant list may be made.

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How to select the appropriate Training Type

“Training Type” will be used to identify the type(s) of training offered. Global Action Team -GLT coordinators will select the appropriate training type(s) based on the training materials and topics covered. There are five (5) standard training types:

- 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)

Global Action Team -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 Global Action Team -GLT coordinator would select “Orientation Training”, “Technical Skills” and “Programs and Initiatives” as the Training Types.

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How to select the appropriate Audience

Global Action Team -GLT coordinators will have the following options for “Audience”:

- 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

Global Action Team -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 Global Action Team -GLT coordinator would select “Club Officers” and “Zone and Region Officers”.

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How to report training that occurs over an extended period of time

If a local training occurs over a series of weekends or months, rather than consecutive days, each session should be reported separately.

For example, a club officer training occurs from May 1st to June 30th. The invited participants – incoming club officers – will attend in-person training for 4 Saturdays during this time period. Each session should be reported separately and identify the specific date of each session:

- Club Officer Training – Session 1 (May 2, 2020)
- Club Officer Training – Session 2 (May 23, 2020)
- Club Officer Training – Session 3 (June 13, 2020)
- Club Officer Training – Session 4 (June 27, 2020)

Not all participants nor faculty may be able to attend each session. By reporting each session separately, the Global Action Team -GLT coordinator will be able to identify and confirm the faculty and participants at each session.

If the training was entered as an extended session over 2 months (May 1st to June 30th), then the system would calculate the training as 60 days long. In addition, any reported participants and faculty would have 60 days of training be added to their individual training records.

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Questions

If you have any questions or need assistance with the Local Training Online Tool, please contact your GAT specialists at gat@lionsclubs.org.

If you have questions about participant or faculty data and how it will be used, please contact the Leadership Development Division at leadershipdevelopment@lionsclubs.org.

For assistance with your Lion Account, please contact My Lion Support at mylionsupport@lionsclubs.org or 630-468-7000.

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