

Frequently Asked Questions

Reporting Leos in Learn

[Technical Support Webpage Link](#)

Q Why should Leo training events or Leo participation be reported in Learn?

A Learning is a member benefit. By reporting Leo training events in Learn, a record for each Leo training will be created. Also, reporting of local Leo training assists in building and providing our Leo members with a comprehensive learning record to track their development as a Leo and Lion and which can be shared as desired.

In addition, reported local Leo training, participant and faculty data allows Lions International to:

- better understand how local training is used to prepare Leo members for leadership roles
- detect trends or gaps in training
- identify Leos who are active learners



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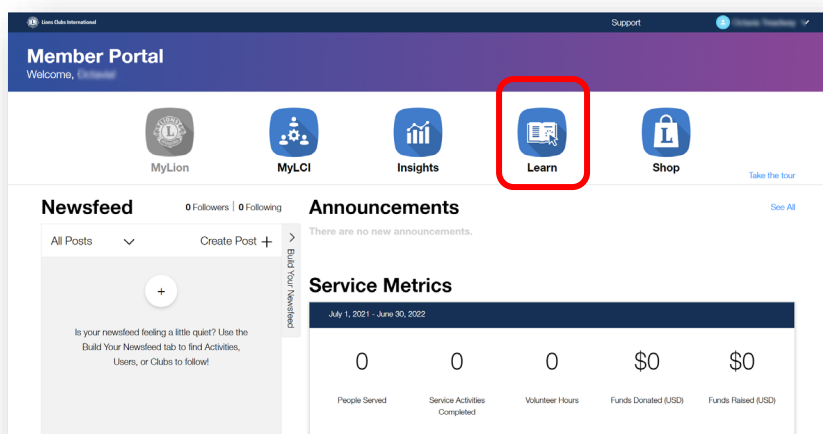
Q What is the benefit to a Leo of an individual learning record?

A A Leo is able to view their individual learning record and track their participation/completion of local training events and online courses. The learning record is downloadable and shareable, so a Leo can easily include the information in school application or update their CVs/resumes.

Q How does a Leo access their individual learning record?

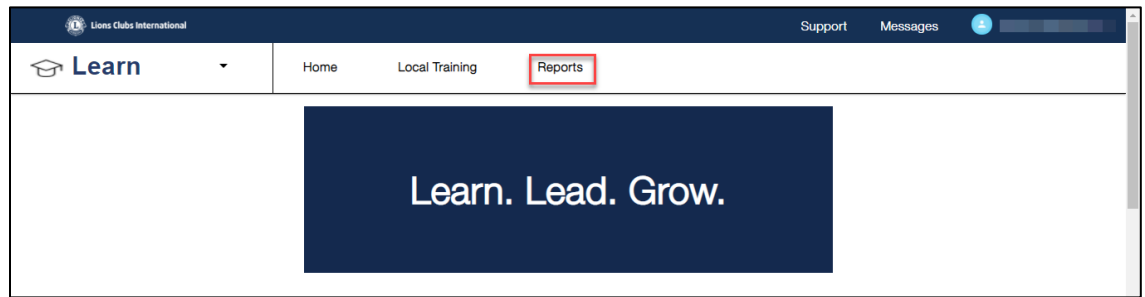
A Use your Lion Account credentials to access Learn. Select **Reports** to view and download training data.

1. [Log in to your Lion Account](#)
2. If you do not have a Lion Account, you will need to [register for access](#). Click on the icon labeled "Learn" within the Member Portal:

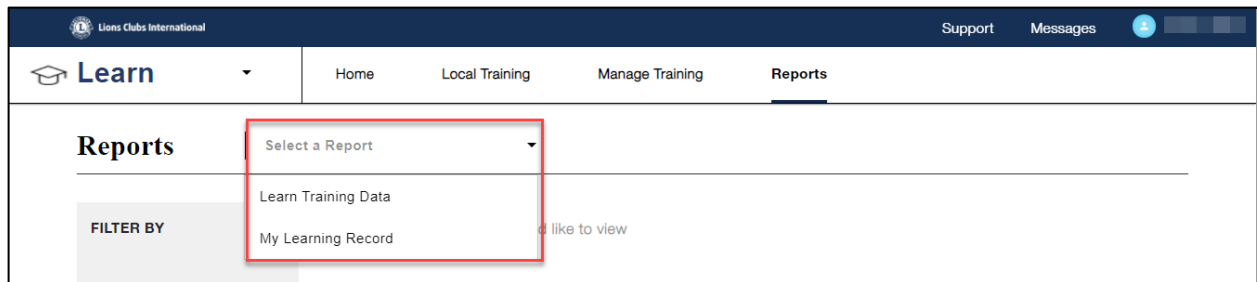


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3. You are now in Learn:



4. Select the My Learning Record report from the dropdown list.



Q How can I determine if a Leo learning event should be reported in Learn?

A The [Reporting Leo Learning Events in the Learn App](#) document provides criteria for determining if a Leo learning event should be reported in Learn.

Q Who is responsible for reporting local Leo training or participation?



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A GLT coordinators are responsible for ensuring that completed Leo training information (including faculty and participant data) is reported in the Learn App. Visit the [GLT Toolbox](#) for resources on reporting in Learn.

In addition, a GLT coordinator is responsible for:

- Collaborating with the Leo chairperson to develop an annual training and leadership development plan for Leo members.
- Entering a list of planned Leo training for the current fiscal year (July 1 – June 30) in the Manage Training section of Learn.

Q How often should Leo learning events be reported?

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 Is a Leo chairperson able to report a local Leo training or Leo participation?

A A Leo chairperson is not able to report Leo training or participation in Learn.

Q What is the role of the Leo chairperson in the reporting of a local Leo training or Leo participation?

A A Leo chairperson is responsible for:

- Collaborating with the GLT coordinator to develop an annual training and leadership development plan for Leo members.
- Ensuring Leo members are recorded in MyLCI and have a Lions International member identification.
- Collecting and providing the required Leo training and participation information for each event to the GLT coordinator for reporting in Learn. ([Local Learning and Development Event Details for Learn Reporting](#))



- For more details on the role of the Leo Chairperson in reporting local Leo training, see the [Reporting Leo Learning Events in the Learn App](#) document.



I organize Leo training but I am not a Leo chairperson or GLT coordinator. How do I ensure the Leo training is reported in Learn and what information is needed to report a Leo training or Leo participation?



Local organizers of Leo training should inform the Leo Chairperson of the training event. The following three documents need to be completed for each local training event and provided to the GLT coordinator to enter the Leo training in Learn.

- [Local Learning and Development Event Details for Learn Reporting](#)
- [Training Attendance and Consent Form](#)
- [Learn Local Training Multiple Participant Upload Template](#)





Where can I obtain support with the accessing Learn, viewing My Learning Record or reporting Leo training or participation data in Learn?



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

- Lion Account login support:
mylionsupport@lionsclubs.org or 630-468-7000
- GLT coordinators contact Global Action Team support:
globalactionteam@lionsclubs.org
- Leo chairperson, for support contact:
leo@lionsclubs.org



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