



Lions Clubs International

Certified Guiding Lion Program

Empowerment is
the key to success!



“Leadership is more than service,
it is enabling others to be more productive.”



Certified Guiding Lion Facilitator's Guide

PREPARING FOR THE WORKSHOP

GOAL

The Guiding Lion Program is designed to assist clubs that are newly chartered, established or have a priority designation. Guiding Lions are assigned for a two-year term by the district governor in consultation with the sponsoring or established club president. Guiding Lions are limited to serving no more than two new clubs at any point in time.

Even if they are experienced Guiding Lions, they will benefit from this course because it provides the most comprehensive overview available of the roles and responsibilities of a Guiding Lion.

The Certified Guiding Lion Course will help them:

1. Understand their role as a Guiding Lion
2. Help them develop a plan to guide the club to become self-sufficient and strong
3. Provide tools to help the club officers manage their club
4. Establish a system to track development over the course of their term

The overall goal of this workshop is to familiarize the Lion with the roles and responsibilities of a Certified Guiding Lion and Give the Lion the knowledge needed to carry out these responsibilities. How you do this will depend largely on how accurately you have assessed your members' dedication, motivation and knowledge of Lions clubs.

ROLES OF THE HOST

The host will ensure that the participants understand the preliminary work that should be done prior to the course date. Following is a list of resources to be reviewed prior to the workshop.

1. Review the [CGL Workbook](#) and complete all exercises so they are able to discuss the course material effectively. They should allow 5-6 hours to cover the material prior to the course.
2. Review all course material included in the kit
 - [Best Practice for Financial Transparency](#)
 - [Plan for Your Club's Success \(Global Membership Approach\) Guide](#)
 - [Certified Guiding Lion Rebuilding Assessment](#)
 - [Charter Night Planning Guide](#)
 - [Club Quality Initiative \(CQI\)](#)
 - [Club President/Vice President e-Book](#)
 - [Club Secretary e-Book](#)
 - [Club Treasurer e-Book](#)
 - [Club Membership Chairperson e-book](#)
 - [Club Service Chairperson e-book](#)
 - [Club Marketing Chairperson Guide](#)
 - [Guiding Lion Assignment Form](#)
 - [Lions Community Needs Assessment](#)
 - [Making It Happen: Guide to Club Project Development](#)
 - [Standard Club Structure](#)
 - [New Member Orientation Guide Training Guide](#)
 - [Standard Form Club Constitution and By-Laws](#)
 - [Your Club, Your Way!](#)

SUGGESTED AGENDA

TIME (minutes)	SECTION	ACTIVITIES
20 minutes	Introduction and Course Overview	Program Overview and Expectations
10 minutes	Section I. Skills of a Successful Guiding Lion	Exercise #1: Self Assessment of Guiding Lion Skills
60 minutes	Section II. Get off to a Good Start: Become an Information Expert	Exercise #2: Identify key concepts that should be shared as part of the club office training Exercise #3: List the training resources offered by the district and multiple district Exercise #4: Determine the value of the Managing a Club Webpage Exercise #5: Get Familiar with MyLCI & MyLion
15 minutes	Section III. Develop a Club Officer Mentor Team	Exercise #6: Develop your Club Officer Mentor Team
15minutes	BREAK	
70 – 75 minutes	Section IV. Design Club Officer Training	Exercise #7: Key objectives of Training Session One Exercise #8: Key objectives of Training Session Two Exercise #9: Productive and Meaningful Meetings Exercise #10: Creating a Membership Plan
20 minutes	Section V. Assessing Club Needs	Review the Club Assessment
15 minutes	Section VI. Guiding Lion Resources	Review reports, worksheets and material available thru Lions International
45 minutes	Questions and Review	Summarize learning points
Total Time: 270 – 275 minutes		

Introduction & Course Overview

Total Time: 20 minutes

Slides: 2 – 7

Workbook Pages: 1 – 4

Welcome (Slide 2)

- Ask each Lion to provide their name and their title. Make sure that every Lion is welcomed and encouraged to participate. Introduce any special guests
- Make announcements (meals, breaks, restrooms)
- Direct the Lions to form small groups and obtain what each member expects from the workshop.
- Ask each group to appoint one Lion to provide their expectations of the session. List expectations on a flip chart and keep them in mind. If possible, remain flexible and address appropriate expectations during the course of the workshop. Consider revisiting the list of items throughout the training to ensure that the needs of the participants are being met.

Explain the Objectives (Slide 3, Workbook Page 1)

- The overall objectives and purpose of the workshop is to prepare them to serve a club as a Certified Guiding Lion and why training is needed.

Six (6) Elements of Club Success (Slide 4, Workbook Page 2)

- Review the six elements of club success

Introduce the Certified Guiding Lion Course Organization (Slide 5, Workbook Page 3)

- Section I: Skills of a Successful Guiding Lion
- Section II: Getting off to a Good Start – Becoming an Information Expert
- Section III: Develop a Club Officer Mentor Team
- Section IV: Design Club Officer Training
- Section V: Assessing the Club Needs
- Section VI: Guiding Lion Resources

Pre-Assignment Tools (Slide 6)

- Review the list of pre-assignment tools. Ask how many participants completed the assignments to assess their readiness. Additional time will be needed if no preliminary work has been done.

Certification Process (Slide 7 Workbook Page 4)

- Review the certification process. Explain that the attendees must complete their workbook exercises and the *Test for Certified Guiding Lion* before the district governor, district or multiple district GLT Coordinator sign the *Completion Verification Form*.

Section I. Skills of a Successful Guiding Lion

Total Time: 10 minutes

Slides: 8 – 11

Workbook Pages: 5 – 7

Skills of a Successful Guiding Lion (Slide 8-10, Workbook Pages 5 & 6)

- Emphasize a successful Guiding Lion serves many roles. Some that may come naturally and some that may need additional development. Building these skills will not only help you with your responsibilities, but they will also help you personally and professionally.

Exercise #1 (Slide 11, Workbook Page 7)

- Open a discussion on which characteristics the participants feel they already possess and which ones they feel they would like to develop further. List these skills and behaviors on the flip chart. With the groups help, rank the responses so that the top 5 qualities are identified.
- Ask what can be done if a skill is weak. Noting that the participant can work to develop the skill or share the task of being a Guiding Lion with someone who has the skill. Discuss the opportunities for personal growth. Ask the participants to write down their personal goals for their own reference.

Section II. Getting Off to a Good Start

Total Time: 60 minutes

Slides: 12 – 26

Workbook Pages: 8 – 11

Getting off to a Good Start (Slides 12&13)

- Transition into Section II by asking the group how we can support a successful club and noting that the first step is to be aware of the tools, training and support that is offered by Lions International. Write their answers on the flip chart.

Supporting Materials (Slide 14, Workbook Page 8)

- Review the support courses available to help train the club officers in the Lions Learning Center. Note that it is a comprehensive online training program that covers job specific guidance for each club officer position. If needed, quickly review the courses for those who may not have done the preliminary work.
 - Setting up an account
 - Go to the Course Catalog
 - Find the Club Officer Trainings available in the course catalog

Exercise #2 (Slide 15, Workbook Page 9)

- Open a discussion on what is the most important information to share with the club president and the club secretary. Note each table's answer on the flip chart.

Exercise #3 (Slide 16, Workbook Page 10)

- Ask each table to compare their answers to exercise 3, noting their top answers on the flip chart.

Effective Club Operation Resources (Slide 17 - 23, Workbook Page 11)

- Review some of the resources that are available to help with effective club operations
 - Managing a Club (Club Officers Team) Webpage
 - Standard Form Club Constitution & By-Laws
 - Improving Club Quality Programs
 - Club Excellence Awards
 - Orientation Guide
 - Charter Night Planning Guide

Exercise #4 (Slide 24, Workbook Page 11)

- Ask each group what were the top three items that they feel were useful to promote excellence in club management? Ask each table to compare their answers noting the top ones on the flip chart.

Your Lions Account (Slide 25, Workbook Page 12)

- Review the Member Portal and explain what MyLCI has to offer:
 - Manage club roster updates
 - Update member contact information
 - Print club rosters
 - Create mailing lists
 - View and pay club statements

Exercise #5 (Slide 26, Workbook Page 11)

- Review the MyLCI and MyLION frequently asked questions.

Section III. Develop a Club Officer Mentor Team

Total Time: 15 minutes

Slides: 28 – 30

Workbook Pages: 13 – 15

Club Officer Mentor Team (Slides 27&28)

- Explain that the support for a club by establishing a Club Officer Mentor Team is important to ensure the club has the support and guidance needed to be successful.

Members of the Mentor Team (Slide 29)

- Review the Member Portal and explain what MyLCI has to offer:
 - Two Certified Guiding Lions
 - The District Governor Team
 - The Zone Chairperson
 - Club Officer Mentor

Exercise #6 (Slide 30, Workbook Page 14&15)

- Open a discussion on how the Club Officer Mentor Team can support the club's development.
- Refer to the exercise in the workbook and ask the participants to identify the individuals who are qualified to serve in the following roles and write the top answers on the flipcharts:
 - District Support
 - Club Officer Mentor

Break

Total Time: 15 minutes

Slides: 31

Section IV. Design Club Officer Training

Total Time: 70 minutes

Slides: 32 – 56

Workbook Pages: 16 – 24

Club Officer Training (Slide 32, Workbook page 16)

- Discuss how they have people and the resources, now it's time to put it together to make a plan to support the club. Ask the participants to open their workbooks to this section.

Five Training Sessions (Slide 33, Workbook pages 16-24)

- Review the five training sessions:
 - Session 1: Getting Started!
 - Session 2: Club Operations
 - Session 3: Hosting Productive and Meaningful Club Events
 - Session 4: The Importance of Recruitment and Retention
 - Session 5: Planning for the Future and Achieving Excellence

Training Session 1: Getting Started! (Slide 34 – 36, Workbook pages 16&17)

- Discuss the Introduction to Lions Clubs International
 - Who Lions are
 - History of your club
 - Organizational Structure (District and Multiple District)
 - History of Lions Clubs International
 - Lions Clubs International Structure and Organization
- Discuss the Introduction to Lions Clubs International Foundation
 - Mission of the Foundation
 - LCIF Stories of Pride
 - Grant Toolkit

Understanding Club Responsibilities (Slide 37, Workbook page 17)

- Contains the primary governing guidelines for the club
 - Mission Statement, Slogan, Motto, Purpose, Objects and Ethics
 - Type of Membership
 - Fees and Dues
 - Managing Funds
 - Meetings and Quorums
 - Elections

Charter Night Planning Guide (Slide 38, Workbook page 18)

- Plan the event with the charter night checklist
 - Introduction etiquette
 - Travel Arrangements

Club Officer Mentor (Slide 39, Workbook page 18)

- Introduce the club officers to the club officer mentor
- Each officer should be assigned a mentor who is currently fulfilling the same officer role
- The mentor should be experienced, available and able to communicate/train the new officer effectively
- Provide each pair a copy of their respective checklist to review

Exercise #7 (Slide 40, Workbook Page 18)

- Ask each table to discuss why an overview of Lions Clubs International is important and what the three most important objectives are for the first training session. Write down top answers on the flipchart

Training Session 2: Getting Started! (Slide 41 Workbook pages 19)

- Review key leadership positions and strategies to finding meaningful service projects. Stress the concepts of planning, teamwork and communication to the new officers.

Club Officer Responsibilities (Slide 42 Workbook pages 19)

- Review the club officer e-Books
- Highlight the important role of each club officer
- Note any local adaptations when appropriate
- Discuss the webpages offered to each club officers
- Discuss the club officer checklist and mentor checklist

Best Practice for Financial Transparency (Slide 43 Workbook pages 19)

- Financial reporting
- Guidelines for reimbursement
- Bank account management
- Conducting year-end audits and reviews

Making It Happen! (Slide 44 Workbook pages 19-20)

- Five steps to help identify potential new projects
 - Step 1: Make a list of possible programs
 - Step 2: Appoint a task force
 - Step 3: Conduct Research
 - Step 4: Write a plan
 - Step 5: Implement the plan

Exercise #8 (Slide 45, Workbook Page 20)

- Ask each table to discuss what they consider the three most important objectives of the second session. Write down top answers on the flipchart

Training Session 3: Hosting Productive & Meaningful Meetings (Slides 46 – 47, Workbook page 21)

- Review the resources and tools concerning effective and positive meetings. They can be used to help the club build a strong foundation and continue to involve and attract members.
- Discuss how to increase attendance at meetings:
 - Meeting date, time and location
 - Send invitations announcing activities
 - Make personal calls to invite current and potential members
 - Invite interesting and relevant speakers
 - Involve members in projects right away

How to Improve Overall Meetings (Slide 48 Workbook page 21)

- Review the Your Club, Your Way! Guide which will help the club:
 - Customizing meetings
 - Reinventing general meetings
 - Phasing in change
 - Key to meeting success
 - Ideas to increase involvement
 - Club meeting program ideas
 - Promoting your meetings and events to the public
- Meeting Management
 - Review the meeting management course located on the [Lions Learning Center](#) which provides information for facilitating effective meetings and good meeting management

Exercise #9 (Slide 49, Workbook Page 22)

- Ask each table to discuss what elements are key to a positive and productive meeting and what can be done to increase attendance. Write down top answers on the flipchart

Training Session 4: The Importance of Recruitment and Retention (Slide 50, Workbook page 23)

- Underscore the importance of continued club growth and provides an opportunity to check the progress made by the Club Officer Mentor Team

Membership Chairperson e-Book (Slide 51, Workbook Page 23)

- Review the Membership Chairperson e-Book and use the Just Ask! New Member Recruiting Guide as a resource and discuss these topics
 - Recruiting new members
 - Sponsor's responsibilities
 - Induction ceremony
 - New member orientation
 - Membership awards
 - Involvement

Exercise #10 (Slide 52, Workbook Page 24)

- Ask each table to discuss what successful ideas for recruiting new members that could be shared with new club officers. Write down top answers on the flipchart

Training Session 5: Planning for the Future and Achieving Club Excellence (Slide 53 – 56, Workbook page 24)

- Review the need for ongoing planning and development. This should take place after the club as operated for a few months and before new club officers take office for the next fiscal year. Reference the following resources:

- Plan for Your Club's Success (Global Membership Approach): Discover the club's strengths, ways to improve and new opportunities that will help the club grow and thrive! Planning forms help develop a vision, assess the club's needs and organize your plan for a successful implementation.
- Club Quality Initiative: A strategic planning tool that helps clubs identify opportunities for improvement. By understanding our current operations, identifying areas that may be improved and taking measured steps to accomplish their goals, clubs can be even better.
- Club Excellence Award: Review the requirements needed to achieve the excellence award. The award can provide the club with ongoing direction and recognize the club president for their dedication.

Section V. Assessing Club Needs

Total Time: 20 minutes

Slides: 58

Workbook Pages: 25

Assessing Club Needs (Slide 58, Workbook page 25)

- Review the Club Assessment on pages 35-39 to determine the club's needs and areas for development.
 - Understanding Club Responsibilities
 - Club Management
 - Service Activities
 - Marketing
 - Lions Clubs International Foundation
 - Meetings
 - Membership Growth
 - District Support
 - Further Leadership Development
- Established clubs: Use to help identify areas that could use improvement and design training and support accordingly.
- New Clubs: Use after the first six months to confirm the understanding and identify areas that need additional guidance.

Section VI. Guiding Lion Resources

Total Time: 15 minutes

Slides: 59 – 63

Workbook Page: 25

Assessing Club Needs (Slides 59 – 63, Workbook page 25)

- Introduce the support and information available to the Guiding Lions.
 - Club Health Assessment
 - Club Health Assessment Strategies
 - Troubleshooting Guide for Clubs
 - Quarterly Report
 - Final Report
 - Guiding Lion Support

Review, Test & Questions

Total Time: 45 minutes

Slides: 64 – 65

Workbook Pages: Test: 42 – 43 and Verification Form: 44

Assessing Club Needs (Slides 64 – 65, Workbook page 43 – 44)

- Recap the CGL course, resources and tools
- Discuss the Test for Certified Guiding Lion
- Review the Certified Guiding Lion Completion Verification Form

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