Build a Team

TRAINING SUPPORT GUIDE
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Introduction

The purpose of this guide is to help prepare you to effectively facilitate Global Membership Approach training, by providing you with important background information, tools, and resources.

For Global Membership Approach training content, please visit the Global Membership Approach webpage to download the session PowerPoints, which include detailed speaker notes, and other supporting materials.
Global Membership Approach – Training Overview

Program Objectives:
The Global Membership Approach is designed to accomplish the following objectives:
- Rejuvenate districts with new clubs
- Revitalize clubs with new members
- Re-motivate existing members with fellowship and exciting service

These objectives will be accomplished using the following 4-step process:
- Build a Team*
- Build a Vision
- Build a Plan
- Build Success

*Build a Team can be combined with the Overview presentation, which is available on the Global Membership Approach webpage.

Lions Learning Center (LLC) Course:
The Global Membership Approach eLearning course is available for all Lions in the Lions Learning Center (LLC), under Learn using their Lion Account credentials.

Many leaders may have already completed the Global Membership Approach eLearning course. If so, facilitators may want to take this into consideration and adjust this training accordingly.

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The Role of the Facilitator

It is recommended Lions who graduated the Faculty Development Institute (FDI) and Lions certified through the Lions Certified Instructor Program (LCIP) facilitate the Global Membership Approach training. If an FDI graduate or LCIP certified Lion is not available, you may be called upon to serve as a facilitator. Below is a list of items that facilitators conducting this training should be able to perform. While it is not imperative that facilitators are experts in each area, it is important that they be proficient in these skills.

- Deliver short lectures
- Engage participants in an interactive learning environment by conducting question and answer segments, facilitating meaningful group discussions and group activities
- Manage learner behavior
- Manage a training environment and session logistics
- Use PowerPoint presentations and an LCD projector

Facilitator Materials

Facilitators will use the Global Membership Approach PowerPoint presentations accompanied by speakers notes and this Training Support Guide, which is designed to provide a flexible instructional plan and suggestions for delivery for each of the training sessions.
Session Timelines and Preparation

The following pages include an overview, list of materials, topic highlights, and timing for each topic. The time spent on each topic can be altered based on the number of participants and their needs. This overview is meant as a preview of this session, not as a replacement for this step’s PowerPoint.

The PowerPoint for this session, which includes speaker notes, is available on the Global Membership Approach webpage on the Lions International website.

For each session, you will need access to the following audio/visual equipment:

Virtual Training
- Computer

In-person Training
- Computer
- LCD projector and screen
- Flipchart and markers (optional)
- Wireless mouse/laser pointer (optional)

If facilitating an in-person training, participant materials can be printed in black and white.

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Session 2: Build a Team

The following table includes a brief overview of the presentation content and specific points to highlight when facilitating, the approximate time to spend on each section of the presentation and the content’s corresponding slide reference. Please note that the session highlights may not be a component of the session itself but can provide additional clarification of the Global Membership Approach.

Learning Objectives:

• Identify how working groups can be organized and who can be involved
• Define expectations of working group members and leads
• Explain how Global Membership Approach can be applied to any interest within Lions

Materials:

☐ Overview PowerPoint with adaptable speaker notes
  ▪ The Overview PowerPoint is available on the [Global Membership Approach](#) webpage.

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<th>SESSION OVERVIEW, TIMELINE AND HIGHLIGHTS</th>
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<tr>
<td><strong>Section Topic (Time)</strong></td>
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<tr>
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<tr>
<td><strong>Introduction</strong> (15 minutes)</td>
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<tr>
<td><strong>Presentation</strong></td>
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| Understanding the Need (10 minutes) | **Presentation**  
Review current membership totals both globally and in your respective constitutional/regional area.  
Review 3-year trends and compare to current membership totals.  
**Highlights**  
Remember to highlight your constitutional/regional area totals as displayed on the slide.  
Provide examples of regional adaptations to the process, if applicable. | Slides 5 & 6 |
| Previous Results (2 minutes) | **Presentation**  
Provide a brief overview of pilot progress and results.  
Modify this slide to highlight regional successes. | Slide 7 |
| Objectives (2 minutes) | **Presentation**  
Review the objectives of the Global Membership Approach.  
**Highlights**  
Remind participants that membership growth leads to more opportunities for service. | Slide 8 |
| Leadership (2 minutes) | **Presentation**  
List which executive officers and Global Action Team leadership support the Global Membership Approach.  
**Highlights**  
Mention that more information on the Global Membership Approach can be found on the LLC, under Learn using their Lion Account credentials. | Slide 9 |
# SESSION OVERVIEW, TIMELINE AND HIGHLIGHTS

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<th>Section Topic</th>
<th>Presentation Overview and Highlights</th>
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| **Timeline** *(4 minutes)*    | **Presentation**  
Provide a historical overview of the Global Membership Approach and how it grew to be implemented worldwide.  

**Highlights**  
Remind participants that based on feedback received during piloting, some regional adaptations may be reflected in the Global Membership Approach implementation in their respective area. | Slide 10         |
| **Build a Team Introduction** *(3 minutes)* | **Presentation**  
Define the four-step process and next steps in relation to Build a Team.  

**Areas of Focus** *(2 minutes)* | **Presentation**  
Review the area of focus or objectives of the Global Membership Approach, and how providing training and support for Lion leaders supports them. | Slide 12         |
| **Working Group Organization** *(10 minutes)* | **Presentation**  
Provide a high-level overview of how working groups can be organized to provide support to each of the focus areas.  

Define who can be a member of the working group.  

**Highlights**  
Clarify for ‘Build a Team’ that the team being established is not a new structure, but a supporting working group focused on membership growth.  

Remind participants that working groups can be organized based on the direction of the district and that the Global Membership Support Lead is not an official title in MyLCI. | Slides 13 & 14    |
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<th>Section Topic (Time)</th>
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<tr>
<td><strong>Expectations</strong> (10 minutes)</td>
<td><em>Clarify that the working group can include any member from the club level to executive officers who has an interest in membership growth in that area.</em></td>
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<td><strong>Working Together</strong> (15 minutes)</td>
<td><strong>Presentation</strong>&lt;br&gt;Define what is expected of each team member when building the working group.</td>
<td>Slide 15</td>
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<td><strong>Presentation</strong>&lt;br&gt;Discuss what drives participants to be a Lion and how each passion can be translated into one of the four areas of focus as it applies to the Global Membership Approach.</td>
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<td><strong>Highlights</strong>&lt;br&gt;Provide an example of a Lion’s passion, outside service, and apply it to an area of focus for the Global Membership Approach.</td>
<td>Slide 16</td>
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<td>If most participants are driven by service or fellowship, ask follow-up questions to bring deeper insights and buried connections to light.</td>
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<td><strong>Next Steps</strong> (10 minutes)</td>
<td><strong>Presentation</strong>&lt;br&gt;Review quote on slide.</td>
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<td><strong>Presentation</strong>&lt;br&gt;Determine the logistics for the next session, Build a Vision.</td>
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<td><strong>Presentation</strong>&lt;br&gt;Define pre-work expectations for the next session, Build a Vision</td>
<td>Slides 17-19</td>
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<td><strong>Highlights</strong>&lt;br&gt;Remind participants to review the Global Membership Approach eLearning course in the LLC, under Learn using their Lion Account credentials.</td>
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<td>Consider, as the facilitator, completing the LLC courses listed in the PowerPoint to best answer questions in the next session and prepare examples of regional adaptations as needed.</td>
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<tr>
<td>Questions (5 minutes)</td>
<td>Open forum for questions from participants</td>
<td>Slide 28</td>
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*Total Time: 90 minutes*

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Evaluation/Survey

Evaluation is an important part of any training program. Data collected from evaluations can provide important insight into the effectiveness of content, materials, training format, instructors, and the overall success of the program.

It is recommended that participants complete the Global Membership Approach Survey located under ‘Connect with us’ at the bottom of the Global Membership Approach webpage.

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Room Set-Up

If the session is conducted in-person, consider the room layout before the training begins. Consider:

- **The size and culture of your training group.** Will your group consist of more or less than 10 people? What cultural norms may impact the set-up of the tables and chairs? Do the participants expect a certain room layout?

- **The size of the classroom.** Once you know the approximate dimensions and layout of your training room, it is sometimes helpful to draw a diagram of your room set-up. This technique may help you make decisions relating to activities, materials and equipment.

- **The activities involved in the training.** Do any activities require a specific amount of space and collaboration, and if so, how might the room set-up need to be adjusted?

Suggested Seating Arrangement

Due to the interactive and discussion-based nature of the Global Membership Approach training, a “clustered” seating arrangement is suggested.

Advantages of a “clustered” arrangement:

- Ideal for learners working in small groups.
- Easy for trainers to interact with small groups.
- Provides opportunities for participant involvement.
- Provides freedom of movement.