Global Membership Approach

Build Success

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.

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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.
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 5: Build Success

The following table includes a brief overview of the presentation content and specific points to highlight when facilitating, the approximate amount of 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:
- Review the analysis and planning that has been completed in earlier trainings
- Determine ways to monitor the team’s progress
- Explore ways to communicate our progress
- Learn how to track results and progress

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

<table>
<thead>
<tr>
<th>SESSION OVERVIEW, TIMELINE AND HIGHLIGHTS</th>
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<tbody>
<tr>
<td><strong>Section Topic</strong></td>
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<tr>
<td><strong>Introduction</strong> (10 minutes)</td>
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<tr>
<td>Presentation</td>
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<td>Highlights</td>
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## SESSION OVERVIEW, TIMELINE AND HIGHLIGHTS

<table>
<thead>
<tr>
<th>Section Topic (Time)</th>
<th>Presentation Overview and Highlights</th>
<th>Slide Number(s)</th>
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</table>
| **Process Review** (20 minutes) | **Presentation**  
Review the Global membership Approach objectives and steps. Review goals, action plan and who is part of the working group that was developed in previous meetings.  
**Highlights**  
Remind participants to expect revisions will need to be made to action plans, goals and working group members in order to be successful. | Slides 3-7 |
| **Team Operations** (30 minutes) | **Presentation**  
Review quote on slide.  
Follow up is imperative to ensure accountability and transparency is maintained among the Global Membership Approach working group. It is important to discuss the current membership situation and the type of progress that has been made on a continuous basis.  
Discuss reviewing the action plan and revising if needed.  
**Highlights**  
Remind participants that hosting scheduled meetings throughout the year will help everyone stay on track and achieve goals.  
Remind participants to consider meeting logistics when scheduling check-in meetings to improve attendance.  
Remind participants to have an agenda, make sure everyone has a chance to offer input, have a plan to communicate any updates after the meeting and take time to celebrate successes.  
Reinforce that action plans can, and most likely will, change as the steps progress. What’s important is not that plans change but that the working group agrees on the changes and communicates them to others who should be informed. | Slide 8-14 |
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<thead>
<tr>
<th>Section Topic (Time)</th>
<th>Presentation Overview and Highlights</th>
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<tbody>
<tr>
<td><strong>Communications</strong> (25 minutes)</td>
<td><strong>Presentation</strong>&lt;br&gt;Building a comprehensive communication plan with the district team, sharing it out and following it throughout the year is vital.&lt;br&gt;<strong>Highlights</strong>&lt;br&gt;Reinforce that different audiences will need different types of communication. Creating a plan to determine who needs to know what and when, and who is responsible for each communication, will ensure that the important step of communicating is not missed along the way.&lt;br&gt;Remind participants that the ultimate goal for communicating is to keep everyone actively engaged and moving forward and to recognize great work as it is done.&lt;br&gt;Reiterate that participants should communicate with club leaders. Keeping everyone engaged is important to the success of the plan.&lt;br&gt;Remind participants a communication plan should be detailed and can contain many types of communication. Having a written plan and updating it when needed is important.</td>
<td>Slides 15-20</td>
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<tr>
<td><strong>Results Tracking</strong> (25 minutes)</td>
<td><strong>Presentation</strong>&lt;br&gt;Review quote on slide.&lt;br&gt;Review how the working group can track results using the reports available in the member portal. Reiterate that there is support available outside of the working group, if needed. Next steps, closing comments and discussion.&lt;br&gt;<strong>Highlights</strong>&lt;br&gt;Reinforce that tracking results is about identifying areas that show improvement and areas that still need improvement. This information can then be used to adjust the action plan to help achieve a successful outcome in the end.</td>
<td>Slide 21-24</td>
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<tr>
<td>Section Topic (Time)</td>
<td>Presentation Overview and Highlights</td>
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<td>Reiterate that one of the great things about being a Lion is that help is always available to us. We just need to ask for it! Remind that the process does not end here. It is now time to act.</td>
<td>Slide 25</td>
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<tr>
<td><strong>Next Steps (15 minutes)</strong></td>
<td><strong>Presentation</strong>&lt;br&gt;Next steps, closing comments and discussion.</td>
<td><strong>Total Time: 125 minutes</strong></td>
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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.
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.