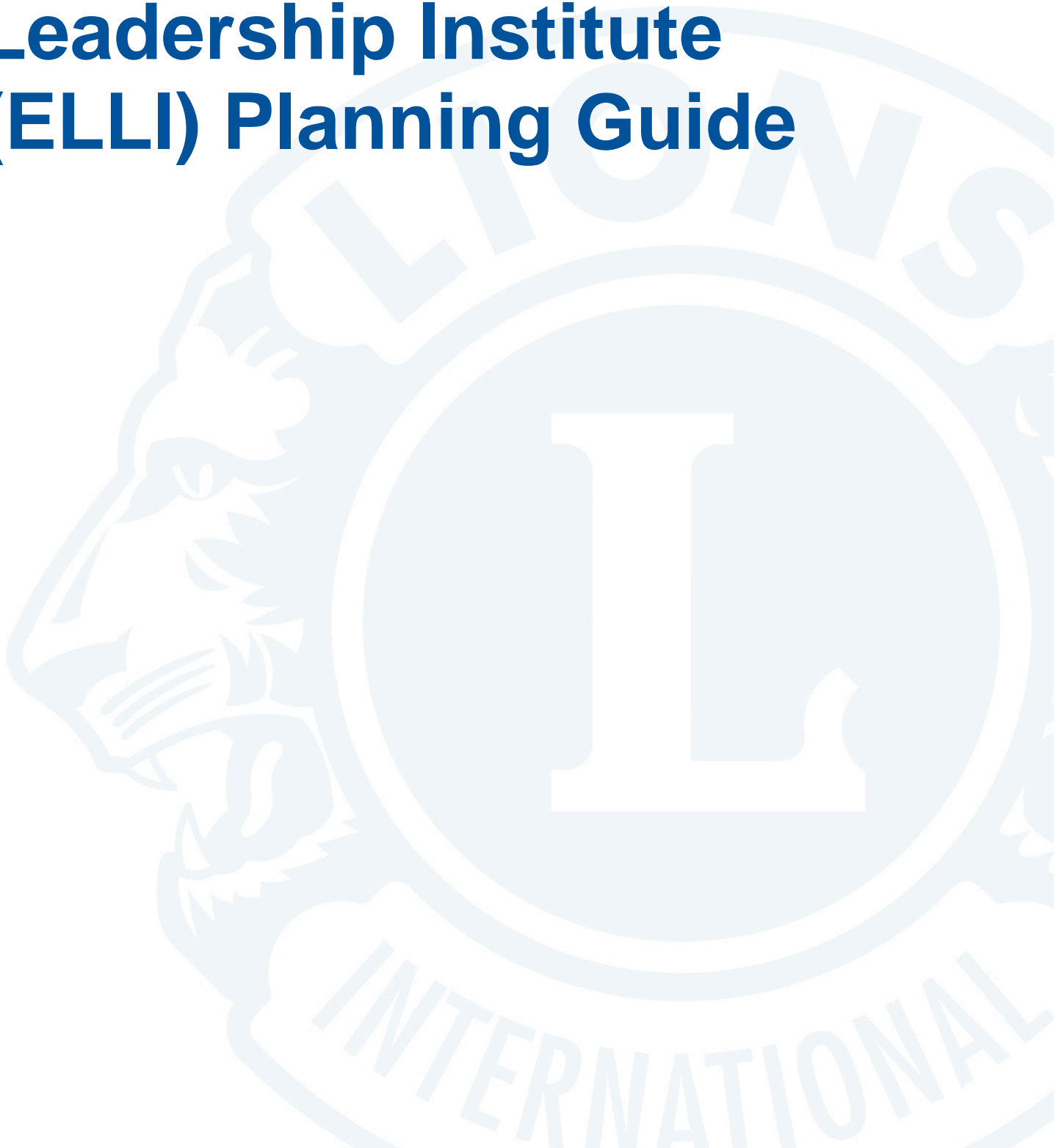




**Lions Clubs International**

# **Emerging Lions Leadership Institute (ELLI) Planning Guide**





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## INTRODUCTION

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The purpose of this institute planning guide is to provide the necessary information, tools and resources to facilitate an effective Emerging Lions Leadership Institute (ELLI).

The goal of an ELLI is to prepare Lions for leadership positions at the club level. The suggested audience are Lions in good standing who have successfully served on a club committee and have not yet attained the level of Club President. Current (first time) or charter club presidents would also benefit from attending this institute.

It is strongly recommended Club First Vice Presidents attend ELLI.

**Note:** The ELLI is conducted with the curriculum and agenda as defined. All topics and session times must remain as documented. The overall start and end time may be adjusted to meet the needs of the faculty and the participants.

## HOW TO USE THIS GUIDE

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This guide contains the following information to deliver a successful ELLI:

- Preparation Checklist – Step by step list of tasks to prepare, deliver and document an ELLI
- Appendix – Supplemental reference materials such as:
  - Sample Request for Proposal (RFP)
  - Participant and faculty welcome letters
  - Pre-assignment guidelines
  - Suggested agenda
  - Supply list
  - Sample evaluations
  - Participant emergency contact forms

The planning guide is subject to change and does not account for all local variances and timelines. For any questions during the preparation process, please contact [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org)



## ELLI – PREPARATION CHECKLIST

Preparing for the ELLI is a vital step to hosting a successful institute. Below are the activities to prepare, deliver and document this event.

x	Pre-Institute Activities	Timeframe
	Select and confirm training dates	3 months prior to training
	Select training location/venue (Appendix A)	3 months prior to training
	Prepare institute budget (Appendix B)	3 months prior to training
	Identify faculty and confirm availability (Note: 2 faculty members are required per classroom of 25 participants)	3 months prior to training
	Submit the appropriate application  <input type="radio"/> Leadership Development Institute Grant Program Application (request for funds) on the LCI website <input type="radio"/> Locally Institute Application Form (locally funded), email <a href="mailto:leadershipdevelopment@lionsclubs.org">leadershipdevelopment@lionsclubs.org</a> to obtain  Note: Please ensure the date of the institute is a minimum of 3 months after the date of submission of your completed application. This allows enough time to process the application and provide the institute coordinator with the curriculum and materials.	3 months prior to training
	Send deposit to reserve venue	As required by venue
	Review ELLI agenda and sessions (Appendix C)	3 months prior to training
	Send ELLI instructor guides to faculty with final topic selection sheet	3 months prior to training
	Confirm session topics with faculty (Appendix D)	3 months prior to training
	Have each faculty review and sign the Faculty Curriculum Acceptance Form (Appendix E)	3 months prior to training
	Communicate training dates/locations and invite Lions to attend	3 months prior to training
	Schedule faculty institute preparation call for final preparations before arriving onsite (optional)	2 months prior to training
	Conduct faculty preparation call (optional) - Review institute agenda - Confirm session assignments - Review institute logistics	4-6 weeks prior to training
	Confirm final list of participants and assign ELLI pre-assignments	4-6 weeks prior to training
	Send participant list to faculty	4-6 weeks prior to training
	Send all participants personalized Confirmation Letter with attached ELLI pre-assignments (Appendix F)	4-6 weeks prior to training
	Obtain supplies needed to deliver the course (Appendix G)	3 weeks prior to training
	Print all participant training materials such as: - Name badges                      - Participant Guides - Table tents                        - Handouts (Appendix G)	3 weeks prior to training
	Create and print Welcome Letters for faculty and participants (Appendix H)	1 week prior to training
	Download, personalize and print ELLI completion certificates	1 week prior to training



## ELLI – PREPARATION CHECKLIST

x	Onsite Institute Activities	Timeframe
	Tour venue/location - Meet venue staff - Confirm and review training room location - Confirm hotel rooming lists (if necessary) - Review agenda and confirm final details such as training room set up and catering requirements	Day before the event
	Prepare classroom(s) and set up Welcome/Registration Desk with: - Name badges - Table tents - Participant Guides - Emergency Contact Form	Day before the event
	Conduct faculty briefing (Appendix I)	Day before or early morning of the event
	Ensure each faculty review and sign the Faculty Curriculum Acceptance Form (Appendix E)	Day before or early morning of the event
	Have each participant complete the Participant Emergency Contact Form (Appendix J)	At registration
	Have each participant sign in daily on the Daily Attendance Sheet (Appendix K)	Daily
	Ensure faculty share Housekeeping Items with participants (Appendix L)	At beginning of ELLI
	Remind faculty to ensure session evaluations are complete and to collect evaluations at end of institute (Appendix M)	At the end of the ELLI
	Distribute ELLI completion pins and personalized certificates to participants	At the end of the ELLI

x	Post Training Activity	Timeframe
	Consolidate training evaluations - Participant evaluations - Final evaluation report	30 days after the training session is complete
	Send a copy of the evaluations to the Multiple District or District Coordinator	30 days after the training session is complete
	Submit required institute documents to the Leadership Development Division. The institute will not be recognized as an official ELLI until the required institute documents are reviewed by the Leadership Development Division. A list of required documents will be sent to the institute coordinator upon approval of the institute application.	30-60 days after the training session is complete



## **CURRICULUM OVERVIEW**

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Program objectives:

This institute is designed to prepare Lions for leadership positions at the club level.

The three day ELLI is designed to accomplish the following objectives:

- Understand the significance of assessing community needs
- Recognize the reasons people resist change
- Identify strategies for supporting a team as a team leader
- Understand the strengths and limitation of your own communication style
- Identify the components of effective meeting facilitation
- Recognize the dimensions of diversity
- Understand and support the mission of Lions Clubs International Foundation
- Utilize Club Quality Initiative to achieve club success

Note: The ELLI is conducted with the curriculum and agenda as defined. All topics and session times must remain as documented. The overall start and end time may be adjusted to meet the needs of the faculty and the participants.



## **THE ROLE OF THE INSTITUTE COORDINATOR**

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The institute coordinator is vital to the successful delivery of the ELLI. Below is an extensive list of activities and deliverables for the institute coordinator:

- Download and complete appropriate institute application
- Select dates and a venue for the training event (Appendix A)
- Establish a budget and manage institute expenses (Appendix B)
- Invite Lions to attend the institute
- Review the institute agenda and session timeline (Appendix C)
- Forward all instructor materials to the faculty members
- Coordinate and assign faculty to session topics (Appendix D)
- Ensure the faculty reviews and signs the Faculty Curriculum Acceptance Form (Appendix E)
- Send confirmation letter and pre-assignments to participants (Appendix F)
- Print all participant materials and handouts (Appendix G)
- Modify and print faculty and participant welcome letters (Appendix H)
- Print and ensure participants complete the Participant Emergency Contact Form (Appendix J)
- Print and ensure participants sign the Daily Attendance Sheet (Appendix K)
- Lead faculty preparation meeting and review training Housekeeping requirements (Appendix L)
- Collect, save and submit all session evaluation forms (Appendix M and N)
- Distribute ELLI pins to participants
- Print and distribute personalized ELLI certificates to participants
- Submit required documents to the Leadership Development Division



## **THE ROLE OF THE FACULTY**

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Faculty will serve as a teacher and interactive instructor. Below are requirements that faculty conducting this training should be able to perform. While it is not imperative that the faculty are experts in each area, it is important that they be proficient in the skills listed below:

- Ability to engage participants in an interactive learning environment by conducting question and answer segments, facilitating meaningful discussions in large and small group settings, and facilitating group activities
- Management of participant behavior
- Management of the training environment
- Use of PowerPoint presentations and an LCD projector

### ELLI-specific requirements

- Review instructor guide and prepare to facilitate assigned topics
- Review and sign the Faculty Curriculum Acceptance Form (Delivery of learning material and timeframe must be strictly followed - no content changes)
- Participate in faculty preparation meeting
- Every classroom must have at least one faculty member who is a Lions Certified Instructor Program (LCIP) certified or a Faculty Development Institute (FDI) graduate





## ELLI AGENDA

The following format is suggested for the three day Emerging Lions Leadership Institute:

Arrival day	Day 1	Day 2	Day 3
Arrival at host venue	8:00-8:30 am Late Registration	8:00-10:00 am Communication	8:30-10:00 am Creative Thinking
	8:30-10:00 am Opening Session		10:00-10:15 am Break
	10:00-10:15 am Break	10:00-10:15 am Break	10:00-10:15 am Break
	10:15 am-12:15 pm Lions, Past, Present & Future	10:15 am-12:15 pm Conducting Effective Meetings	10:15-11:45 am LCIF
	12:15-1:15 pm Lunch	12:15-1:15 pm Lunch	11:45 am-12:45 pm Lunch
Early Registration Evening: Time and location to be confirmed	1:15-2:45 pm Change Management	1:15-2:45 pm Diversity	12:45-2:15 pm Ensuring Club Success
	2:45-3:00 pm Break	2:45-3:00 pm Break	2:15-3:00 pm Closing / Evaluations
	3:00-4:30 pm Supporting Lions Teams	3:00-4:30 pm Lions Mentoring Program	3:00 pm Departure
	4:30-5:30 pm LCIF Topic Presentation	4:30-5:30 pm Focused Discussion	
	Dinner	Celebration Dinner	



Per the ELLI requirements, session duration times may not be changed. However, based on logistic needs, you may adjust the institute start and end times to make the institute fit for the faculty and participants needs.

**Example:** Start the institute on a Friday afternoon and complete the institute on Sunday evening.

## HOW TO USE THE INSTRUCTOR GUIDE (IG)

Faculty for the Emerging Lions Leadership Institute will use the PowerPoint presentation accompanied by the instructor guide for each session. Each instructor guide is designed to support those delivering the training with a training plan and requirements for delivery. Each session's instructor guide contains facilitation notes to guide the instruction. The instructor notes include recommended speaking notes, step by step instructions for interactive activities, recommendations for timing of each session, and samples of handouts used in each session. The following image is a sample page of an instructor guide identifying key pieces of a session.

Sample:

MODULE 1: Identifying Needs		
APPROX TIME	METHOD	CONTENT
30 Minutes Total	Total Module Time	
5 minutes	 	<p><b>DISCUSSION: Maslow's Hierarchy of Human Needs</b></p> <ol style="list-style-type: none"> <li>1. Direct participants to turn to Maslow's Hierarchy of Needs on page 1 of the Participant Manual.</li> </ol> <p><b>Leader Note:</b> Participants were required to read about Maslow's Hierarchy in the pre-institute assignment, so you should not need to present it at this point.</p> <ol style="list-style-type: none"> <li>2. <b>Ask:</b> "Which levels of need do you think a good Lions club environment can address to help support the motivation of its members?" Responses will vary and may include needs in levels 2 through 5.</li> </ol> <p><b>Explain</b> that the important message to take from Maslow is that the more we learn about the needs of our fellow Lions, the easier it will be to provide an environment where those needs can be met.</p> <ol style="list-style-type: none"> <li>4. <b>Ask:</b> "How do we go about determining the needs of our fellow club members?" Responses may include: <ul style="list-style-type: none"> <li>• We listen to what they talk about</li> <li>• We watch the things they do</li> <li>• We talk with them and ask them questions</li> <li>• We survey them frequently</li> </ul> </li> <li>5. <b>Display Slide 4: Listen, Look, Ask</b></li> <li>6. <b>Explain</b> that by knowing our members as individuals and understanding their values and needs, we are better able to provide <b>motivation stimulators</b> and eliminate <b>motivation obstacles</b>.</li> <li>7. <b>Ask:</b> "Who can share a personal need and tell us about a stimulator in your club that motivates you or an obstacle in your club that inhibits your motivation?" Allow several participants to contribute.</li> </ol> <p>Remember that people are self-motivated, we can only provide the environment that allows them to fulfill their needs.</p>

Activity Time (points to 5 minutes)

Method Symbols (points to icons)

Instructor Notes (points to content)

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

- Computer
- LCD projector and screen
- Flipchart and markers
- Wireless mouse/wireless presenter/laser pointer (optional)
- Recommended Supply List (Appendix G)



## **INSTITUTE MATERIALS**

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Approximately 2-3 months prior to the start of the institute, Institute Coordinators will receive a link to the institute materials. Download the institute materials and save them to your computer.

### **Access to the ELLI Curriculum**

Upon accessing the secure institute curriculum files, identify the appropriate language folder. ELLI materials are available in the official Lions Clubs International languages.

1. Open the appropriate language folder.
2. Each folder contains a series of session folders. Download the contents for each session including the instructor guide, participant manuals, handouts and evaluations.
3. Forward the instructor guide to the faculty so they may prepare for the institute.
4. Print the appropriate number of participant and faculty materials.
5. Place the evaluations at the end of the participant materials.

Common material abbreviations:

IG = instructor guide

PM = participant manual

PPT = PowerPoint slides

The ELLI content is the proprietary learning content of Lions International and should be used for Lions training only. Please do not share the link/content for use outside this effort.

It is not required to print any participant materials in color.

**Note:** If the institute is presented in a non-official language of Lions International, translation of all material is the responsibility of the organizing multiple district, district or undistricted country.



## **PARTICIPANT PRE-ASSIGNMENTS**

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There are five (5) pre-assignments that participants must complete before attending an ELLI. Approximately 4 weeks prior to the start of the institute, send each participant a Confirmation Letter (Appendix F). The Confirmation Letter will provide the participants with the logistics of the ELLI training and the required pre-assignments.

The pre-assignment documents are located in the ELLI curriculum folder with the rest of the institute materials.

Pre-assignments topics include:

1. Lions: Past, Present, and Future.
2. Supporting Lions Teams
3. Lions Mentoring Program
4. Conducting Effective Meetings
5. LCIF\*

\* The LCIF session requires the institute coordinator to assign 1 of the 5 LCIF pre-assignment topics to each participant. Assign each participant a number between 1 and 5 and place that number on their corresponding Confirmation Letter. When assigning the LCIF pre-assignment, ensure that the participants assigned to each table has one of the five LCIF assignments.

## TRAINING ROOM SET-UP

Before the training begins, it is important to think about the set-up of the room(s) in which the institute will be conducted.

Each institute classroom must have at least 15 participants but no more than 25 participants. No more than 5 participants should be at each table. Consider the following as training rooms are selected:

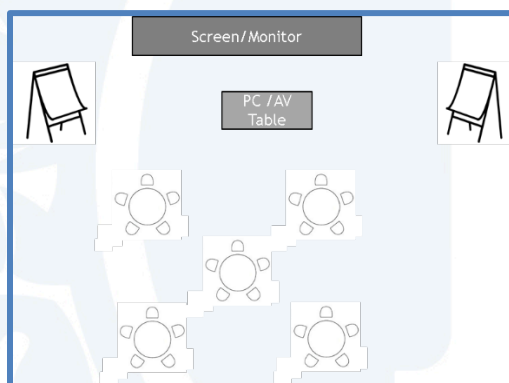
- **Culture and norms:** What cultural norms may impact the set-up of the tables and chairs? Do the participants expect a certain room layout?
- **Size of the classroom:** Once the approximate dimensions and layout of the classroom is confirmed, it is sometimes helpful to draw a diagram of the room set-up. This technique may confirm decisions in regard to activities, materials and equipment.
- **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 ELLI curriculum, the following seating arrangement is suggested:

#### Seating arrangement

Group size = 25



#### Advantages

- Ideal for participants working in small groups
- Easy for trainer to interact with small groups
- Provides opportunity for participant involvement
- Provides freedom of movement



## **EVALUATIONS**

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Evaluations are a significant part of any training program. Data collected from evaluations can provide an important insight into the effectiveness of content, materials, training format, instructors, and the overall success of the training effort.

Participant evaluations should be placed at the end of the participant materials. Participants should complete an evaluation at the end of each session. At the conclusion the ELLI, all evaluations should be returned to the Institute Coordinator.

See Appendix M for a sample of the course evaluations.

## **INSTITUTE DOCUMENTATION**

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Submit required institute documents to the Leadership Development Division. The institute will not be recognized as an official ELLI until the required institute documents are reviewed by the Leadership Development Division. A list of required documents will be sent to the institute coordinator upon approval of the institute application.

Please contact the Leadership Development Division with any questions during the documentation process at [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org).



# Appendix

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## APPENDIX A: VENUE REQUEST FOR PROPOSAL (RFP)

Note: This is a sample RFP. Use this document to provide possible venues with the requirements for your institute as appropriate.

### REQUEST FOR PROPOSAL

Lions Clubs International is the world's largest service club organization. Our mission is to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs. More information on our organization can be found on our website, [www.lionsclubs.org](http://www.lionsclubs.org).

Event: Emerging Lions Leadership Institute

The Emerging Lions Leadership Institute is a Leadership Development Program for Lions Club members who have been involved with Lions for a number of years and aspire to senior leadership positions in the association. The institute program focuses on enhancing leadership and management skills and expanding their knowledge of Lions Clubs International.

This institute includes \_\_\_\_#\_\_\_\_ participants, \_\_\_\_#\_\_\_\_ volunteer faculty and a local coordinator.

Dates of the event: [Date] (Include setup and pre-institute meeting dates, if necessary)

Institute Coordinator: [Name and phone number]

Room block: For [# of participants] persons, the following guest rooms are anticipated.

Date	[Day] [Date]	[Day] [Date]	[Day] [Date]	[Day] [Date]	[Day] [Date]
Single rooms King	#	#	#	#	#
Double rooms 2 beds	#	#	#	#	#

A Rooming List will be provided. Please indicate applicable taxes in your quote. Checkout will be on \_\_\_\_ DATE \_\_\_\_\_ for the \_\_\_\_#\_\_\_\_ participants, however we request that the group rate be extended one day if it is necessary for participants to stay an extra night due to flight schedules.





## ELLI Planning Guide

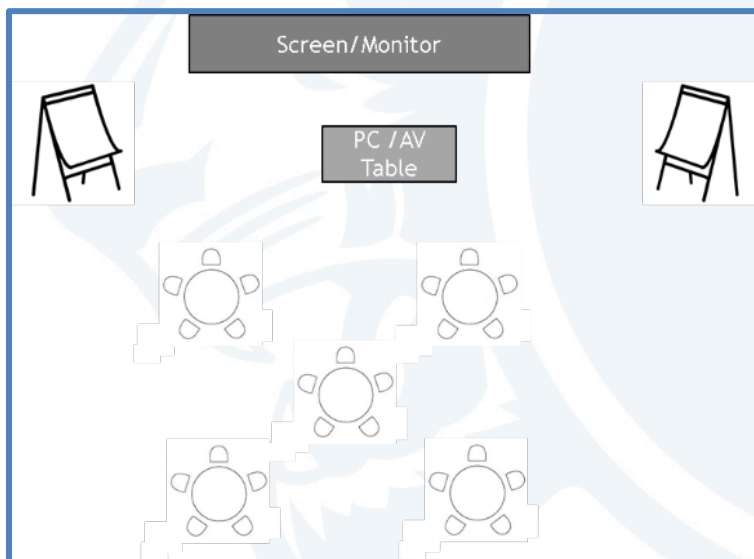
The following group meal functions and coffee breaks will be required. Meals should be served in a dining area/room separate from the function rooms. We will have a celebration banquet on \_\_\_\_\_ DATE \_\_\_\_\_ and will need a private room, preferably with AV connectivity. Breaks should be in an area convenient to all meetings rooms. A guaranteed count will be provided 48 hours before the meeting commences.

	[Day] [Date]	[Day] [Date]	[Day] [Date]	[Day] [Date]
Breakfast	#	#	#	#
Break/ A.M.	#	#	#	#
Lunch	#	#	#	#
Break/ P.M.	#	#	#	#
Dinner	#	#	#	#

### Meeting room/classroom requirements:

- Each room must allow 12 feet from the front of the room to the first row of tables for audio-visual presentations.
- Small table for materials, at the front of the meeting room
- 1 table with 3 chairs at the back of the room
- Water on each table, refreshed during breaks
- No ashtrays in the rooms

### Meeting Room Diagram (Sample Configuration for group size of 25):





Function Space	Number/Size of Rooms	Room Set-Up	Days Required	Equipment Required
<b>Faculty Room</b>	1 room for 6 persons	Double-width conference table	[Date] [Time] through [Date] [Time], on a 24 hour basis	* Flip chart stand with paper and markers (1) * Large Screen and projector (Faculty Meeting)
<b>Meeting Rooms</b>	# rooms for 25 persons each Approx. 1,000 square feet (90 square meters) each	Rounds of 5 participants per table (front-facing crescent seating)	[Date] [Time] through [Date] [Time], on a 24 hour basis	For each classroom: * Flip chart stands with paper and markers (2) * Lavalier microphone (1) * Cordless microphone (1) * Laptop computer with DVD drive and slide advancer, projector, and large screen * Sound system (for microphones and to play DVDs)
<b>General Session Room (only necessary if there are multiple classrooms)</b>	1 room for 55 (if the two 25-person meeting rooms can be joined, this can work for the general session room)	Rounds of 5 plus 1 rectangular table at the front for 6	[Date] [Time] and [Date] [Time]	* Flip chart stands with paper and markers (2) * Lavalier microphone (1) * Cordless microphone (1)
<b>Registration Area</b>	2 registration tables	2 registration tables with chairs	[Date] [Time] and [Date] [Time]	None

Considerations:

- Complimentary Wi-Fi for the faculty and institute coordinator.
- Function space (faculty/meeting/general session rooms) provided at no charge.
- Conference equipment provided at no charge (e.g. audio-visual equipment).
- Complimentary water, paper, pencil and candies at each table.

Sales Packet: Please enclose one (1) sales packet, to include:

- Current food and beverage banquet menus including prices, taxes and other fees, i.e. service charges, gratuities.
- One brochure detailing facilities and guest services. The brochure should include photos of the lodging rooms, meeting rooms, and dining area.
- Current public dining room menus.

If you would like to be considered, please return a proposal to [institute coordinator] at [email] by [date]. Please be sure to include all charges related to the quote.



## APPENDIX B: BUDGET

Note: This is a sample budget for the institute coordinator to use when planning the expenses related to the institute. Make adjustments where necessary based on the needs of the institute.

Sample Budget

Expenses			
	Quantity	Rate	Total
<b>Accommodations</b>			
Single-occupancy rooms			
Double-occupancy rooms			
Subtotal			
<b>Room Rental</b>			
Faculty Room			
Classrooms			
Opening & Closing Session Rooms			
Subtotal			
<b>Food</b>			
Breaks			
Breakfasts			
Lunches			
Dinners			
Subtotal			
<b>Audio-Visual Equipment</b>			
Laptops			
Projectors & Screens			
Microphones			
Subtotal			
<b>Miscellaneous</b>			
Supplies			
Certificates			
Printing			
Subtotal			
		TOTAL:	



## APPENDIX C: SESSION TIMELINES

Note: Reference the session timelines and materials to ensure all faculty and participant materials are printed.

### Session 1: Opening Session

SESSION TIMELINE		
Section	Overview of Instruction	Materials
Housekeeping & Logistics (15:00 – 20:00)	Staff & Instructor Lecture <ul style="list-style-type: none"> <li>Review Schedule</li> <li>Review Participant Responsibilities</li> <li>Review Meal &amp; Break Times</li> <li>Review Group &amp; Room Assignments</li> <li>Review Host Site Rule</li> </ul>	Agenda
Large Group Icebreaker and Warm-Up Activity (30:00 – 40:00)	Large Group Icebreaker and Warm-up Activity: Select at least one icebreaker and one warm-up activity from the list provided on page 3 of this Instructor Guide.	See selected activity for a materials list.
GROUP BREAKOUT – Optional (5 minutes)		
If you conducted the Icebreaker & Logistics sessions in one group you may wish to divide into your breakout groups at this time.		
Opener (30:00)	Select one Opener from the list provided on page 3 of this Instructor Guide.	See selected activity for a materials list.
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Participant Manual	
Flipcharts	
Handouts: See Activity List for any necessary handouts or additional materials	



## Session 2: Lions Past, Present and Future

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (20:00)	Presentation: Session Overview  Activity: Why Am I A Lion?  Presentation: Session Objectives	PowerPoint Participant Manual
MODULE 1: History and Fundamentals (40:00)	Presentation/Discussion: The History of Lionism  Activity/Discussion: Lions Fundamentals	PowerPoint Participant Manual
MODULE 2: "We Serve" (45:00)	Activity: Lions Poster  Presentation/Discussion: Assessing Community Needs  Presentation/Discussion: Club and Community Needs Assessment	PowerPoint Participant Manual Handouts
CONCLUSION (15:00)	Presentation: Session Summary	Session: Pre-Assignment PowerPoint Participant Manual
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Access to the Pre-Assignment	



## Session 3: Change Management

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (10:00)	Opening Activity: Change Your Seat  Presentation: Session Overview	PowerPoint  Participant Manual
MODULE 1: Understanding Change (15:00)	Activity: Why do people resist change?  Presentation: The Change Curve	PowerPoint Participant Manual
MODULE 2: Challenging Assumptions (20:00)	Activity: 5 Monkeys in a Cage  Presentation: Challenging Assumptions	PowerPoint Participant Manual
MODULE 3: Managing Change (40:00)	Presentation: Lewin's Change Model  Activity: Applying Lewin's Model	PowerPoint Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	



## Session 4: Supporting Lions Teams

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (30:00)	Presentation: Session Overview  Opening Activity: What's the Story?	PowerPoint  Handouts 1 and 2
MODULE 1: Stages Of Team Development (33:00)	Presentation: Stages of Team Development  Activity: Understanding the Four Stages of Team Development	PowerPoint  Participant Manual
MODULE 2: Team Effectiveness (25:00)	Activity: Supporting Your Team	PowerPoint  Participant Manual
CONCLUSION (2:00)	Presentation: Review Objectives	PowerPoint  Participant Manual
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Handouts 1 and 2	



## Session 5: Communication

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (15:00)	Presentation: Session Objectives Opener Activity: Forced Choice	PowerPoint Participant Manual
MODULE 1: Communication Styles (15:00)	Activity: Assessment Debrief: Summary	PowerPoint Participant Manual
MODULE 2: Listening (40:00)	Presentation: Communication Activities Activity: Active Listening Presentation: Characteristics and Obstacles	PowerPoint Participant Manual Flipchart
MODULE 3: Small Group Communication (20:00)	Activity: Role-play	PowerPoint Role Play Cards
MODULE 4: How To Communicate So Others Will Want To Listen (25:00)	Discussion: The Do's and Don'ts of Communication Activity: Analysis of the 7 Deadly Sins Discussion: Rules for Electronic Communications	Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint Participant Manual
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Role Play Cards	





## Session 6: Conducting Effective Meetings

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (30:00)	Presentation: Meeting Overview  Activity: Meeting Evaluation Pre-assignment  Presentation: Effects of Good and Bad Meetings	PowerPoint  Pre-assignment  Flipchart
MODULE 1: Meeting Preparation (20:00)	Presentation: Phases  Presentation/Discussion: Meeting Preparation Checklist	PowerPoint  Participant Manual
MODULE 2: Meeting Facilitation (55:00)	Presentation: Three Components of a Good Meeting  Activity: Facilitation Skills  Presentation: Managing Participation  Activity: Participant Behavior Exercise	PowerPoint  Participant Manual
MODULE 3: Follow Up (10:00)	Presentation: Meeting Follow Up	PowerPoint  Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	



## Session 7: Diversity

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (20:00)	Presentation: Diversity Overview  Activity: Dimensions of Diversity: Ways We Are Different	PowerPoint  Participant Manual  Flipchart
MODULE 1: Culture And Diversity (35:00)	Activity: A Peacock in the Land of Penguins  Presentation/Discussion: Assimilation and Pluralism	PowerPoint  Handout: Peacock Role Play  Participant Manual
MODULE 2: Meeting the Challenges (20:00)	Activity: Meeting the Challenges	PowerPoint  Participant Manual
CONCLUSION (15:00)	Presentation: Our Role as Lions Leaders	PowerPoint  Participant Manual
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Handout: Role Play	



## Session 8: The Lions Mentoring Program

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (15:00)	Presentation: Overview of Mentoring Presentation/Discussion: Session Objectives Activity: Myths about Mentoring	PowerPoint Participant Manual Flipchart
MODULE 1: The Lions Mentoring Program (30:00)	Activity: Lions Mentoring Program	PowerPoint Handouts: Lions Mentoring Program: Basic Mentoring Guide Lions Mentoring Program: Advanced Mentoring Guide Participant Manual Flipchart
MODULE 2: Planning (40:00)	Presentation: Planning Form Presentation/Discussion: Communication Plan Presentation/Discussion: Goals Activity: Creating a Mentoring Plan	Participant Manual
CONCLUSION (5:00)	Presentation/Discussion: Your Role	
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Handouts: Mentoring Guides	



## Session 9: Creative Thinking

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (25:00)	Warm-Up: Flexing Creative Muscles  Presentation/Discussion: Session Objectives	PowerPoint  Participant Manual  Handout: Creative Warm-Up Solution
MODULE 1: Creative Thinking in Four Steps (60:00)	Activity: Practicing Creative Thinking	Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	



## Session 10: LCIF

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (15:00)	Presentation/Discussion: Introduction to LCIF	PowerPoint LCIF Video
MODULE 1: LCIF Organization (15:00)	Small Group Presentation: LCIF Organization	PowerPoint Pre-assignment topic #1
MODULE 2: Areas of Focus (50:00)	Presentation: LCIF Areas of Focus  Small Group Presentations: <ul style="list-style-type: none"> <li>• Sight</li> <li>• Youth</li> <li>• Disaster Relief</li> <li>• Humanitarian Efforts</li> </ul>	PowerPoint Pre-assignment topics #2-5
MODULE 3: Campaign 100: LCIF Empowering Service (5:00)	Presentation: Supporting LCIF and Campaign 100: LCIF Empowering Service	PowerPoint
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
LCIF Video	
Pre-assignments	



## Session 11: Ensuring Club Success

SESSION TIMELINE		
Section	Overview of Instruction	Materials
INTRODUCTION (15:00)	Presentation/Discussion: Session Overview	PowerPoint Participant Manual
MODULE 1: Characteristics of Excellent Clubs (30:00)	Presentation/Discussion: Characteristics of an Excellent Club  Activity: Characteristics of Excellent Clubs	PowerPoint Participant Manual Flipchart
MODULE 2: Club Quality Initiative (25:00)	Presentation: Club Quality Initiative	Participant Manual
CONCLUSION (20:00)	Activity: Club Case Studies  Presentation: Wrap Up	PowerPoint Participant Manual Handout: Club Excellence Award
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Instructor PowerPoint	
Instructor Guide	
Flipcharts	
Participant Manual	
Handout: Club Excellence Award	



## APPENDIX D: SESSION TOPIC FACULTY ASSIGNMENTS

Email the below letter to faculty, with a copy of the instructor guide, requesting that they indicate topic preferences and return their selections to the institute coordinator. The institute coordinator will review the topic preferences and make the final faculty assignments. Edit the letter as needed.

### TOPIC PREFERENCES

Emerging Lions Leadership Institute  
Location: [location]  
Date: [date]

Dear [Faculty Name]: \_\_\_\_\_

Please select your top 5 session choices by writing in the numbers 1-5 in the appropriate blank:

\_\_\_\_ Lions: Past, Present, and Future

\_\_\_\_ Diversity

\_\_\_\_ Change Management

\_\_\_\_ Lions Mentoring Program

\_\_\_\_ Supporting Lions Teams

\_\_\_\_ Creative Thinking

\_\_\_\_ Communication

\_\_\_\_ LCIF

\_\_\_\_ Conducting Effective Meetings

\_\_\_\_ Ensuring Club Success

Please e-mail your selections to [institute coordinator] at [email] by [date].

Thank you!

Institute coordinator [Name]



## **APPENDIX E: FACULTY CURRICULUM ACCEPTANCE FORM**

Email this form to all faculty with the instructor guide. The signed form must be returned to the Leadership Development Division by the institute coordinator with the post institute documents. Update the form with the correct institute information (location, date, etc.).

---

### Faculty Curriculum Acceptance Form

#### Emerging Lions Leadership Institute

Thank you for accepting our invitation to serve as an instructor for the Emerging Lions Leadership Institute in (location).

The Emerging Lions Leadership Institute (ELLI) is dedicated to building the skills of Lions members for leadership opportunities at the club level, including the position of club president.

We know that your personal experiences and presentation styles may offer some opportunities to expand on the topics and enhance the learning environment. We welcome your suggestions and require that any changes you would like to implement within the board-approved curriculum be reviewed and accepted in advance by the Instructional Design Department.

Due to the exclusive use of this curriculum at the Emerging Lions Leadership Institute, it is intended for your personal use in preparation of your role as faculty at the ELLI taking place in [location] on [dates]. We ask that you do not use this curriculum outside of this institute for which you are serving as a facilitator.

Please acknowledge your acceptance of these requirements by signing your name and emailing this document back to [institute coordinator] at [email] by [date].

---

Faculty Signature

---

Faculty Name, printed

---

Membership ID#





## **APPENDIX F: CONFIRMATION/PRE-ASSIGNMENT LETTER**

This letter confirms participant attendance at the institute and provides the participant with the pre-assignment documents. Attach the pre-assignment documents to each email. Ensure the correct assignment for the LCIF session. Edit this letter as needed.

---

Welcome to the Emerging Lions Leadership Institute

[Course Dates]

[Course Location]

Welcome to Emerging Lions Leadership Institute!

We are excited to welcome you to the Emerging Lions Leadership Institute (ELLI). This institute will enrich your leadership skill and enable you to take on further responsibility within your clubs and within your community.

### **Pre-Assignments**

Take time to complete the five ELLI pre-assignments prior to attending class. Plan of spending approximately 2-3 hours complete the assignments. For the LCIF Scavenger Hunt pre-assignment, your Topic # is \_\_\_\_.

### **Day of the Class**

Please arrive at the [location] at [time]. You will receive all your training materials the day you arrive.

### **Hotel Accommodations**

If you need overnight hotel accommodations, please contact [hotel, institute coordinator or other personal responsible].

Welcome all of you and I look forward to meeting you.

Sincerely,

Institute coordinator [Name]



## APPENDIX G: SUPPLY LIST

This is a sample list of supplies. Not everything listed is required or may be used at your institute – please review the instructor guide and all activities planned and adjust as necessary.

### Highly recommended by Lions Clubs International

x	Item	Quantity	Unit of measurement
	Name badges and lanyards	1	Per person
	Table Tent cards	1	Per person
	Flip chart paper (may be provided by hotel)	2	Per classroom
	Pads of paper (may be provided by hotel)	2	Pads per table
	Mounting wall putty or masking tape roll (used to attach flip chart to walls)	1	Box of putty or roll of tape
	Flip chart markers	2	Sets
	Pencils	1	Box
	Pens (may be provided by hotel)	1	Box
	Medium Post-it Notes	2	Pads per table

### Supplies required for the institute

x	Item	Quantity	Unit of measurement
	Daily Attendance Form	1	Per day
	Session 4: Supporting Lions Teams Handouts 1 and 2	1	Per participant
	Session 5: Communication Role Play Cards	1	Set
	Session 7: Diversity Handout: Peacock Role Play	1	Per table
	Session 8: The Lions Mentoring Program Handouts: Lions Mentoring Program: Basic Mentoring Guide Lions Mentoring Program: Advanced Mentoring Guide	1	Per participant
	Session 9: Creative Thinking Handout: Creative Warm-Up Solutions	1	Per participant
	Session 10: Ensuring Club Success Club Excellence Award	1	Per participant
	ELLI Certificate (personalized for each participant)	1	Per participant



**Optional items (please review Instructor Guides for necessary supplies)**

x	Item	Quantity	Unit of measurement
	Small index cards	1	Box
	Large index cards	1	Box
	Flip chart markers	2	Sets
	Glue sticks	1	Per Table
	Highlighters	2	Highlighters
	White out liquid	1	Bottle
	Scotch tape	2	Rolls
	Stapler	1	Stapler
	Box of staples	1	Box
	Staple remover	1	Remover
	Sharpies	3	Sharpies
	Scissors	1	Per table
	Rubber bands	1	Package
	Lions emblems (optional) - Ordered from Lion International Club Supplies	Optional	Per table



## **APPENDIX H: WELCOME LETTERS**

These sample letters are delivered to the faculty and participants upon check-in at the venue. The letter should welcome them to the ELLI and provide information on where and when to meet. Edit as needed.

---

### Faculty

Welcome to the Emerging Lions Leadership Institute

[Dates]  
[Location]

Welcome to [Location] and the Emerging Lions Leadership Institute! I hope you all had a safe journey here.

This evening we will meet in the lobby at [location] for dinner at [time]. You are kindly requested to join us individually (you will have the chance to invite guests to the gala dinner on [day/date] at the hotel).

Tomorrow morning, we will meet at [time] am/pm in the [location]. This will be our faculty room and home base for the duration of the institute.

I again welcome you to [Location] and look forward to seeing you this evening as well as tomorrow morning.

Sincerely,

Institute coordinator [Name]



These sample letters are delivered to the faculty and participants upon check-in at the venue. The letter should welcome them to the ELLI and provide information on where and when to meet. Edit as needed.

---

## **Participant**

Welcome to the Emerging Lions Leadership Institute

[Dates]  
[Location]

Welcome to [Location] and the Emerging Lions Leadership Institute!

We are excited to begin this institute, which will prepare you to take on further responsibility within your clubs and beyond.

Please note that early registration will take place this evening, [day/date], in the [location] Room, from [time] until approximately [time]. You will receive your institute schedule and materials there. Dinner will also be served in the [location] room tonight, from [time] until approximately [time].

There will be a second opportunity for registration on [day/date] at [time], immediately before the Opening Session which begins at [time] in [classroom name]. Please have breakfast before this time.

I again welcome all of you and look forward to meeting you.

Sincerely,

Institute coordinator [Name]



## **APPENDIX I: AGENDA FOR FACULTY MEETING**

This is a sample agenda and recommended items to discuss with the faculty during the onsite meeting prior to the start of the institute. Make adjustments as necessary based on the needs of the institute.

### Emerging Lions Leadership Institute Faculty Meeting

- Introductions
- Housekeeping
  - Faculty Contact Information
  - Venue (take a tour of the venue to see classrooms and the locations of meals/breaks)
  - Meals & Breaks
  - Attendance/Absences (Reference Daily Attendance Sheet)
  - Emergencies
  - Dress Code
  - Expense Reimbursement
  - Audio/Visual instruction (as needed)
- ELLI Curriculum (review each session and ensure faculty have no questions on curriculum/activities)
  - Confirm session assignments
- ELLI Program Components
  - Institute Schedule
  - Participant Registration/Welcome (roll of faculty during registration)
  - Daily Faculty Debriefs
  - Participant Group Composition
  - Celebration Dinner
  - Parking Lot (explain what a 'parking lot' is – a method of collecting questions and answering at the end of the session)
  - Participant Evaluations
  - Gentle Reminders (review the Housekeeping Guidelines/Reminders document that will be in each classroom)
- Lunch (12:00 – 1:00 PM)
- Questions
- Faculty Preparation – Faculty should prepare their classrooms, test A/V and PowerPoints



## APPENDIX J: PARTICIPANT EMERGENCY CONTACT FORM

The form below is to be filled out by the participants at registration and saved in a secure location by the institute coordinator. Once the institute is complete, these documents should be destroyed.

---

### EMERGING LIONS LEADERSHIP INSTITUTE

Location: [location]

Date: [date]

Name (first, last): \_\_\_\_\_

Member Number: \_\_\_\_\_

District: \_\_\_\_\_

Club Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Emergency Contact Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Room Number: \_\_\_\_\_

This document will be destroyed at the end of the institute.



## APPENDIX K: DAILY ATTENDANCE SHEET

This is a sample of the Daily Attendance Sheet for reference only. The actual daily attendance sheet will be emailed to the institute coordinator upon approval of the institute application.

### Leadership Development Institute Grant Program Daily Attendance Sheet

Multiple District/Single District # \_\_\_\_\_ Undistricted Provisional District/Region/Zone: \_\_\_\_\_ Date of Institute: \_\_\_\_\_

Location of Training: \_\_\_\_\_ Type of Institute: \_\_\_\_\_ ELLI \_\_\_\_\_ RLLI \_\_\_\_\_

**My signature below confirms  
my attendance and photo  
consent\***

If the participant list is missing membership numbers and/or signatures, the list will not be accepted.  
Your final reimbursement may be reduced if LCI is not able to verify the participant information.

	Name	Club Number	Member Number	Photo/Video Consent* (signature)	Day 1 (signature)	Day 2 (initial)	Day 3 (initial)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**\*Photo consent: By signing this form, you authorize that any photographs/videos taken of you at this institute can be used by Lions Clubs International for the purpose of printed, digital, video or other mediums for the purposes of promotion and publicity for Lions Clubs International. Those images shall be the property of LIONS CLUBS INTERNATIONAL for any and all use.**





## APPENDIX L: HOUSEKEEPING ITEMS

These are suggested items to include in the housekeeping guidelines/ participant reminders, please adjust as necessary based on the needs of the institute. A copy of this document should be provided to each faculty and kept in each classroom for reference.

---

### Housekeeping Guidelines/Reminders

1. Please follow the agenda. The agenda lists all session start and end times and locations.
2. Meal times and locations are also listed on the agenda. Lunches and dinners are not optional. All must attend as this is an important time for sharing ideas, socializing and networking. Meals that are covered begin with breakfast this morning through lunch on last day of institute.
3. Celebration dinner: Spouses or other guests are invited only to the celebration banquet on [date]. This will be charged to guest rooms as a personal expense. Please notify the institute coordinator before end of lunch today if you are bringing a guest.
4. BE ON TIME to all sessions and meals.
5. Wear name badges at all times. This is important for faculty, your fellow participants, and the hotel.
6. Put your name on the cover of your manual. Take this and all other institute materials with you at the end of the day EXCEPT for your tent cards. Please leave those on the tables each night.
7. Attendance sheet need to be signed each day. Those not attending all sessions will be responsible for expenses for the duration of the institute.
8. Dress code is business casual every day. Business attire for banquet is suggested though not required.
9. Explain the use of a "parking lot" in the classroom.
10. If you have visual or hearing challenges, advise faculty so that they may assist you.
11. Evaluations: complete after each session; completed evaluations must be returned to institute coordinator at the end of the institute.
12. No videotaping or recording. Note: The institute coordinator may take pictures during the institute.
13. No laptops or tablets in classrooms during all sessions.
14. Cell phones must remain off or on silent during all sessions.
15. If you are not feeling well or have an emergency, advise the institute coordinator directly.
16. OPTIONAL!!! Provide medical details in a sealed envelope....for emergency use only....we will be destroyed the envelope after the institute.
17. EMERGENCY EXITS are located [location]
18. Toilets are located [location]
19. Business Center: [location]
20. Wi-Fi: [location]
21. Smoking: Outside only.
22. Problems with lodging accommodations, please see the institute coordinator.
23. Incidentals such as alcohol, movies, meals, phone calls, room service, etc. will be paid by the participant. Additional night only if you have given us justification.
24. If you have any doubts about when the hotel expects you to leave or which nights will be covered by the institute budget, please talk to the institute coordinator today. DO NOT WAIT UNTIL the last day of the institute
25. Check out is at [time]. You must check out before classes or during break on last day. Hotel will store luggage. Late check-out will be provided as available; guests should request directly at reception desk.



## APPENDIX M: INSTITUTE EVALUATION

This is sample of the institute evaluation. The final evaluations are included with the participants' materials.

Evaluations Instructions: Please complete the evaluation that follows. Your honest assessment of the experience will help ensure that future participants are provided with a quality training experience.

### Emerging Lions Leadership Institute Evaluation

Location of Institute: \_\_\_\_\_ Dates of Institute: \_\_\_\_\_

Using a dark pen or pencil, circle the number that indicates your level of agreement with each statement. 1 Low to 5 – High

#### Session 1: Opening Session

Questions:	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
1. The session provided information that I can use as a Lions leader.	1	2	3	4	5
2. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
3. This session taught me something new or improved my skills.	1	2	3	4	5
4. The activities and interaction added to the value of the session.	1	2	3	4	5
5. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
6. This session met/achieved the session objectives.	1	2	3	4	5



**Session 2: Lion Past, Present and Future**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
6. The session provided information that I can use as a Lions leader.	1	2	3	4	5
7. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
8. This session taught me something new or improved my skills.	1	2	3	4	5
9. The activities and interaction added to the value of the session.	1	2	3	4	5
10. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
7. This session met/achieved the session objectives.	1	2	3	4	5

**Session 3: Change Management**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
11. The session provided information that I can use as a Lions leader.	1	2	3	4	5
12. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
13. This session taught me something new or improved my skills.	1	2	3	4	5
14. The activities and interaction added to the value of the session.	1	2	3	4	5
15. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
8. This session met/achieved the session objectives.	1	2	3	4	5



**Session 4: Supporting Lions Teams**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
7. The session provided information that I can use as a Lions leader.	1	2	3	4	5
8. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
9. This session taught me something new or improved my skills.	1	2	3	4	5
10. The activities and interaction added to the value of the session.	1	2	3	4	5
11. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
12. This session met/achieved the session objectives.	1	2	3	4	5

**Session 5: Communication**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
13. The session provided information that I can use as a Lions leader.	1	2	3	4	5
14. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
15. This session taught me something new or improved my skills.	1	2	3	4	5
16. The activities and interaction added to the value of the session.	1	2	3	4	5
17. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
18. This session met/achieved the session objectives.	1	2	3	4	5



**Session 6: Conducting Effective Meetings**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
19. The session provided information that I can use as a Lions leader.	1	2	3	4	5
20. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
21. This session taught me something new or improved my skills.	1	2	3	4	5
22. The activities and interaction added to the value of the session.	1	2	3	4	5
23. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
24. This session met/achieved the session objectives.	1	2	3	4	5

**Session 7: Diversity**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
25. The session provided information that I can use as a Lions leader.	1	2	3	4	5
26. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
27. This session taught me something new or improved my skills.	1	2	3	4	5
28. The activities and interaction added to the value of the session.	1	2	3	4	5
29. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
30. This session met/achieved the session objectives.	1	2	3	4	5



**Session 8: The Lions Mentoring Program**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
31. The session provided information that I can use as a Lions leader.	1	2	3	4	5
32. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
33. This session taught me something new or improved my skills.	1	2	3	4	5
34. The activities and interaction added to the value of the session.	1	2	3	4	5
35. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
36. This session met/achieved the session objectives.	1	2	3	4	5

**Session 9: Creative Thinking**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
37. The session provided information that I can use as a Lions leader.	1	2	3	4	5
38. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
39. This session taught me something new or improved my skills.	1	2	3	4	5
40. The activities and interaction added to the value of the session.	1	2	3	4	5
41. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
42. This session met/achieved the session objectives.	1	2	3	4	5



**Session 10: LCIF**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
43. The session provided information that I can use as a Lions leader.	1	2	3	4	5
44. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
45. This session taught me something new or improved my skills.	1	2	3	4	5
46. The activities and interaction added to the value of the session.	1	2	3	4	5
47. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
48. This session met/achieved the session objectives.	1	2	3	4	5

**Session 11: Ensuring Club Success**

<b>Questions:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Neither Agree nor Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
49. The session provided information that I can use as a Lions leader.	1	2	3	4	5
50. The participant manual and handout materials were easy to understand and useful.	1	2	3	4	5
51. This session taught me something new or improved my skills.	1	2	3	4	5
52. The activities and interaction added to the value of the session.	1	2	3	4	5
53. The instructor skillfully delivered the content and effectively facilitated the session.	1	2	3	4	5
54. This session met/achieved the session objectives.	1	2	3	4	5



**Overall Evaluation**

1. Which session was of most interest to you? (Select one)

- Lions: Past, Present & Future
- Change Management
- Supporting Lions Teams
- Communication
- Conducting Effective Meetings
- Diversity
- Lions Mentoring Program
- Creative Thinking
- LCIF
- Ensuring Club Success

2. Which session provided you with the newest information/knowledge? (Select one)

- Lions: Past, Present & Future
- Change Management
- Supporting Lions Teams
- Communication
- Conducting Effective Meetings
- Diversity
- Lions Mentoring Program
- Creative Thinking
- LCIF
- Ensuring Club Success

3. Which session (or sessions, up to three) do you feel will have the greatest impact on your development as a leader?

- Lions: Past, Present & Future
- Change Management
- Supporting Lions Teams
- Communication
- Conducting Effective Meetings
- Diversity
- Lions Mentoring Program
- Creative Thinking
- LCIF
- Ensuring Club Success

4. How do you intend to use your new skills as an effective Lions leader?

**Additional Comments (Optional)**

You are encouraged to email any additional comments or suggestions concerning the Emerging Lions Leadership Institute to: [leadershipdevelopment@lionsclubs.org](mailto:leadershipdevelopment@lionsclubs.org)





# APPENDIX N: FINAL INSTITUTE EVALUATION REPORT

## Emerging Lions Leadership Institute

### FINAL INSTITUTE EVALUATION REPORT

Submit a Final Institute Evaluation Report including the following information:

1. A summary of all participant and faculty ELLI evaluations, including comments
2. A report of the overall institute by the institute coordinator, including recommendations for improving and/or additional content.
3. Required signature: Institute Coordinator is required to sign below

I understand that by virtue of signing this final institute evaluation report, it becomes a part of the Organization’s official records. My signature confirms that I have received and reviewed the final institute evaluation report and to the best of my knowledge and belief, all information has been provided.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date