



# EMERGING LIONS LEADERSHIP INSTITUTE

# ELLI

*Institute Supplement*

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## INTRODUCTION

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The *Institute Supplement – Emerging Lions Leadership Institute (ELLI)* is specific to the *ELLI*. The purpose of this *Institute Supplement* is to provide the necessary information, tools, and resources exclusive to the preparation and delivery of the *Emerging Lions Leadership Institute (ELLI)*.

The goal of the *Emerging Lions Leadership Institute (ELLI)* is to prepare Lions for leadership positions at the club level. Qualified candidates are Lions in good standing who have successfully served on a club committee and have not yet obtained the level of club president.

It is strongly recommended that club first vice presidents attend *ELLI*.

## HOW TO USE THIS SUPPLEMENT

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This supplement is designed to be used in conjunction with the *Institute Planning Guide* and contains additional information and resources exclusive to the preparation and delivery of a successful *Emerging Lions Leadership Institute (ELLI)*. The following information is provided in this supplement:

- Additional responsibilities in preparation and delivery of the *ELLI*.
- Program and session objectives.
- Pre-assignment information and instruction on how to assign LCIF topics for the Lions Clubs International five focus areas – *Participant Confirmation Letter*.
- Appendix – Resources that support the specific needs of the *ELLI*:
  - *Topic Selection Sheet*
  - *Participant Confirmation Letter*
  - *Supply List*
  - *Handouts*

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

## ADDITIONAL RESPONSIBILITIES OF THE INSTITUTE COORDINATOR

The Institute Coordinator is vital to the successful delivery of the institute. For further details related to the core role of the Institute Coordinator and the timeline of responsibilities, review the *Institute Planning Guide - Preparation Checklist*.

Due to the unique responsibilities, this Lion should **not** be a member of the faculty team.

Additional responsibilities that the Institute Coordinator must organize for a successful *Emerging Lions Leadership Institute (ELLI)* are as follows:

Pre-Institute
Coordination and Communication of Pre-assignments <ul style="list-style-type: none"><li>Assign LCIF topics to each of the institute participants for each of the five focus areas.</li><li>Send <i>Participant Confirmation Letter</i> with pre-assignment information to participants 3-4 weeks prior to the date of the institute.</li></ul>
Onsite
Classroom Set-up – Coordination of Room Assignments (if multiple classrooms) <ul style="list-style-type: none"><li>Organize participants to assure room assignments align with pre-assignment groups.</li></ul>
Evaluations <ul style="list-style-type: none"><li>Coordinate with faculty to collect all evaluations at end of final session.</li></ul>
Post Institute
Reference the <i>Institute Planning Guide</i> for post institute requirements.  <b>Note:</b> If the <i>Leadership Development Institute Grant Program</i> is being applied to the institute, reference the <i>Leadership Development Institute Grant Program Reimbursement Packet</i> on the Lions Clubs International website for specific post institute requirements.



## OBJECTIVES

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### Program Objectives:

The *Emerging Lions Leadership Institute (ELLI)* is designed 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 obtained the level of club president.

It is strongly recommended that club first vice presidents attend *ELLI*.

### Session Objectives:

The *ELLI* curriculum is designed to accomplish the following objectives:

- Recognize the relationship between the fundamentals of Lionism and the roles of Lions leaders.
- Describe the stages of accepting change.
- Identify strategies for supporting a team as a team leader.
- Apply the characteristics of an active listener and avoid the most common poor listening behaviors.
- Implement meeting follow up to ensure meeting effectiveness.
- Differentiate between the concepts of assimilation and pluralism.
- Create a mentoring plan for goal achievement.
- Generate creative ideas for useful Lions projects.
- Discuss the foundation's areas of focus.
- Utilize the Club Quality Initiative to achieve club success.

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

# INSTITUTE SAMPLE SCHEDULE

The following format is an institute sample schedule that aligns with the three-day *Emerging Lions Leadership Institute (ELLI)* curriculum. Per the *ELLI* requirements, session duration times may not be changed. However, based on logistics, you may adjust the institute start and end times to make the institute fit the needs of the faculty and participants.

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



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## Institute Sample Schedule

Arrival Day	Day 1	Day 2	Day 3
Arrival at host venue	Breakfast	Breakfast	Breakfast
	8:00-8:30am Late Registration	8:00-10:00am Communication	8:30-10:00am Creative Thinking
	8:30-10:00am Opening Session		
	10:00-10:15am Break	10:00-10:15am Break	10:00-10:15am Break
	10:15am-12:15pm Lions, Past, Present & Future	10:15am-12:15pm Conducting Effective Meetings	10:15am-11:45pm LCIF
	12:15-1:15pm Lunch	12:15-1:15pm Lunch	11:45-12:45pm Lunch
Faculty Prep Day	1:15-2:45pm Change Management	1:15-2:45pm Diversity	12:45-2:15pm Ensuring Club Success
	2:45-3:00pm Break	2:45-3:00pm Break	2:15-3:00pm Closing
	3:00-4:30pm Supporting Lions Teams	3:00-4:30pm Lions Mentoring Program	3:00pm Departure
	4:30-5:30pm LCIF Topic Preparation	4:30-5:30pm Focused Discussion	
	Dinner	Appreciation Dinner	

Following the final session of each day, the faculty team should meet for a targeted debrief prior to dinner. The Institute Coordinator should capture notes to incorporate into the *Institute Final Summary* at the conclusion of the institute. The *Institute Final Summary* is a post institute requirement and must be submitted to Lions Clubs International for the institute to be acknowledged.



## TOPIC SELECTION SHEET

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The faculty *Topic Selection Sheet* is specific to each institute type and lists the sessions that were designed to accomplish the objectives of the institute. It is encouraged that faculty share their interests for the session topics they wish to prepare and facilitate.

Email the *Topic Selection Sheet* to faculty, with a copy of the *Curriculum Acceptance Form* and *Institute Sample Schedule*.

Request that the faculty indicate topic preferences and return their selections with the signed *Curriculum Acceptance Form* to the Institute Coordinator. The Institute Coordinator will review the topic preferences and make the final faculty assignments.

See the *Emerging Lions Leadership Institute (ELLI)* specific *Topic Selection Sheet* (Appendix A).



## PARTICIPANT PRE-ASSIGNMENTS

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There are five (5) pre-assignments that participants must complete before attending an *Emerging Lions Leadership institute (ELLI)*. These pre-assignments are critical to participant learning and comprehension of the material covered during the sessions.

Approximately four (4) weeks prior to the start of the institute, the Institute Coordinator should send each participant a *Participant Confirmation Letter* (Appendix B). The *Participant Confirmation Letter* will provide the participants with the logistics of the institute and the **required** pre-assignments.

The pre-assignment documents are located in the *ELLI* curriculum folder with the rest of the institute materials. The Institute Coordinator should download the pre-assignments and attach them to the *Participant Confirmation Letter*.

Pre-assignment topics include:

- Lions: Past, Present, and Future
- Supporting Lions Teams
- Lions Mentoring Program
- Conducting Effective Meetings
- LCIF

### Assigning LCIF Topics

As the Institute Coordinator, be mindful when assigning topics. Pre-assignment work creates opportunity to engage with fellow Lions, create new friendships, and share new ideas. Whenever possible, it is suggested that each of the groups consist of members from varied clubs, districts, sub-districts, etc.

Assign the participants for each *ELLI* classroom into five (5) groups. Each group will be assigned one of the five LCIF topics. The LCIF session during *ELLI* is designed for five (5) participants per group. When possible, group size should be maintained at five (5), but adjustments may need to be considered based on participant count. There should be adequate and equal distribution of the number of participants within each group/assigned topic.

It is helpful to maintain a listing of the participants, the group assignments and their LCIF topic. Customize each *Participant Confirmation Letter* with their assigned LCIF topic number. This number corresponds to a specific topic listed within the *Pre-assignment* section of the *Participant Manual (PM)*. Please refer to pages 17-18 for further instruction on what is required for this pre-assignment. A printed list of this information may also be shared with the faculty (optional).

**Note:** In the event that the *ELLI* has multiple classrooms, the room assignments of the participants will be important. Please reference the assignments when distributing participants into classrooms. It is not important that members with the same topic be seated at the same table during the sessions, but it is important that they be in the same institute classroom for their group presentations during the LCIF session.





## EVALUATIONS

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Evaluations are a significant part of this 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* are incorporated in the *Participant Manual (PM)*.

Participants should complete an evaluation at the end of each session. At the conclusion of the *Emerging Lions Leadership Institute (ELLI)*, all evaluations should be collected by the faculty and returned to the Institute Coordinator. The evaluations are part of the post institute requirements and must be submitted to Lions Clubs International for the institute to be acknowledged.



## APPENDIX

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The following resources may be customized to meet specific needs and utilized during the planning phase of the institute.

The *Institute Supplement – Emerging Lions Leadership (ELLI)* is subject to change and does not account for all local variances and timelines. For any questions during the preparation process, please contact [institutes@lionsclubs.org](mailto:institutes@lionsclubs.org).



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## APPENDIX A: TOPIC SELECTION SHEET

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Email the below letter to faculty, with a copy of the *Curriculum Acceptance Form* and Sample Schedule, requesting that the faculty 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 five (5) session choices by writing in the numbers 1-5 in the appropriate blank:

\_\_\_\_\_ Lions Past Present Future

\_\_\_\_\_ Change Management

\_\_\_\_\_ Supporting Lions Teams

\_\_\_\_\_ Communication

\_\_\_\_\_ Conducting Effective Meetings

\_\_\_\_\_ Diversity

\_\_\_\_\_ Lions Mentoring Program

\_\_\_\_\_ Creative Thinking

\_\_\_\_\_ LCIF

\_\_\_\_\_ Ensuring Club Success

Please e-mail your selections to [Institute Coordinator] at [Email] by [Date].

Thank you!

Institute Coordinator [Name]



## APPENDIX B: PARTICIPANT CONFIRMATION LETTER

This letter confirms participant attendance at the institute and provides the participant with the pre-assignment details. Attach the pre-assignment documents to each email. Ensure the correct topic assignment is also included. Edit this letter as needed.

### Welcome to the Emerging Lions Leadership Institute

[Course Dates] – [Course Location]

Dear Institute Participant,

We are excited to welcome you to the *Emerging Lions Leadership Institute (ELLI)*. At the institute, you will have the opportunity to study and discuss several topics that are of great importance to you in your leadership role in our association. You will also have the opportunity to share ideas and experiences with other Lions and to build new friendships.

### ***Pre-assignments***

There are five (5) pre-assignments that participants must complete prior to arrival at the institute. The topics in the pre-assignments will be discussed during several sessions. The LCIF pre-assignment will require you to go online and research an assigned topic before you attend the institute.

**Your assigned LCIF topic number is: # [Topic Number].**

This number corresponds to a specific topic listed within the *Pre-assignment* section of the *Participant Manual (PM)*. Please refer to pages 17-18 for further instruction on what is required for this pre-assignment.

As a reminder, you **are required to complete the pre-assignments before you arrive for the institute**. Make sure that you read through the pre-assignments carefully. If you have any problems understanding your task, please contact me at [Institute Coordinator e-mail].

### ***Day of the Class***

Please arrive at the [Location] at [Time]. You will receive your training materials the day you arrive.

### ***Hotel Accommodations***

If you need overnight hotel accommodations, please contact [Hotel, Institute Coordinator, or other person responsible for coordination of accommodations].

Thank you for your interest in leadership development and I look forward to seeing you!

Sincerely,

Institute Coordinator [Name]



## APPENDIX C: SUPPLY LIST

Below is a list of supplies highly recommended by Lions Clubs International in preparation of an institute. Not everything listed is required or may be used – please review the *Instructor Guide (IG)* for all activities planned and adjust, as necessary. The quantities may vary based on participant count.

### Institute Supplies - Required

X	Item	Quantity	Unit of Measurement
	Name Badges and Lanyards	1	Per person – faculty and participants
	Table Tent Cards	1	Per person – faculty and participants
	Flip Chart Paper (may be provided by hotel/venue)	2	Per classroom
	Mounting wall putty or masking tape roll (used to attach Flip Chart to walls)	1	Box of putty or roll of tape per classroom *Consult hotel/venue for adhesive permissions and guidelines
	Flip Chart Markers	1	Set per table
	Pencils	1	Per person (replenish as needed)
	Pens (may be provided by hotel/venue)	1	Per person (replenish as needed)
	Medium Post-It Notes	2	Pads per table

### Institute Supplies – Optional

X	Item	Quantity	Unit of Measurement
	Small index cards	1	Box
	Large index cards	1	Box
	Glue sticks	1	Per table
	Highlighters	1	Per faculty
	White out liquid	1	Bottle
	Scotch tape	1	Rolls
	Stapler	1	Stapler
	Box of staples	1	Box
	Staple remover	1	Remover
	Fine point black marker (Sharpie)	3	Marker
	Scissors (medium)	1	Per table
	Rubber bands	1	Package
	Lions emblems (Order from Lions International Club Supplies)	Optional	3 per classroom

See *Instructor Guide (IG)* for distribution of required supplies by session.



## APPENDIX D: HANDOUTS (PRINTED MATERIALS)

In addition to the *Instructor Guide (IG)* for faculty and the *Participant Manual (PM)* for participants, there are sessions in the *ELLI* that require additional printed materials.

Below is a list of the handouts to be printed in preparation of the institute, including the quantity needed and the proper printing instructions. Review the *Instructor Guide (IG)* for details on the materials required, broken down by session.



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### Handouts (Printed Materials)

Session	Name of Handout	Quantity	Preparation / Printing Instructions
<b>Opening Session</b>	I Spy	1 per participant	Black and white, single-sided
	Who Am I? (labels)	1 per classroom	Print on 4x2 labels
	Complete the Sentence	1 per classroom	Black and white, single-sided
	Group Masterpiece	6 sets per classroom (1 set per group)	Card stock, single-sided
<b>Lions Past, Present, Future</b>	Club Quality Initiative	1 per participant	Multicolor, booklet style
	Clubs and Community Needs Assessment	1 per participant	Multicolor, booklet style
<b>Supporting Lions Teams</b>	What's the Story – Pictures	1 set per classroom	Multicolor, single-sided (8 pictures total)
	What's the Story – Instructions	1 per participant	Black and white, single-sided
	What's the Story – Solution	1 per participant	Black and white, single-sided
<b>Diversity</b>	ROLE PLAY – A Peacock in the Land of Penguins	1 per participant	Black and white, back-to-back, staple in upper corner
<b>Lions Mentoring</b>	Basic Mentoring Guide	1 per participant	Multicolor, booklet style
	Advanced Mentoring Guide	1 per participant	Multicolor, booklet style
<b>Creative Thinking</b>	Creative Warm-up Solutions	1 per participant	Black and white, back-to-back
<b>Ensuring Club Success</b>	Club Excellence Award App – DA1	1 per participant	Black and white, single-sided

