



Lions Clubs International

Regional Lions Leadership Institute (RLLI) Planning Guide

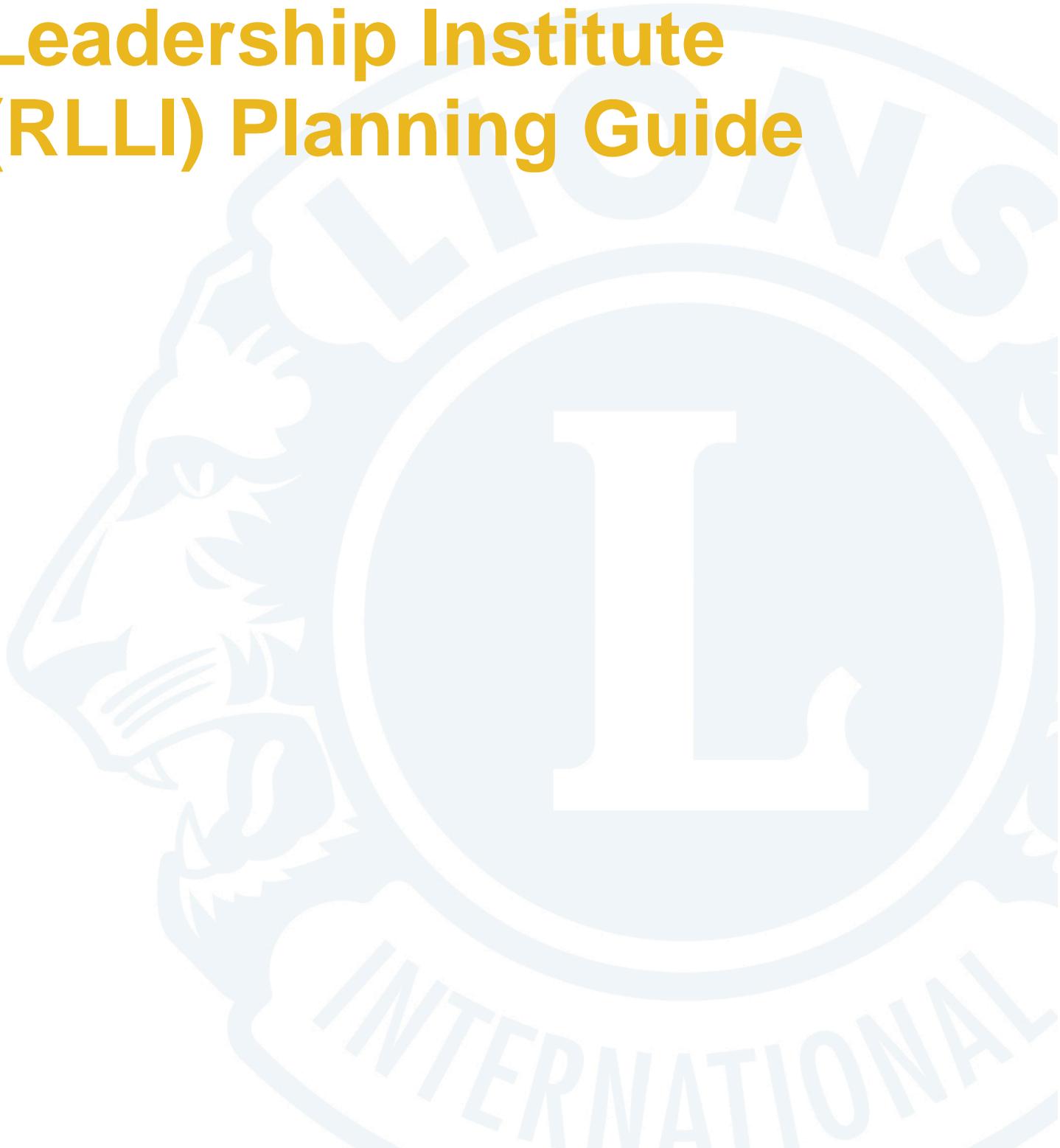




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INTRODUCTION

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

This institute will prepare Lions for leadership positions at all levels. The suggested audience are members ready to pursue leadership roles within their Lions communities. Club leaders would benefit from attending and familiarizing themselves with leadership skills and a deeper understanding of how to better serve clubs.

Note: The RLLI program can be customized to best accommodate the needs of the area.

HOW TO USE THIS GUIDE

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

- Preparation Checklist – Step by step list of tasks to prepare, deliver and document a RLLI
- Appendix – Supplemental reference materials such as:
 - Sample Request for Proposal (RFP)
 - Participant and faculty welcome letters
 - 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.



RLLI – PREPARATION CHECKLIST

Preparing for the RLLI 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 <ul style="list-style-type: none"> <input type="radio"/> Leadership Development Institute Grant Program Application (request for funds) on the Lions Clubs International website <input type="radio"/> Locally Institute Application Form (locally funded), email leadershipdevelopment@lionsclubs.org to obtain <p>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.</p>	3 months prior to training
	Send deposit to reserve venue	As required by venue
	Review RLLI agenda and sessions (Appendix C)	3 months prior to training
	Send RLLI 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
	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) <ul style="list-style-type: none"> - Review institute agenda - Confirm session assignments - Review institute logistics 	4-6 weeks prior to training
	Confirm final list of participants	4-6 weeks prior to training
	Send participant list to faculty	4-6 weeks prior to training
	Send all participants personalized Confirmation Letter (Appendix E)	4-6 weeks prior to training
	Obtain supplies needed to deliver the course (Appendix F)	3 weeks prior to training
	Print all participant training materials such as: <ul style="list-style-type: none"> - Name badges - Table tents - Participant Guides - Handouts (Appendix F)	3 weeks prior to training
	Create and print Welcome Letters for faculty and participants (Appendix G)	1 week prior to training



RLLI – 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 H)	Day before or early morning of the event
	Have each participant complete the Participant Emergency Contact Form (Appendix I)	At registration
	Have each participant sign in daily on the Daily Attendance Sheet (Appendix J)	Daily
	Ensure faculty share Housekeeping Items with participants (Appendix K)	At beginning of RLLI
	Remind faculty to ensure session evaluations are complete and to collect evaluations at the end of the institute (Appendix L)	At the end of the RLLI

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 RLLI until the required institute documents are reviewed by the Leadership Development Division. A list of required documents will be sent to the training coordinator upon approval of the institute application.	30-60 days after the training session is complete



CURRICULUM OVERVIEW

Program objectives:

This institute is designed to prepare Lions for leadership positions at all levels.

The Regional Lions Leadership Institute is designed to accomplish the following objectives:

- Encourage club members to pursue leadership roles within their Lions communities.
- Familiarize club leaders with the operations, issues, and opportunities of their clubs.
- Promote leadership skills critical to the success of their position.
- Foster a deeper understanding of how to better serve clubs.



THE ROLE OF THE INSTITUTE COORDINATOR

The institute coordinator is vital to the successful delivery of the RLLI. 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)
- Send a confirmation letter and pre-assignments to participants (Appendix E)
- Print all participant materials and handouts (Appendix F)
- Modify and print faculty and participant welcome letters (Appendix G)
- Print and ensure participants complete the Participant Emergency Contact Form (Appendix I)
- Print and ensure participants sign the Daily Attendance Sheet (Appendix J)
- Lead faculty preparation meeting and review training Housekeeping requirements (Appendix K)
- Collect, save and submit all session evaluation forms (Appendix L and M)
- Submit required documents to the Leadership Development Division



THE ROLE OF THE FACULTY

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

RLLI-specific requirements

- Review instructor guide and prepare to facilitate assigned topics
- 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



RLLI AGENDA

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

Arrival Day	Day 1	Day 2	Day 3
Arrival at host venue	8:00-8:30 am Late Registration		
	8:30-10:00 am Opening Session	8:30-10:00 am Public Speaking	8:30-10:30 am Public Speaking Presentations
	Break	Break	Break
Registration 4:30-6:00 pm	10:15-12:15 pm Lions Fundamentals	10:15-11:15 am Time Management	10:45-12:15 pm Local Issues & Opportunities
		11:15-12:15 pm Personal Mission Statement	
	12:15-1:15 pm Lunch	12:15-1:15 pm Lunch	12:15-1:15 pm Lunch
Dinner	1:15-3:15 pm Working In Teams	1:15-2:45 pm Member Motivation	1:15-2:45 pm Closing / Evaluations
	3:15-4:45 pm Diversity	2:45-4:45 pm Goal Setting	
	Break	Break	
	5:00-6:30 pm Local Issues and Opportunities	5:00-?? pm Speech Preparation	
		Celebration Dinner	



HOW TO USE THE INSTRUCTOR GUIDE (IG)

Faculty for the Regional 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>DISCUSSION: Maslow's Hierarchy of Human Needs</p> <ol style="list-style-type: none"> 1. Direct participants to turn to Maslow's Hierarchy of Needs on page 1 of the Participant Manual. <p>Leader Note: 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"> 2. Ask: "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. <p>Explain 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"> 4. Ask: "How do we go about determining the needs of our fellow club members?" Responses may include: <ul style="list-style-type: none"> • We listen to what they talk about • We watch the things they do • We talk with them and ask them questions • We survey them frequently 5. Display Slide 4: Listen, Look, Ask 6. Explain that by knowing our members as individuals and understanding their values and needs, we are better able to provide motivation stimulators and eliminate motivation obstacles. 7. Ask: "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. <p>Remember that people are self-motivated, we can only provide the environment that allows them to fulfill their needs.</p>
Activity Time	Method Symbols	Instructor Notes

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 F)



INSTITUTE MATERIALS

Approximately 2-3 months prior to the start of the institute, download the institute materials and save the materials to your computer. The curriculum is available on the Lions Clubs International website and can be downloaded from there.

Common material abbreviations:

IG = instructor guide

PM = participant manual

PPT = PowerPoint slides

The RLLI 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

There are two (2) sessions that include pre-assignments the participants must complete before attending a RLLI. Approximately 4 weeks prior to the start of the institute, send each participant a Confirmation Letter (Appendix E). The Confirmation Letter will provide the participants with the logistics of the RLLI training and the required pre-assignments.

The pre-assignment documents are located in the RLLI curriculum on the website with the rest of the institute materials. The institute coordinator can download the pre-assignments and attach to the Confirmation Letter or provide a link to the curriculum on the website.

Sessions with pre-assignments:

- Lions Fundamentals
- Motivating Club Members

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:

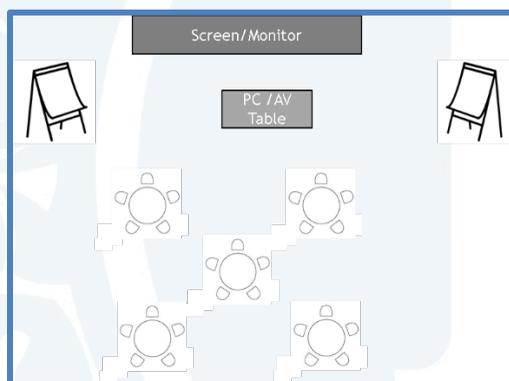
- **Culture and Norms:** What cultural norms may impact the set-up of the tables and chairs? Do the participants expect a certain room layout?
- **Size of the classroom:** Once the approximate dimensions and layout of the classroom is confirmed, it is sometimes helpful to draw a diagram of the room set-up. 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 RLLI 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

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 RLLI, all evaluations should be returned to the Institute Coordinator.

See Appendix L for a sample of the course evaluations.

INSTITUTE DOCUMENTATION

Submit required institute documents to the Leadership Development Division. The institute will not be recognized as an official RLLI 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.



Appendix



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.

Event: Regional Lions Leadership Institute

The Regional Lions Leadership Institute is a Leadership Development Program for Lions Club members who have been involved with the 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.



RLLI Planning Guide

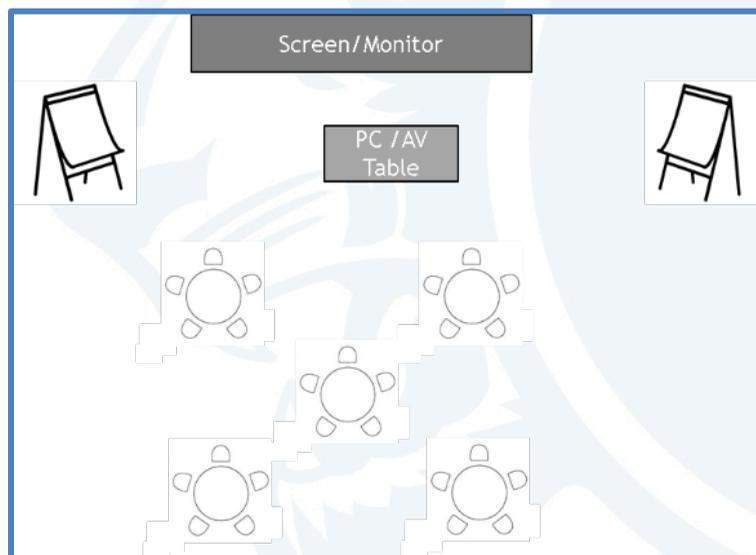
The following group meal functions and coffee breaks will be required. Meals should be served in a dining area/room separate from the function rooms. We will have a celebration banquet on _____ DATE _____ and will need a private room, preferably with AV connectivity. Breaks should be in an area convenient 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
Faculty Room	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)
Meeting Rooms	# 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)
General Session Room (only necessary if there are multiple classrooms)	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)
Registration Area	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
Accommodations			
Single-occupancy rooms			
Double-occupancy rooms			
Subtotal			
Room Rental			
Faculty Room			
Classrooms			
Opening & Closing Session Rooms			
Subtotal			
Food			
Breaks			
Breakfasts			
Lunches			
Dinners			
Subtotal			
Audio-Visual Equipment			
Laptops			
Projectors & Screens			
Microphones			
Subtotal			
Miscellaneous			
Supplies			
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		
Component	Overview of Instruction	Materials
Housekeeping & Logistics (20:00)	Staff and Instructor lecture	Agenda
Large Group Icebreaker & Warm-Up Activity (30:00)	Activity: Select at least one ice breaker from the list provided in the instructor guide.	See selected activity for a materials list.
Group Breakup (optional) (5:00)	If you conducted the icebreaker and logistics sessions in one group you may wish to divide into breakout groups at this time.	
Opener (55:00-60:00)	Activity: Magical steps or another team building activity.	See selected activity for a materials list.
Needs Assessment (5:00)	Needs Assessment	Agenda
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Instructor Guide	
Participant Manual	
Flipchart and markers	
Wireless mouse/laser pointer	
Handouts: See Activity List for any necessary handouts or additional materials.	



Session 2: Lions Fundamentals

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (20:00)	Presentation: Session Overview Presentation/Discussion: Significant Events	PowerPoint Slides Pre-Assignment Flipchart
MODULE 1: Mission and Purposes (35:00)	Presentation/Discussion: Lions Mission Statement Activity: Purposes	PowerPoint Slides Participant Manual
MODULE 2: Ethics (30:00)	Presentation/Discussion: Lions Code of Ethics Activity: Role-play	PowerPoint Slides Participant Manual
MODULE 3: Structure (20:00)	Presentation/Discussion: Lions Structure Activity: Lions Clubs Organization	PowerPoint Slides Participant Manual Handout Flipchart
CONCLUSION (15:00)	Presentation: Benefits of Membership/Summary Activity: Brainstorming Benefits	PowerPoint Slides Participant Manual Flipchart
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Pre-Assignment (brought by participants)	
Flipchart and markers	
Wireless mouse/laser pointer	
Handouts: Lions Organizational Charts	



Session 3: Working in Teams

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (5:00)	Presentation: Session Overview	PowerPoint Slides
MODULE 1: Team Characteristics (10:00)	Presentation/Discussion: Team Characteristics	PowerPoint Slides Participant Manual: p.1
MODULE 2: Stages of Team Development (85:00)	Presentation/Discussion: Tuckman's Stages of Team Development Activity: Rope or In/Out Activity, Strategies for moving team to next level	PowerPoint Slides Participant Manual: p. 2-3
CONCLUSION (20:00)	Presentation: Review Objectives Activity: Learning Group Teams	PowerPoint Slides Participant Manual: p.4
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	
Activity Materials: Rope Activity: Long Rope & Blindfolds In/Out: 200ft (60m) of rope cut into varied lengths 3.5ft-15ft (100cm-450cm)	



Session 4: Diversity

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (20:00)	Opening Activity: Someone Like You Presentation: Diversity Overview	PowerPoint Slides Participant Manual
MODULE 1: Culture and Diversity (20:00)	Activity: Dimensions of Diversity (Diversity Wheel)	PowerPoint Slides Participant Manual Flipchart
MODULE 2: Benefits of Diversity (25:00)	Presentation: Role Play	PowerPoint slides Participant Manual Role Play Handout Flipchart
MODULE 3: Challenges and Opportunities (15:00)	Activity: Challenges and Opportunities	PowerPoint Slides Participant Manual
CONCLUSION (10:00)	Presentation: Our Role as Lions	PowerPoint Slides
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	
Handouts: Diversity Role Play Role Play Handout	



Session 5: Local Issues and Opportunities

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (15:00)	Discussion/Presentation: Opening comments	Participant Manual
MODULE 1: (60:00)	Discussion/Presentation: Day 1: Use this time to identify topics relevant to local and regional challenges issues and opportunities. Day 3: Discuss and address topics identified by instructors/coordinators.	Participant Manual
CONCLUSION (15:00)	Discussion/Presentation: Closing comments and discussion	Participant Manual
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	



Session 6: Public Speaking

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (5:00)	Presentation: Session Overview	PowerPoint Slides Flipchart
MODULE 1: The Speech Outline (40:00)	Presentation/Discussion: Components of an Outline Activity: Preparing Your Outline	PowerPoint Slides Participant Manual
MODULE 2: Speech Tips & Techniques (40:00)	Presentation/Discussion: Visual, Vocal, and Verbal Techniques Activity: Public Speaking Skills	PowerPoint slides Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint Slides
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	
Handouts: Speech Evaluation Checklist	



Session 7: Time Management

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (10:00)	Presentation: Session Overview and Time Management Case Study	PowerPoint Slides Participant Manual
MODULE 1: Obstacles to Time Management (30:00)	Presentation/Discussion: Obstacles to Time Management Activity: Case Study Revised - Obstacles	PowerPoint Slides Participant Manual
MODULE 2: Strategies for Effective Time Management (15:00)	Presentation/Discussion: Strategies for Effective Time Management	PowerPoint slides Participant Manual
CONCLUSION (5:00)	Presentation: Session Summary	PowerPoint Slides Participant Manual
Total Time: 60:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	



Session 8: Personal Mission Statement

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (10:00)	Activity: Reading Aloud	PowerPoint Slides Participant Manual
MODULE 1: Writing Your Personal Mission Statement (45:00)	Presentation/Discussion: Group Brainstorming Activity: 1. Values Exercise 2. Visualization 3. Individual Writing Assignments	PowerPoint Slides Participant Manual
CONCLUSION (5:00)	Presentation: Story or Music	Determined by Instructor Selection
Total Time: 60:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	



Session 9: Member Motivation

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (10:00)	Presentation: Motivation Overview	PowerPoint Slides
MODULE 1: Identifying Needs (30:00)	Presentation/Discussion: <ol style="list-style-type: none"> Maslow's Hierarchy of Human Needs MacGregor's Theory X and Theory Y Activity: <ol style="list-style-type: none"> Motivation Dialogue Motivation Dialogue (Continued) 	PowerPoint Slides Participant Manual Motivation Dialogue Handout
MODULE 2: Motivation Stimulators and Obstacles (40:00)	Presentation/Discussion: Stimulators and Obstacles Activity: Motivating Your Club Members	PowerPoint slides Participant Manual Pre-Assignment Survey
CONCLUSION (10:00)	Presentation: Review Objectives	PowerPoint Slides Participant Manual
Total Time: 90:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
Flipchart and markers	
Wireless mouse/laser pointer	
Handouts: Motivation Dialogue Handout (3 Copies)	



Session 10: Goal Setting

SESSION TIMELINE		
Component	Overview of Instruction	Materials
INTRODUCTION (20:00)	Presentation: Session Overview Activity: Moving Target	PowerPoint Slides Flipchart/Crayon
MODULE 1: Setting and Prioritizing Goals (50:00)	Presentation/Discussion: Goal Statements Activity: 1. Determining Goals 2. Managing Goals 3. Prioritizing Goals	PowerPoint Slides Participant Manual Balloons
MODULE 2: The Planning Process (45:00)	Presentation/Discussion: Developing a Plan Activity: 1. Planning Process Worksheet 2. Completing the Action Plan	Participant Manual
CONCLUSION (5:00)	Presentation: Review Objectives	PowerPoint Slides
Total Time: 120:00		

MATERIALS	
	Got It! (✓)
Computer	
LCD projector and screen	
Instructor PowerPoint	
Participant Manual Please note that it is not required to print any participant materials in color.	
5-6 Balloons	
One Crayon of any color	
Flipchart and markers	
Wireless mouse/laser pointer	



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

Regional 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:

- ___ Diversity
- ___ Lions Fundamentals
- ___ Local Issues and Opportunities
- ___ Motivating Club Members
- ___ Personal Mission Statement
- ___ Public Speaking
- ___ Setting and Reaching Club Goals
- ___ Time Management
- ___ Working in Teams

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

Thank you!

Institute coordinator [Name]



APPENDIX E: CONFIRMATION LETTER

This letter confirms participant attendance at the institute and provides the participant with the pre-assignment documents. The institute coordinator can download the pre-assignments and attach to the Confirmation Letter or provide a link to the curriculum on the website. Edit this letter as needed.

Welcome to the Regional Lions Leadership Institute

[Course Dates]

[Course Location]

Welcome to Regional Lions Leadership Institute!

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

Pre-Assignments

Take time to complete the pre-assignments included in two of the sessions prior to attending the institute. The sessions with pre-assignments are Lions Fundamentals and Motivating Club Members. Plan on spending approximately 1-2 hours to complete the assignments.

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 F: 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 2: Lions Fundamentals Lions Organizational Charts	1	Per participant
	Session 3: Working in Teams Rope Activity: Long Rope & Blindfolds In/Out: 200ft (60m) of rope cut into varied lengths 3.5ft-15ft (100cm-450cm)	1	Set
	Session 4: Diversity Handout: Diversity Role Play	1	Per table
	Session 6: Public Speaking Handout: Speech Evaluation Checklist	1	Per participant
	Session 9: Member Motivation Motivation Dialogue Handout	3	Copies
	Session 10: Goal Setting 5-6 Balloons	5-6	Balloons



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 Lions Club International Club Supplies	Optional	Per table



APPENDIX G: 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 RLLI and provide information on where and when to meet. Edit as needed.

Faculty

Welcome to the Regional Lions Leadership Institute
[Dates]
[Location]

Welcome to [Location] and the Regional 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 RLLI and provide information on where and when to meet. Edit as needed.

Participant

Welcome to the Regional Lions Leadership Institute
[Dates]
[Location]

Welcome to [Location] and the Regional 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 H: 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.

Regional 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)
- RLLI Curriculum (review each session and ensure faculty have no questions on curriculum/activities)
 - Confirm session assignments
- RLLI 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 I: 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.

REGIONAL 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 J: 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 _____

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.

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

	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 K: 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 [date] 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 [date] 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. Daily Attendance Sheet needs 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....they will be destroyed 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 L: INSTITUTE EVALUATION

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

Regional Lions Leadership Institute Evaluation

Location of Institute: _____

Dates of Institute: _____

Instructions

Please complete each section of the evaluation. Your honest assessment of the Institute will ensure that future participants are provided with a quality training experience. **Your responses will be anonymous.**

Your Session Experience

For each session listed, please indicate your level of agreement with each statement by circling the appropriate number.

Lions Fundamentals	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Working in Teams	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?



Diversity	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Public Speaking	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Time Management	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?



RLLI Planning Guide

Personal Mission Statement	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Member Motivation	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Goal Setting	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?



Local Issues & Opportunities	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I was engaged with what was going on during the session.	1	2	3	4	5
The activities and exercises aided in my learning.	1	2	3	4	5
I will be able to immediately use what I learned.	1	2	3	4	5
The presentation style of the facilitator contributed to my learning experience.	1	2	3	4	5

What is one key idea that you learned during this session and will take back to your club or district?

Overall Institute Experience

What part of the institute did you find the most significant and why?

What suggestions would you offer to improve this program? (Please be specific)

Participant Demographics (OPTIONAL)

To better understand the impact of the Regional Lions Leadership Institutes, please provide the following demographic information:

Highest office held with Lions Clubs: _____

Number of years as a Lion: _____

Age: 20-29 30-39 40-49 50-59 60-69 70-79 80+

Gender: Male Female



APPENDIX M: FINAL INSTITUTE EVALUATION REPORT

Regional 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 RLLI 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