



Lions Clubs International

# CERTIFIED GUIDING LION COURSE HOST AND INSTRUCTOR MANUAL



# Table of Contents

PREPARING FOR THE WORKSHOP .....	2
SUGGESTED TIMELINE.....	3
INTRODUCTION AND COURSE OVERVIEW .....	4
I. SKILLS OF A SUCCESSFUL GUIDING LION .....	5
II. GET OFF TO A GOOD START: BECOME AN INFORMATION EXPERT .....	6
III. DEVELOP A CLUB OFFICER MENTOR TEAM .....	7
IV. DESIGN CLUB OFFICER TRAINING .....	8-9
V. GUIDING LION RESOURCES.....	9
VII. CLOSING .....	10

# PREPARING FOR THE WORKSHOP

## GOAL

The overall goal of this workshop is to familiarize the Lion with the roles and responsibilities of a Certified Guiding Lion and give the Lion the knowledge needed to carry out these responsibilities. How you do this will depend largely on how accurately you have assessed your members' dedication, motivation and knowledge of Lions clubs.

## ROLE OF THE HOST

The host will ensure that the participants understand the preliminary work that should be done prior to the course date as well as ensure that the facility, equipment and materials are available so that the event runs effectively.

## ROLE OF THE INSTRUCTOR

The instructor is responsible for providing the structure of the workshop, keeping participants on track and using the allotted time effectively. A PowerPoint Presentation is available on the LCI Website or from the District and Club Administration Division to help the instructor present the material.

## PARTICIPANTS

The number of participants may vary. Ideally the participants should be separated into small groups of 5 - 7. If they are unable to divide into smaller groups certain adjustments will be needed which are outlined further in this guide.

## TIME

This workshop, including one 15-minute break, should be completed in less than 4 hours. The course may be expanded or shortened to meet time requirements.

## EQUIPMENT AND MATERIALS

- A flip chart on an easel for each table
- An LCD projector for PowerPoint presentations
- Extra Certified Guiding Lion Kits for participants who might forget to bring their materials
- The PowerPoint Presentation
- Materials of your choosing to supplement the information that is included in the CGL Kit.

The room should be set-up using round tables. A table should be reserved for the instructor's materials. A podium with a microphone or a handheld microphone should be made available if the group will be large. If an LCD projector or an overhead Projector is not available, they may be substituted with chalkboards and other kinds of visual aids.

An extra set of key materials as noted in the course workbook on page10 should be available for each table. Other materials of your own choosing may also be included.

### **REQUIRED PRE-WORKSHOP ASSIGNMENT**

Participants are required to complete their workbook prior to the course so they are able to discuss the course material effectively. They should allow 5 to 6 hours to cover the material prior to the course. This course utilizes several on-line courses which are difficult to effectively demonstrate in a classroom setting.

To encourage participants to complete the assignment the host should email participants a link to the CGL site with instructions to download the workbook so they can complete the assignment. All of the materials needed for the course are available on-line.

<b>SUGGESTED TIMELINE</b>		
<b>SECTION</b>	<b>TIME (minutes)</b>	<b>ACTIVITIES</b>
<b>Introduction and Course Overview</b>	25	Program Overview and Expectations Activity: Form Groups
<b>I. Skills of a Successful Guiding Lion</b>	15	Activity: Group Discussion – skills of a Guiding Lion
<b>II. Get off to a Good Start: Become an Information Expert</b>	60	Activity – Review of the resources and materials to help manage a new club
<b>III. Develop a Club Officer Mentor Team</b>	15	Activity – Discuss roles and responsibilities of a club officer mentor
<b>BREAK</b>	15	
<b>IV. Design Club Officer Training</b>	70	Activity – Develop four training modules for the club based on their needs using the materials previously discussed.
<b>V. Guiding Lion Resources</b>	5	Activity – Review the reports and support for the Guiding Lion
<b>VI. Club Rebuilding</b>	20	Activity – Review the “Certified Guiding Lion Rebuilding Assessment”.
<b>VII. Closing</b>	15	Summarize learning points
<b>TOTAL TIME</b>	<b>220</b>	

# INTRODUCTION AND COURSE OVERVIEW

APPROX TIME	SLIDE	CONTENT
Total Time: 25 minutes		
4 minutes		Greet each participant during your opening comments. Introduce any special observers. Make announcements about meals, breaks, etc.
4 minutes		Direct your Lions to form small groups and obtain the following information from each other: name, club name and what they expect from this workshop.  List expectations on a flip chart and keep them in mind. If possible remain flexible and address appropriate expectations during the course of the workshop. Consider revisiting the list of items throughout the training to ensure that the needs of the participant are being met.
1 minute		Ask each group to appoint one Lion to provide the group's expectations of the session.
2 minutes	Title Slide	Explain that the overall purpose of the workshop is to prepare them to serve a new club as a Certified Guiding Lion.
1 minute	Slide 1-3	Next, briefly <b>introduce</b> the Certified Guiding Lion PowerPoint Presentation. <b>Begin</b> the PowerPoint slides at this time. <b>Explain</b> the objectives of the program (slide 1), why the training is needed (slide 2) that the position could be the single most important factor to club success (slide 3).
2 minutes	Slide 4	<b>Review</b> the certification process – <b>explain</b> that attendees must complete their workbook exercises and the Test for Certified Guiding Lion before the district governor or the leadership chairperson sign the Completion Verification Form. Once the form is signed, the attendees should send the Completion Verification Form and the Test for Certified Guiding Lion to Lions Clubs International. LCI will forward a certificate acknowledging that the Lion has completed the training and record the Lion as a Certified Guiding Lion. The List of Certified Guiding Lions is made available to DGs who will appoint Guiding Lions to new clubs as the clubs are formed.
2 minutes	Slide 5-6	<b>Review</b> the requirements for the Certified Guiding Lion Award.
2 minutes	Slide 7	<b>Review</b> the Program Design.
5 minutes	Slide 8-9	<b>Mention</b> that participants should have completed the workbook assignments. Note the resources listed. <b>Ask</b> how many participants completed the assignments to assess their readiness. <u>Additional time will be needed if no preliminary work has been done.</u>

## I. SKILLS OF A SUCCESSFUL GUIDING LION

TIME	SLIDE	CONTENT
Total Time: 15 minutes		
10 minutes	Slide 10	<b>Exercise 1: Open a discussion</b> on the qualities and skills of a successful Guiding Lion and perhaps some behaviors that should be avoided. List these skills and behaviors on a flip chart. With the groups help, rank the responses so that the top 5 qualities are identified.
5 minutes	Slide 11	<b>Ask</b> what can be done if a skill is weak. Noting that the participant can work to develop the skill or share the task of being a guiding Lion with someone who has the skill. Discuss opportunities for personal growth. Ask participants to write down their personal goals for their own reference.

## II. GET OFF TO A GOOD START: BECOME AN INFORMATION EXPERT

TIME	SLIDE	CONTENT
Total Time: 60 minutes (more time might be needed if pre-assignment was not completed)		
2 minutes	Slide 12	Next, review the 6 elements of a successful club and ask the group to quickly define what makes a club successful.
5 minutes	Slide 13	Open a discussion to identify other elements of a successful club and why these elements are important.
2 minutes	Slide 14-16	Remind the group that the most important element of club success is the ability of the club to satisfy the goals of the club member. Transition into section two by asking the group how we can support a successful club and noting that the first step is to be aware of the tools, training and support that is offered by LCI
5/7 minutes	Slide 17	Introduce the Leadership Development Section of the Member Center, noting that the online course entitled "Club Officer Orientation" is a comprehensive on-line training program that covers job specific guidance for each club officer position. If needed, quickly review the courses for those who may not have done the preliminary work.
10 minutes	Slide 18	Exercise 2: Ask each table to discuss the courses and their answers to Exercise 2 in their workbook. Note that this course could easily be emailed to the club officers to take at their own pace. Note each table's answer on the flip chart.
5/7 minutes	Slide 19	Next, review the resources found in the Club Resource Center. If needed, provide a quick review if some of the participants did not complete the preliminary exercises.
10 minutes	Slide 20	Exercise 3: Ask each table to compare their answers to exercise 3, noting their top answers on the flip chart.
5/7 minutes	Slide 21	Next, review the material found on the WMMR site. If needed, provide a quick review if some of the participants did not complete the preliminary exercises.
10 minutes	Slide 22	Exercise 4: Ask each table to compare their answers to exercise 4, noting their top answers on the flip chart.
7 minutes	Slide 23	Next, review and describe the key publications and the general information found in each.

### III. DEVELOP A CLUB OFFICER MENTOR TEAM

TIME	SLIDE	CONTENT
Total Time: 20 minutes		
2 minutes	Slide 24-25	Introduce and explain the concept of the Club Officer Mentor Team.
2 minutes	Slide 26	<b>Open</b> a discussion on how the DG Team can support the new club's development. Note training and guidance that each position can offer.
3 minutes	Slide 27	<b>Note</b> that often times members of the DG team had not served in an club officer position for many years and the club officers may need very practical, job specific support. <b>Refer</b> to the Club Officer Mentor forms on page 30-33 of their workbook. Note that these should be given to the club officer mentors when they are appointed as an outline for training.
10 minutes	Slide 28	<b>Exercise 5:</b> Ask each table to look at exercise 5 and discuss the qualities they were looking for when they chose the mentors noted in the exercise and report the top qualities.
BREAK	15 MINUTE	

## IV. DESIGN CLUB OFFICER TRAINING

TIME	SLIDE	CONTENT
Total Time: 70 minutes		
1 minute	Slide 29	<p><b>Mention</b> that they have the people and the tools, now it is time to put it together and make a plan to support the new club. <b>Ask</b> attendees to turn to page 13 in their Certified Guiding Lion Workbook and review Section 4: Design Club Officer Training. Next, <b>quickly review</b> the four sections of training.</p>
2 minute	Slide 30	<p>Next, briefly review the club officer training outline and explain that the topics can be switched around to meet the clubs training needs.</p>
1 minute	Slide 31	<p><b>Review training session 1</b>, noting that this information is in their workbook on page 13-15. Also noting that the first training session is more of a broad introduction to LCI.</p>
2 minutes	Slide 32	<p>Review the materials in the orientation guide</p>
2 minutes	Slide 33	<p>Review the materials in the Standard Form Constitution and Bylaws</p>
2 minutes	Slide 34	<p>Review the materials in the charter night planning guide</p>
2 minutes	Slide 35	<p><b>Briefly mention</b> the Mentor Team (that was previously mentioned) noting that they should be introduced in the first session.</p>
10 minutes	Slide 36	<p><b>Exercise 6:</b> Ask each table to discuss exercise 6 and report their answers. (meet for five minutes and report their results for 5 minutes)</p>
1 minutes	Slide 37	<p><b>Introduce training session two</b>, noting that the second training session is more detailed and focused on club operation.</p>
2 minutes	Slide 38	<p><b>Briefly review</b> the Club officer responsibilities and on-line training. Note that the Club Officer orientation can easily be emailed to the mentor and the club officer.</p>
2 minutes	Slide 39	<p><b>Briefly review</b> the Making it Happen piece, noting that this piece is key for the club to identify potential projects.</p>
1 minute	Slide 40	<p><b>Mention</b> that the guiding Lion should check to make sure that each officer is getting sufficient support from their mentor</p>
10 minutes	Slide 41	<p><b>Exercise 7:</b> Ask each table to discuss exercise 7 and report their answers. (meet for five minutes and report their results for 5 minutes)</p>
1 minute	Slide 42	<p><b>Introduce training session three</b>, noting that continued membership growth is a critical factor to new club success.</p>
2 minutes	Slide 43	<p><b>Introduce</b> and briefly review the Club Membership Chairperson's Guide</p>
10 minutes	Slide 44	<p><b>Exercise 8:</b> Ask each table to discuss exercise 8 and report their answers. (meet for five minutes and report their results for 5 minutes)</p>

## IV. DESIGN CLUB OFFICER TRAINING

TIME	SLIDE	CONTENT
<b>Total Time: 60 minutes</b>		
1 minute	Slide 45	Note that the guiding Lion should check the mentor training progress at each meeting.
2 minutes	Slide 46	<b>Introduce training session four</b> , the importance of effective club meetings
2 minutes	Slide 47	<b>Introduce</b> and briefly review the resources available to help the club have positive and meaningful meetings.
2 minutes	Slide 48	<b>Review</b> ways to increase meeting attendance. Note that clubs begin to fail when fewer people attend the meetings.
10 minutes	Slide 49	<b>Exercise 9:</b> Ask each table to discuss exercise 9 and report their answers. (meet for five minutes and report their results for 5 minutes)
2 minute	Slide 50-51	Note that the training is ongoing. Review the six elements of a successful club.

## V. GUIDING LION RESOURCES

TIME	SLIDE	CONTENT
<b>Total Time: 5 minutes</b>		
1 minutes	Slide 52	Introduce the support and information provided to guiding Lions.
2 minutes	Slide 53	<b>Club Health Assessment</b> - Mention when they are assigned to a new club, they will begin to receive the club health assessment. They will also be expected to complete a quarterly report which should go to their DG team and LCI.
2 minutes	Slide 54	<b>Mention</b> that there are other tools in their workbook, including a club officer checklist and an outline of the transition to independence.

## VI. CLUB REBUILDING

TIME	SLIDE	CONTENT
Total Time: 20 minutes		
2 minutes	Slide 55-56	<b>Introduce</b> the concept of utilizing the strategies of the CGL program for rebuilding clubs.
16 minutes	Slide 56-73	<b>Instruct</b> participants to follow along in the “Certified Guiding Lion Rebuilding Assessment” so they fully understand the elements of club health as they relate to the assessment.
2 minutes	Slide 74	<b>Explain</b> the process for assigning a Certified Guiding Lion to an existing club.

## CLOSING

TIME	SLIDE	CONTENT
Total Time: 15 minutes		
10 minutes	Slide 75	Ask volunteers to <b>state</b> the most important thing they discovered during the workshop and how they will apply it to real life. <b>Close</b> with a brief “pulling together” (not review) of the most important workshop conclusions. Return to the flipchart listing the group’s expectations to conclude that the needs were met.
5 minutes	Slide 76	<b>Remind</b> the participants to meet with their District Governor or Leadership Chairperson to review the Program Review and obtain their signature so the Review may be sent to Lions Clubs International and their name recorded and certificate mailed.



## **Lions Clubs International**

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