



Lions Clubs International

Certified Guiding Lion Program

Empowerment is
the key to success!



“Leadership is more than service,
it is enabling others to be more productive.”



Certified Guiding Lion Facilitator's Guide

PREPARING FOR THE WORKSHOP

GOAL

The Guiding Lion Program is designed to assist clubs that are newly chartered, established or have a priority designation. Guiding Lions are assigned for a two-year term by the district governor in consultation with the sponsoring or established club president. Guiding Lions are limited to serving no more than two new clubs at any point in time.

Even if they are experienced Guiding Lions, they will benefit from this course because it provides the most comprehensive overview available of the roles and responsibilities of a Guiding Lion.

The Certified Guiding Lion Course will help them:

1. Understand their role as a Guiding Lion
2. Help them develop a plan to guide the club to become self-sufficient and strong
3. Provide tools to help the club officers manage their club
4. Establish a system to track development over the course of their term

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.

ROLES OF THE HOST

The host will ensure that the participants understand the preliminary work that should be done prior to the course date. Following is a list of resources to be reviewed prior to the workshop.

1. Review the [CGL Workbook](#) and complete all exercises so they are able to discuss the course material effectively. They should allow 5-6 hours to cove the material prior to the course.
2. Review all course material included in the kit
 - [Best Practice for Financial Transparency](#)
 - [Blue Print for a Stronger Club](#)
 - [Certified Guiding Lion Rebuilding Assessment](#)
 - [Charter Night Planning Guide](#)
 - [Club Quality Initiative \(CQI\)](#)
 - [Club President/Vice President e-Book](#)
 - [Club Secretary e-Book](#)
 - [Club Treasurer e-Book](#)
 - [Club Membership Chairperson e-book](#)
 - [Club Service Chairperson e-book](#)
 - [Club Marketing Communications Chairperson Guide](#)
 - [Guiding Lion Assignment Form](#)
 - [Lions Community Needs Assessment](#)
 - [Making It Happen: Guide to Club Project Development](#)
 - [Standard Club Structure](#)
 - [New Member Orientation Guide Training Guide](#)
 - [Standard Form Club Constitution and By-Laws](#)
 - [Your Club, Your Way!](#)

ROLES OF THE FACILITATOR

The facilitator is responsible for providing the structure of the workshop, keeping participants on track and using the allotted time effectively.

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 four (4) hours. The course may be expanded or shortened to meet the desired time allotted.

EQUIPMENT AND MATERIALS

When preparing the Certified Guiding Lion Workshop, the facilitator should reference the meeting preparation, equipment and materials checklist below:

Meeting Preparation

1. Request copies of the [Certified Guiding Lion Course](#) from the District & Club Administration Division (email: certifiedguidinglions@lionsclubs.org) Fill out the [CGL Material Order Form](#) –
2. A PowerPoint Presentation is available on the LCI [website](#) or by contacting the District & Club Administration Division via email: certifiedguidinglions@lionsclubs.org to help the facilitator present the material.
3. Each member should bring their workbook to the meeting. Have extra copies for those that are attending and did not receive at previous meeting or who have not completed prior to the workshop.

Task	Complete (✓)	Notes
Materials of your choosing to supplement the information that is included in the CQI Booklet.		
Pad of Paper at Each Table		
Flipchart and Markers (If no digital media is available – optional)		
A laptop and Projector for PowerPoint Presentation (optional)		
Podium and microphone		
Breakout <ul style="list-style-type: none"> ➤ Rounds ➤ Microphones ➤ Material Table 		

SUGGESTED AGENDA		
TIME (minutes)	SECTION	ACTIVITIES
20 minutes	Introduction and Course Overview	Program Overview and Expectations
10 minutes	Section I. Skills of a Successful Guiding Lion	Exercise #1: Self Assessment of Guiding Lion Skills
60 minutes	Section II. Get off to a Good Start: Become an Information Expert	Exercise #2: Identify key concepts that should be shared as part of the club office training Exercise #3: List the training resources available at the district and multiple district levels Exercise #4: Determine the value of the Managing a Club Webpage Exercise #5: Get Familiar with MyLCI
15 minutes	Section III. Develop a Club Officer Mentor Team	Exercise #6: Develop your Club Officer Mentor Team
15minutes	BREAK	
70 – 75 minutes	Section IV. Design Club Officer Training	Exercise #7: Key objectives of Training Session One Exercise #8: Key objectives of Training Session Two Exercise #9: Productive and Meaningful Meetings Exercise #10: Creating a Membership Plan
20 minutes	Section V. Assessing Club Needs	Review the Club Assessment
15 minutes	Section VI. Guiding Lion Resources	Review reports, worksheets and material available thru Lions Clubs International
45 minutes	Questions and Review	Summarize learning points
Total Time: 270 – 275 minutes		

INTRODUCTION AND COURSE OVERVIEW

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
20 minutes	Slide 2		<ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ➤ Ask each Lion to provide their name and their title. Make sure that every Lion is welcomed and encouraged to participate. Introduce any special guests. ➤ Make announcements (meals, breaks, restrooms) ➤ Direct the Lions to form small groups and obtain what each member expects from the workshop. ➤ Ask each group to appoint one Lion to provide their expectations of the session. 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 participants are being met.
	Slides 3	Page 1	<ul style="list-style-type: none"> • Explain that the overall objectives and purpose of the workshop is to prepare them to serve a club as a Certified Guiding Lion and why training is needed.
	Slide 4	Page 2	<ul style="list-style-type: none"> • Review the Six (6) Elements of Club Success
	Slide 5	Page 3	<ul style="list-style-type: none"> • Introduce the Certified Guiding Lion Course Organization <ul style="list-style-type: none"> Section I. Skills of a Successful Guiding Lion Section II. Getting off to a Good Start – Becoming an Information Export Section III. Develop a Club Officer Mentor Team Section IV. Design Club Officer Training Section V. Assessing Club Needs Section VI. Guiding Lion Resources
	Slide 6		<ul style="list-style-type: none"> • Review list of pre-assignment tools. Ask how many participants completed the assignments to assess their readiness. Additional time will be needed if no preliminary work has been done.
	Slide 7		<ul style="list-style-type: none"> • Review the certification process – explain that the attendees must complete their workbook exercise and the Test for Certified Guiding Lion before the district governor or the District or Multiple District GLT Coordinator sign the Completion Verification Form.

SECTION I. SKILLS OF A SUCCESSFUL GUIDING LION

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
10 minutes	Slide 8, 9 & 10	Pages 5 & 6	<ul style="list-style-type: none"> Emphasize a successful Guiding Lion serves many roles. Some that may come naturally and some that may need additional development. Building these skills will not only help you with your responsibilities, but they will also help you personally and professionally. Exercise 1: Open a discussion on which characteristics the participants feel they already possess and which ones they feel they would like to develop further. List these skills and behaviors on the flip chart. With the groups help, rank the responses so that the top 5 qualities are identified. Ask 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 the opportunities for personal growth. Ask the participants to write down their personal goals for their own reference.
	Slide 11	Page 7	

SECTION II. GETTING OFF TO A GOOD START – BECOME AN INFORMATION EXPERT!

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
60 minutes	Slide 12 & 13	Page 8	<ul style="list-style-type: none"> Transition into Section II 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. Write their answers on the flip chart. Review the support materials available to help train the club officers in the Lion Learning Center noting that it 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. <ul style="list-style-type: none"> ➤ Setting up an account ➤ Go to the Course Catalog ➤ Find the Club Officer Trainings available in the course catalog
	Slide 14		
	Slide 15 & 16	Page 9	<ul style="list-style-type: none"> Exercise 2: Open a discussion on which characteristics the participants feel they already possess and which ones they feel they would like to develop further. Note each tables answer on the flip chart.

SECTION II. GETTING OFF TO A GOOD START – BECOME AN INFORMATION EXPERT!
(Continued)

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
	Slide 17	Page 10	<ul style="list-style-type: none"> • Exercise 3: Ask each table to compare their answers to exercise 3, noting their top answers on the flip chart.
	Slide 18 – 24	Page 12	<ul style="list-style-type: none"> • Next, review some of the resources for effective club operations. <ul style="list-style-type: none"> ➤ Managing a Club Webpage ➤ Standard Form Club Constitution & By-Laws ➤ Club Officer e-Books ➤ Improving Club Quality Programs (Blueprint, Club Quality Initiative and Your Club, Your Way!) ➤ Club Excellence Award ➤ New Members (Orientation Guide and Charter Night Planning Guide)
	Slide 25	Page 12	<ul style="list-style-type: none"> • Exercise 4: Ask each group: What Were the Top Three Items That You Feel are Useful to Promote Excellence in Club Management. Ask each table to compare their noting their top answers on the flip chart.
	Slide 26	Page 12	<ul style="list-style-type: none"> • Review MyLCI and explain it offers services such as data downloads for mailings and dues invoicing, update club meeting location and meeting dates. Report officers and has the ability to print rosters. Explain this is also where the club secretary may add or drop members and the club service chairperson may file service activity reports.
	Slide 27		<ul style="list-style-type: none"> • Exercise 5: Review the MyLCI Frequently Asked Questions (FAQ) for instructions on how to: Register for MyLCI, Report your incoming club officers, Manage your club roster and Manage your club financial statements with LCI.

SECTION III. DEVELOP A CLUB OFFICER MENTOR TEAM

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
15 minutes	Slides 28 & 29	Page 13	<ul style="list-style-type: none"> • Explain that the support for a club by establishing a Club Officer Mentor Team is important to ensure the club has the guidance and support needed to be successful. • Review the members of the Club Officer Mentor Team. <ul style="list-style-type: none"> ➤ Two Certified Guiding Lions ➤ District Governor Team ➤ Zone Chairpersons ➤ Club Officer Mentors • Exercise 6: Open a discussion on how the Club Officer Mentor Team can support the club's development. Refer to the exercise in the workbook and ask the participants to identify the individuals who are qualified to serve in the following roles. Write their top answers on the flipcharts. <ul style="list-style-type: none"> ➤ District Support ➤ Club Officer Mentors
	Slide 30		
	Slide 31	Pages 14 & 15	

BREAK (15 minutes)

SECTION IV. DESIGN CLUB OFFICER TRAINING

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
70 minutes	Slide 33	Page 16	<ul style="list-style-type: none"> • Mention that they have people and the resources, now it's time to put it together to make a plan to support the club. Ask the participants to open their workbooks to this section.
	Slide 34	Pages 16 – 24	<ul style="list-style-type: none"> • Review the Five Training Sessions. <ul style="list-style-type: none"> ➤ Session 1: Getting Started! ➤ Session 2: Club Operations ➤ Session 3: Hosting Productive and Meaningful Club Events ➤ Session 4: The Importance of Recruitment and Retention ➤ Session 5: Planning for the Future and Achieving Excellence
	Slide 35	Pages 16 & 17	<ul style="list-style-type: none"> • Introduce Training Session 1: noting that this information is in their workbooks and that it is more of a broad introduction to Lions Clubs International and Lions Clubs International Foundation.
	Slide 36	Page 16	<ul style="list-style-type: none"> • Review the materials available to them <ul style="list-style-type: none"> ➤ Introduction to Lions Clubs International (Orientation Guide) <ul style="list-style-type: none"> ➤ Who Lions Are ➤ History of Your Club ➤ Organizational Structure – District and Multiple District ➤ History of Lions Clubs International ➤ LCI Structure and Organization ➤ Introduction to Lions Clubs International Foundation <ul style="list-style-type: none"> ➤ Our Mission ➤ Campaign 100: LCIF Empowering Service ➤ Understanding Club Responsibilities (Club Constitution & By-Laws) <ul style="list-style-type: none"> ➤ Contains the primary governing guidelines for the club ➤ Mission Statement, Slogan, Motto, Purpose, Objects and Ethics. ➤ Types of Membership ➤ Fees and Dues ➤ Managing Funds ➤ Meetings and Quorums ➤ Elections
	Slide 37	Page 17	
Slide 38	Page 17		

SECTION IV. DESIGN CLUB OFFICER TRAINING (Continued)

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
	Slide 39	Page 18	<ul style="list-style-type: none"> ➤ Charter Night Planning Guide <ul style="list-style-type: none"> ➤ Plan the Event with the Charter Night Checklist ➤ Introduction Etiquette ➤ Travel Arrangements
	Slide 40	Page 18	<ul style="list-style-type: none"> ➤ Club Officer Mentor <ul style="list-style-type: none"> ➤ Introduce the Club Officers to the Club Officer Mentor ➤ Each Officer should be assigned a Mentor who is currently fulfilling the same Officer Role. ➤ The Mentor should be experienced, available and able to communicate/train the new officer effectively ➤ Provide each pair a copy of their respective checklist to review (Pages 28 – 31)
	Slide 41	Page 18	<ul style="list-style-type: none"> • Exercise 7: Ask each table to discuss why an overview of LCI is important and what the three most important objectives are for the first training session. Write down on the flipchart the top answers.
	Slide 42	Page 19	<ul style="list-style-type: none"> • Review Training Session 2: Key club leadership roles and strategies to finding meaningful service projects. Stress the concepts of planning, teamwork and communication to the new officers. This training will help the participants better guide the officers, understand their roles and how to access information, and tools for their club and initiate their first service project.
	Slide 43	Page 19	<ul style="list-style-type: none"> • Review the materials available to them <ul style="list-style-type: none"> ➤ Club Officer e-Books <ul style="list-style-type: none"> ➤ Highlights the important role of each club officer ➤ Note any local adaptations when appropriate ➤ Webpages offers a page each officer ➤ Their Mentor should be covering the details specific to the position with them on an on-going basis. ➤ Club Marketing Communications Chairperson Guide
	Slide 44	Page 19	<ul style="list-style-type: none"> ➤ Best Practice for Financial Transparency <ul style="list-style-type: none"> ➤ Financial Reporting ➤ Guidelines for Reimbursement ➤ Bank Account Management ➤ Conducting Year-End audits and Reviews
	Slide 45	Pages 19 & 20	<ul style="list-style-type: none"> ➤ Making It Happen <ul style="list-style-type: none"> ➤ Five Steps to help Identify potential new projects <ul style="list-style-type: none"> ➤ Step One: Make a list of Possible Programs ➤ Step Two: Appoint Task Forces ➤ Step Three: Conduct Research ➤ Step Four: Write a Plan ➤ Step Five: Implement the Plan

SECTION IV. DESIGN CLUB OFFICER TRAINING (continued)

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
	Slide 46	Page 20	<ul style="list-style-type: none"> • Exercise 8: Ask each table to discuss what they consider the three most important objectives of the second session. Write down on the flipchart the top answers.
	Slide 47	Page 21	<ul style="list-style-type: none"> • Review Training Session 3: Resources and tools concerning effective and positive meetings. They can be used to help the club build a strong foundation and continue to involve and attract members.
	Slide 48	Page 21	<ul style="list-style-type: none"> • Discuss how to increase attendance at meetings: <ul style="list-style-type: none"> ➢ Meeting Date, Time and Location meets the needs of your Members. ➢ Send Invitations for each Meeting ➢ Use Follow Up Phone Calls ➢ Invite Interesting and Relevant Speakers ➢ Keep Members Involved in Projects Meaningful to them.
	Slide 49	Page 22	<ul style="list-style-type: none"> • Review How to Improve Overall Meetings <ul style="list-style-type: none"> ➢ Your Club, Your Way! <ul style="list-style-type: none"> ➢ Customizing your Meeting ➢ Reinventing Your General Meeting ➢ Phasing in Change ➢ Key to Meeting Success ➢ Ideas to Increase Involvement ➢ Club Meeting Program Ideas ➢ Promoting Your Meetings and Events to the Public ➢ Meeting Management <ul style="list-style-type: none"> ➢ Online course available on the Lions Learning Center (LLC)
	Slide 50	Page 22	<ul style="list-style-type: none"> • Exercise 9: Ask each table to discuss what elements are key to a positive and productive meeting and what can be done to increase attendance. Write down on the flipchart the top answers.

SECTION IV. DESIGN CLUB OFFICER TRAINING (continued)

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
	Slide 51	Page 23	<ul style="list-style-type: none"> • Review Training Session 4: Underscores the importance of continued club growth and provides an opportunity to check the progress made by the Club Officer Mentor Team.
	Slide 52	Page 23	<ul style="list-style-type: none"> • Review the materials available to them <ul style="list-style-type: none"> ➢ Club Membership Chairperson e-Book <ul style="list-style-type: none"> ➢ Recruiting new Members ➢ Sponsor’s Responsibilities ➢ Induction Ceremony ➢ New Member Orientation ➢ Membership Awards ➢ Involvement ➢ Just Ask! New Member Recruiting Guide
	Slide 53	Page 24	<ul style="list-style-type: none"> • Exercise 10: Ask each table to describe successful ideas for recruiting new members that could be shared with new club officers. Write down on the flipchart the top answers.
	Slide 54	Page 24	<ul style="list-style-type: none"> • Review Training Session 5: Discuss the need for ongoing planning and development. Note this should take place after the club has operated for a few months and before new club officers take office for the next fiscal year. Encourage planning and continued club development.
	Slide 55		<ul style="list-style-type: none"> • Review the materials available to them <ul style="list-style-type: none"> ➢ Blueprint for a Stronger Club <ul style="list-style-type: none"> ➢ Takes approximately 60 minutes ➢ Assess the club’s current status ➢ Establish Goals ➢ Develop the Blueprint for a Stronger Club
	Slide 56		<ul style="list-style-type: none"> ➢ Club Quality Initiative <ul style="list-style-type: none"> ➢ Process take approximately four hours or can be conducted of a series of meetings. ➢ Step One: Understanding the Process of Change and LCI Forward ➢ Step Two: Determine the need for change ➢ Step Three: Set Goals ➢ Step Four: Develop Plans ➢ Step Five: Implement and sustain change
	Slide 57		<ul style="list-style-type: none"> ➢ Club Excellence Award <ul style="list-style-type: none"> ➢ Based on outstanding achievements in <ul style="list-style-type: none"> ➢ Membership ➢ Service ➢ Organizational Excellence ➢ Marketing and Communication

SECTION V. ASSESSING CLUB NEEDS

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
20 minutes	Slide 58 & 59	Page 25	<ul style="list-style-type: none"> • Review the Club Assessment (pages 34-38) and determine the club's needs and areas for development. <ul style="list-style-type: none"> ➤ Understanding Club Responsibilities ➤ Club Management ➤ Service Activities ➤ Communications ➤ Meetings ➤ Membership Growth ➤ District Support ➤ Further Leadership Development • Established Clubs: It can be used to help identify areas that could use improvement and design training and support accordingly • New Clubs: Used after the first 6 months to confirm understanding and identify areas that need additional guidance.

SECTION VI. GUIDING LION RESOURCES

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
15 minutes	Slide 60 – 62	Page 25	<ul style="list-style-type: none"> • Introduce the support and information available to the Guiding Lions. <ul style="list-style-type: none"> ➤ Club Health Assessment <ul style="list-style-type: none"> ➤ Membership Gain/Loss ➤ Reporting History ➤ Payment of Dues and Balance ➤ Donations made to LCIF ➤ Quarterly Report (page 44) <ul style="list-style-type: none"> ➤ Submitted January, April, July and October for Two Years ➤ Provides Progress of the Club ➤ Provides Challenges you might be Facing along the way ➤ Final Report (page 45) <ul style="list-style-type: none"> ➤ Submitted at the end of your Two Year Term ➤ Reviewing the 10 Qualifying Requirements to Receive the Presidential Certified Guiding Lion Award.

REVIEW, TEST AND QUESTIONS

TIME (minutes)	SLIDE	GUIDEBOOK PAGE	CONTENT
45 minutes	Slide 63 – 65		<ul style="list-style-type: none"> • Review • Test for Certified Guiding Lion and CGL Completion Verification Form • Questions



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