

CLE Trainers Guide Outline

Club Leadership Education (CLE) for officers of Kiwanis Clubs

Usually summer months: June through Oct 1, start of year

Plus officers of new clubs or those taking office midyear.

Make-up training offered each year at the August MO-ARK Convention

Who: Presidents, Secretaries, Treasurers and now Membership Committee
President most extensive and best attended.

Secretary popular due to need to report club info to KI computers

Treasurer short. Teaches Kiwanis accounting standards.

Membership Committee. New. Not much interest.

Presidents has survey.

Presidents and Secretary: attendance needed for Distinguished Club

How: Local training session or online

PowerPoint and Workbook provided by KI for each subject.

Instructors manuals also provided. Notes on each slide.

Local training arranged by Lt. Gov. or Regional Trustee.

Online training offered for President, Secretary, and Membership Committee. Treasurer training to be added next year.

Flyer: Announce training session to surrounding clubs, divisions, share w Lt. Govs, Region Trustees, post on websites, Facebook page etc

Education Tracker: Online software used to report sessions and attendance
Only certified trainer has access

Trainer enters session. Session must be entered before books are ordered.

After session, trainer enters attendance and sends Presidents survey.

To receive credit, instructors should also be listed as attendees

Details: CLE page under Resources Menu on the MO-ARK Webpage at moarkkiwanis.net. You can reach the CLE page directly at:

<https://tinyurl.com/moark-cle>

KI has issued an Education Tracker Users Guide. See CLE webpage.

Survey: From the Presidents attendance list on Education Tracker, press email tab upper right.

Select from two form cover emails or write your own (custom).

Check the box to attach survey. Send.

Education Reports are also available showing who has been trained with green dots. The dots are unreliable.
The Excel file from "Combined classroom and online education attendance report" is better.

Certified Trainers

Application submitted and approved by Governor and Governor-Elect
Term is usually three years.
Volunteers can help but only trainer can access Education Tracker and order books.
List of Certified Trainers and contact info on the CLE Webpage.

CLE Training Sessions

Lt. Gov. sets up session time and location convenient to trainees
We like Saturday afternoon to allow time to travel.
Typical session runs 4 hrs and includes two training sessions.
Evening sessions are convenient for many (but time can be short)
Trainer is responsible for training. Lt. Gov. often provides refreshments.
Some have done meals. Some have charged home club for training.
Expenses can be billed to Mary Vaughan at MO-ARK

Order books: See MO-ARK CLE 2019 dated Feb 15, 2019 for details.
2019 Trainer Intro.pdf
Projector and laptop for PowerPoints. Often can be borrowed.
Post-it notes for Parking Lot
Easel and Easel Pad if available helpful (but they are costly to buy).
Props if any for the Ice Breaker
Sign-in sheets for each session
See the Materials a Trainer Will Need List on the CLE Page.

PowerPoints: Downloaded at Kiwanis.org/edhub

Those with MO-ARK info added are available on the CLE Page.

Handouts: Usually provided for trainees. 20 copies is usually enough

Distinguished Club requirement
Interclub Contest
Giving Guidelines
Roberts Rules of Order
Non-denominational prayers
How to say thank you. Etc etc.
They are found on the CLE Page on the MO-ARK Website

Ice Breaker: Suggested by KI to engage participants in training
One is included in the PowerPoint
List of 10 on the CLE Webpage
Can be fun, but for large group can be too time consuming
We prefer to ask each participant to introduce themselves and say a little about themselves: Club you are with, offices, how long in Kiwanis, why did you join Kiwanis

Adapt to your audience. Listen to their interests
KI prefers we keep all slides in the PowerPoint but be selective
Encourage exchange with experienced participants

Online Training. See CLE Webpage for how to access
Offered for President, Secretary, Membership Committee.
Treasurer to be available next year
Also Committee Chair, Youth Protection Guidelines, Board Member,
Club Opener, Club Counselor
Workbooks can be downloaded as pdf files from Kiwanis.org/edhub

Getting Started: Beginning trainers are urged to work with an experienced trainer while they learn the basics.

New Trainers Wanted. 25 certified trainers, one for each MO-ARK Division
Concentrated in St. Louis area and northwestern Arkansas
Local training most convenient.
Whole divisions and whole regions with no trainers.
Recruit trainers. Have them contact me to arrange an application for approval.
Modest time commitment: Typical 1 or 2 4-hr sessions per year.

Kiwanis International contact: Meredith Taylor
Education and Training Specialist
O: +1-317-217-6216, M: +1-317-922-3068, mtaylor@kiwanis.org
For quick response, text your question to Meredith's cell phone.
Keeps us up to date with a series of emails. I try to make sure everyone receives them. Can help with shipment of books etc.

Monthly Report Revision: KI plans to revise monthly report procedures
Secretaries: Due October 1.
Webinar promised to train.
Minor changes: some data to annual rather than repeat monthly.
Summary of changes on the CLE Webpage.