

Lt. Governor Role in CLE and/or CPE Training Sessions

(For planning purposes, CLE and CPE are used to describe the same Leadership Training Sessions)

Current Lt. Governors are to:

- Serve as the Leader in their Division, encouraging and ensuring that the Club Leadership Teams participate in Club Leadership Training sessions
- Assist the District Education Chair and the Training Team to ensure a successful Kiwanis experience.

Planning Process: (Multi-Division, Zone based Sessions)

- Select a Lead Lt. Governor ASAP, and no later than Mid Winter Board Meeting)
- Confer with the District Education Chair to select a Date and Time
- Define areas of responsibility for each Division's Lt. Governor in the Zone, to be responsible for the following:
 - Venue
 - Promotion
 - Registration (fees are set at the District level, sample forms will be provided)
 - Equipment (coordinate with trainers delivering training as many of them have their own equipment)
 - Sound System
 - Laptop
 - LCD Projector
 - Screen
 - Flip charts, easels & tape
 - Power cords
 - Internet Access (if available)
 - Room setup and tear down
 - Meal(s) and refreshments
 - Lodging (if required for trainers)
 - Assistant to Trainer
 - Complete Summary Report (to be done by Lead Lt. Governor)

Additional Information:

- Venue: Large enough to accommodate 2-3 members of each club being represented, plus the current and incoming Lt. Governors and Certified Trainers. Setup should be preferably in a "U" shaped table and chair arrangement, if possible. Breakout rooms may be required (check with trainer). Free or inexpensive facilities may be available at schools, churches, community centers or similar venues.

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- Promotion: On-going specifics from Lead Lt. Governor are to be available 60 days prior to session. Scheduling to be established ASAP, and no later than Mid Winter Board Meeting (February – March), to get on all the calendars for planning purposes. Highlighting the Goals, Synergy, Benefits to club officers and clubs, along with meeting one of the criteria to achieve Distinguished Club Status.
- Training Materials: District Education Chair will arrange for delivery of Participants' Packets and pre-session materials.
- Make-up session: There may be a makeup session at the District convention and the online version of the CLE/CPE session is available for those unable to attend their scheduled session, or as a follow-up to the on-site Trainer facilitated sessions. While these are options, they are not the ideal way to build and educate your incoming team.
- Scheduling considerations: As the CLEs are training the next incoming class of officers, the CLEs are to follow after the Lt. Governors' training which is typically held the end of May. This means the CLEs will be conducted between June and August, enabling the new Lt. Governors to be able to attend the training of their incoming officers. Some travel, time and expenses may require other scheduling variations to meet the needs of the new officers for some geographic areas. Be sure to check with Education Chair and Certified Trainers for this type of consideration.

We are looking forward to our next Club Leadership Education / Club President's Education training sessions coming up.

Thank you again for all you do for Kiwanis, the District and the Communities you serve.

Sincerely,

Vicki Frucci

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