

## 6.

### **Make sure club officers receive proper training. Key Club officer-training planner and facilitator guide**

#### ***Mentoring youth through officer training***

Your dedication and sincere focus on those you serve will bring unlimited opportunities during your year of leadership. Your job will not be easy; it will take a lot of time and commitment. Draw upon the talents of your district leaders, adult volunteers and colleagues in service to make this year the best learning experience possible. The friendships and leadership skills you develop as a club officer will last a lifetime. Your service makes the global community better.

Your sponsoring Kiwanis club and faculty advisors will counsel and guide you throughout the year. They will work with you to make sure your Key Club officers and committee chairmen are thoroughly prepared as they assume their positions. This guide provides you and your sponsors and advisors with steps to follow to conduct an effective training and planning conference for your Key Club leadership.

Kiwanis recognizes the value its leadership-training programs hold for Key Club officers. An effective training program contributes to the effectiveness and success of a club and, by extension, Key Club.

#### **Key Club officer training FAQs**

##### **Who should be involved in Key Club officer training?**

Key Club is a student-led organization, so involving members in training is critical for its success. Outgoing Key Club officers and Key Club lieutenant governors are excellent members to get involved. They have great ideas and know the needs of their peers and Key Club positional leaders.

##### **When should officer training be conducted?**

Officer training should take place each time a new team of Key Club positional leaders takes office.

##### **Where should officer training be held?**

Schedule training at a convenient and adequate location selected by the advisors and members, such as the club meeting location, a member's home or at a park or recreation facility.

##### **How long should the training last?**

The more time you put into training and leadership development, the more successful the club will be. Personal development and training should be a year-round part of a member's Key



Club experience. The topics for discussion in this agenda should take several hours. Setting aside an afternoon or evening could allow for planning, training and team building.

### **Who should facilitate and lead the training activities?**

Planning training events and facilitating the training are totally different skill sets. The same person may not have both of these skills, so get more of your members involved. Find individuals who have excellent facilitation skills. There needs to be joint effort from all advisors and Kiwanis club members to make sure the best training is possible. Returning Key Club officers and the Key Club lieutenant governor are other valuable assets in helping to lead activities and officer training.

**Top tip:** Find out who in your Kiwanis club or community has training experience. This is a great way to get them more involved in your Key Club.

Simply speaking, what are things every positional leader needs to know?

Officers need numerous skills to be successful in life and in leadership. There are two kinds of skills they will learn from this and additional training—soft skills and hard skills. Both are equally important to being their best in their position.

### **What are hard skills?**

Hard skills can easily be described as the club administrative procedures.

Examples include:

- Taking minutes
- Following parliamentary procedure
- Planning a budget
- Setting up a club Web site.

### **What are soft skills?**

Soft skills are people skills or interpersonal skills and often have to do with how members relate to each other.

Examples include:

- Communicating and working effectively with adults
- Helping resolve member conflict
- Cooperating as a team
- Motivating members to attend service projects.

Working on hard and soft skills is equally important. A club president may be able to lead a meeting agenda line by agenda line, but if he or she can't listen to a member's concerns, they will not be a successful leader.

### **What supplies are needed for club-officer training?**

Here are the basics you will need for your officer training conference and for year-round member education and personal development:

- Key Club Guidebook, mailed to all clubs annually in March and available online at [www.keyclub.org](http://www.keyclub.org)
- Leadership handbook planner for all five club officers, mailed to all clubs each March, or a printout the Key Club officer duties included on this CD in the Sponsorship Toolkit
- Major Emphasis Program CD, which highlights the Key Club Service Initiative and Service Partners
- Club-officers training PowerPoint included on this CD
- Copies of officer duties (These are also found in the Leadership Handbook Planner.)
- Snacks and drinks (optional)
- Flip chart paper
- Markers and pens
- One or two ice breakers and the Key Club Make your Meetings Move activities booklet
- Nametags
- Notes paper for each participant
- Optional on-line resources as needed: Membership recruitment, sample agendas, committee reports, and other valuable resources.

### **What is the recommended training agenda?**

The recommended training agenda is detailed here. Each section in this agenda has corresponding visual aids in the club officer-training PowerPoint. You can lead it all together or, if you need to, you can lead various sections at a time. There are talking points for each section within the PowerPoint notes page view. Under each section you are provided an estimated time. This estimated time could take longer based on discussion and the activity selection. Be very mindful of keeping to the time to move your discussion along. At the end of the training, write down topics which need to be discussed further.

### **Section 1. Introduction**

**Time:** 10 minutes

#### **Training points**

1. Welcome from facilitator
2. Brief introductions of attendees
3. Ice breaker or get to know you activity

### **Section 2. Training purpose and expectations**

**Time:** Five minutes

#### **Training points**

1. What do we want to achieve during the training?

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2. Discuss as a group, write, and post on the wall to help focus discussions.

### **Section 3. Who we are**

**Time:** Five minutes

**Instructions:** Review Key Club basics every member and leader should know.

#### **Training points**

1. Kiwanis organizations and programs
2. History
3. Mission and vision
4. Core values

### **Section 4: Our structure**

**Time:** Five minutes

#### **Training points**

1. Student-led organization
2. Membership in Key Club
3. Club structure
4. District structure
5. International structure
6. Key Club dues

### **Section 5: Our service**

**Time:** Eight minutes

#### **Training points**

1. Selecting service projects
2. Ways to serve
3. International service projects: Service partners and Service Initiative.

### **Section 6: Programs we sponsor**

**Time:** Two minutes

#### **Training points**

1. Key Club Week
2. Youth Opportunities Fund

### **Section 7: Where to learn more**

**Time:** Five minutes

#### **Training points**

1. Who to call for help
2. Printed resources
3. Online resources and support
4. Conferences

## **Section 8: Managing your club**

**Time:** 20 minutes

### **Training points**

1. Being a great leader (five minutes)
2. Top seven things to do at a meeting (five minutes)
3. Club communication (five minutes)
4. Motivating members (five minutes)

## **Section 9. Individual officer duties**

**Time:** 20 minutes

**Optional instructions:** You can lead as an entire group or individual training, or one on one, if you have the opportunity.

### **Training points**

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Editor

## **Section 10. Club review and planning**

**Time:** 15 minutes

### **Training points**

1. Club assessment: Review strengths and areas of improvement
2. SMART goals
3. Initial planning and brainstorming

## **Section 11. Wrap up**

**Time:** Five minutes

### **Training topics**

1. Review any questions.
2. Discuss any future planning and/or training needed.
3. Closing Activity: Have participants answer open-ended questions on the slide, or simply have members share what they look forward to most this year in office.

## **After the training**

At the end of your training have the secretary transcribe all discussion notes and distribute to attendees. This valuable information will be used in future planning discussions.