

**6.**

**Make sure club officers receive proper training.  
K-Kids officer-training planner and facilitator guide**

You, the sponsoring Kiwanis club, and, if applicable, the co-sponsoring Circle K or Key Club have the privilege and responsibility to counsel and provide guidance to your sponsored K-Kids club. One valuable way of doing this is to thoroughly train each new set of K-Kids officers, directors and committee chairpersons before they assume their positions. The following provides steps to effectively conduct K-Kids club officers training.

Kiwanis recognizes the value of its leadership-training programs, especially those for elementary-school students in K-Kids. Most members of K-Kids clubs do not have past Kiwanis-family leadership experience. The success of the K-Kids program, therefore, depends on the guidance each sponsoring club provides.

**Who should be involved in K-Kids officer training?**

K-Kids is a student-led organization, so involving members in training is critical for its success. Outgoing K-Kids officers are excellent members to include. They have great ideas and know the needs of their peers and K-Kids positional leaders.

**When should officer training be conducted?**

Officer training should take place each time a new team of K-Kids positional leaders take office.

**Where should officer training be conducted?**

Schedule training at a convenient and adequate location selected by the advisors and members, such as the club meeting location, a community center, 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 K-Kids experience. The suggested timeframe for each topic for discussion in this agenda is outlined later in this section.

**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 encourage more Kiwanis, Key Club and Circle K members to get 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. Previous K-Kids officers can be valuable assets in helping to lead activities and officer training.

### **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

Hard and soft skills are equally important. A club president may be able to lead a meeting agenda line by line. To be a successful leader, he or she must listen to members' concerns.

#### **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. You can find all of these materials (how-to guides) on the K-Kids Resource CD, included in the annual K-Kids Club program kit:

- Ice breakers
- Conducting a project survey/interview guide
- Annual Achievement Report
- Contest booklet
- Club officers training guide
- Committee structure and function
- Parliamentary procedure
- Planning a service project
- K-Kids-officers training PowerPoint , included on this Kiwanis Sponsorship Toolkit CD
- Copies of officer duties, included on this Kiwanis Sponsorship Resource Guide CD

Other suggested items include: snacks and drinks (optional), flip chart paper, markers and pens, nametags and notes paper for each participant.

*Make sure club officers receive proper training - facilitator guide.*

### **Recommended training agenda**

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 vary based on discussion and the activity selection. At the end of the training, write down topics that 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

*Suggested resource:* Service bulletin\_Ice breakers (K-Kids Resource CD)

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

**Time:** Five minutes

##### **Training points**

1. What do we want to achieve during the training?
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 K-Kids basics every member and leader should know.

##### **Training points**

1. Kiwanis organizations and programs
2. History
3. Motto, mission and vision
4. Core values

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

**Time:** Five minutes

##### **Training points**

1. Student-led organization
2. Club structure
3. Sponsoring Kiwanis club
4. Club advisors

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

**Time:** Eight minutes

#### **Training points**

1. Selecting service projects

*Suggested resource:* How-to guide\_Conducting a project survey/interview guide (K-Kids Resource CD)

2. Ways to serve

*Suggested resource:* How to guide\_Service partners (K-Kids Club Resource CD)

3. How to plan and conduct a service project

*Suggested resource:* How-to guide\_Planning a Service Project (K-Kids Resource CD)

### **Section 6: K-Kids Resources**

**Time:** 10 minutes

#### **Training points**

1. Web site

2. K-Kids Zone magazine

*Suggested Resource:* Share current issue of magazine with trainees.

3. Contests and Awards

*Suggested Resource:* K-Kids contest booklet (K-Kids Resource CD); find current year's themes at

[www.kiwaniskids.org](http://www.kiwaniskids.org).

4. K-Kids member and club supplies

### **Section 7: Managing your club**

**Time:** 20 minutes

#### **Training points**

1. Being a great leader (five minutes)

2. Top 7 things to do at a meeting (five minutes)

3. Top 7 ways to have the best year ever (five minutes)

4. Motivating members (five minutes)

### **Section 8. Individual officer duties**

**Time:** 20 minutes

**Optional instructions:** If possible train each officer separately.

*Suggested Resource:* Download club officer duties from [www.kiwaniskids.org](http://www.kiwaniskids.org).

#### **Training points**

1. President/Vice president

2. Secretary

3. Treasurer

4. Sergeant-at-arms

5. Board of directors

6. Club committees

*Make sure club officers receive proper training - facilitator guide.*

## Section 9. Planning Your Year

**Time:** 15 minutes

### Training points

1. Annual Achievement Report

*Suggested Resource:* Download current Annual Achievement Report from [www.kiwaniskids.org](http://www.kiwaniskids.org).

2. Brainstorm some events you would like to see on your club's calendar.
3. Develop an initial calendar of events for the year.

## Section 10. 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.

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