

## **Education and Training Committee - Report to Board of Trustees December 31, 2009**

It is to be noted that the Education and Training Committee operates on a January 1<sup>st</sup> to December 31<sup>st</sup> year which differs from the October 1<sup>st</sup> to September 30<sup>th</sup> administrative year of the District.

The appointment of the Committee Chair is made by the Governor-elect. The Governor-elect is responsible for ensuring that Club Officer Training is delivered throughout the District by May 31<sup>st</sup> and that the Lieutenant Governor training is delivered at the annual District convention. Both these training sessions are in preparation for the following administrative year.

In 2009, Kiwanis International introduced a new approach to Club Officers Training. The use of technology was used to train the trainers on a new Club Officer Training curriculum. The use of Webinar sessions provided the opportunity for each Lieutenant Governor in Eastern Canada and Caribbean to appoint a dedicated trainer for their division.

The following goals were set by the District Training and Education Committee in consultation with 2008/09 Governor Sheron Cameron-Dunn and 2009/10 Governor Gary Levine

- To have a trainer in every division responsible for the delivery of Club Officer Training
- To have Club Officer Training delivered in every division by May 31, 2009.
- To have a trainer in every division available to address additional training needs in the division identified by the Lieutenant Governor.
- To assist the Lieutenant Governor to make caucus/divisional council meetings more meaningful by delivering training modules developed within the District designed to provide practical operational information to the clubs.
- To broaden the Kiwanis knowledge in every division.
- To expand development training opportunities in every division.

### **Training Highlights**

#### **January 2009**

- "January 2008 to December 2008 Report" Committee Report prepared for the January 2009 Board of Trustees meeting in Ocho Rios
- Regular contact with Kiwanis International staff regarding Club Officers "Train the Trainer" session for appointed trainers in E. C. and C.

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- Divisional Trainer List indicated 10 of 28 divisions reporting the appointment of a dedicated divisional trainer
- Promotion of the "Train the Trainer" opportunity to Kiwanians in the District through e-mail correspondence with LGs and LGEs
- Training article submitted to "The Communicator"

## **February 2009**

- Regular contact with Lieutenant Governors and Divisional Trainers to ensure the delivery of the following training modules developed and sent to the divisions in the fall of 2008:
  - Succession Planning
  - Roles and Responsibilities of the Club President
  - Marketing Kiwanis
  - Club Officers Training

## **March 2009**

- Provision of Lieutenant Governors mailing addresses to Kiwanis International regarding the delivery of Club Officer Training materials
- Numerous contacts with Kiwanis International requesting the early mailing of Club Officers Training materials to avoid shipping and customs issues and delays.
- Follow up with Lieutenant Governors who have not appointed a divisional trainer

## **April 2009**

- Divisional Trainer List indicates 26 of 28 divisions reporting the appointment of a dedicated divisional trainer
- Webinar information sent to trainers and LGs
- Divisional Trainers, Governor-elect Gary Levine and Training and Education Chair Joanne Murray participated in Club Officer "Train the Trainer" Webinar session lead by Kiwanis International staff in mid April (participants had the choice of a number of training dates and times to fit their schedules; participated using their home/office computers.)

## **May 2009**

- Divisional Trainer List indicates 26 of 28 divisions reporting the appointment of a dedicated divisional trainer
- Additional reminders to LGs and LGEs regarding Governor-elect Gary's expectation that Club Officer Training to completed in every division by May 31, 2009.
- Development of the Lieutenant Governor Training Conference outline for Trois Rivieres.

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### **June 2009**

- Confirmation of the presenters participating in the LG training session in Niagara Falls
- Continued work on the development of Lieutenant Governor Training Conference modules

### **July 2009**

- Report template sent to LGs for completion regarding the status of delivery of the following training sessions in their divisions:
  - Succession Planning
  - Roles and Responsibilities of the Club President
  - Marketing Kiwanis
  - Club Officers Training
- Roll up of the reported information sent to Governor Sheron and Governor-elect Gary
- Meeting with Governor-elect Gary Levine to finalize plans for the LG Training conference
- Finalization of all LG training documents-handouts; forwarded to District Office for translation
- "January 2009 to June 2009 Report" Committee Report prepared for the August 2009 Board of Trustees meeting in Trois Rivières
- Communication to the Lieutenant Governors-elect regarding the Lieutenant Governor Training Conference schedule and logistics

### **August 2009**

- Successful delivery of LG Training to 28 Lieutenant Governors-elect on August 3rd and 4th in Trois Rivières, Quebec by a number of presenters
- Evaluations of the LG training session reviewed and feedback provided to presenters including Lanton Lee from Kiwanis International

### **September 2009**

- Review and development of training modules for presentation by divisional trainers during the 2009/2010 administrative year.
- Finalization of the following Eastern Canada and Caribbean Training Modules
  - Module One (new) – Membership Growth in E. C. and c.
  - Module Two (revised)– Succession Planning
  - Module Three (revised) – Roles and Responsibilities of the Club President

### **October 2009**

- 2009/2010 training modules sent for French translation

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- 2009/2010 training modules and instructions forwarded to the Divisional Trainers with copies to the Lieutenant Governor and Governor

**November 2009**

- No committee activity

**December 2009**

- "Goal Reminders" completed by the Lieutenant Governors at the training session in Trois Rivières regarding the first quarter of the year, mailed to their home addresses
- "January 2009 to December 2009 Report" Committee Report prepared for the January 2009 Board of Trustees meeting in Montego Bay
- Training Report and divisional trainers list sent to incoming Education and Training Chair Hazel Brandon who will assume the position January 1, 2010

This completes the report, all of which is respectfully submitted,

Joanne Murray  
District Education and Training Chair