

FACULTY GUIDE



For training incoming Optimist officers:

Lieutenant Governors ☼ Club Presidents ☼ Club Secretary-Treasurers



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Written in 1998.

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Introduction to Training Officers

FACULTY GUIDE

PURPOSE

To train incoming Optimist Lieutenant Governors, Club Presidents and Club Secretary-Treasurers to be successful leaders and administrators.

OBJECTIVES

- To provide a basic, easy to follow “step by step” manual to teach incoming officers
- To expand usage of curriculum to more officers through District and Regional Seminars
- To provide a “functional” approach to each Optimist office
- To foster a positive, optimistic approach to leadership

TASKS and ACTIVITIES

- Use this “Faculty Guide” along with the “Participants” workbook provided for classroom training
- Use a variety of interactive exercises such as brainstorming, role playing, skits and roundtable discussions to process the learned information
- Use minimal teaching aids of flip chart and markers (or chalk/marker board)

LEARNING OUTCOMES

- Optimist officers will provide better administration, service and growth to their Club or Zone
- Officers will have the knowledge and self confidence to lead others
- Officers will inspire volunteers to grow personally and organizationally

Introduction to Training Officers

This guide is **ready to use** as it appears. Use prepared agendas by adding details such as presenters and starting times. Photocopy each section of this guide and cut out each paragraph of the curricula and give to the appropriate presenter. This paragraph outline represents their presentation and should be given to them at least two weeks in advance so they may prepare.

This **Faculty Guide** is accompanied by a **Participant's Workbook** which incorporates the same course outline. The difference is that the **Faculty Guide** has interactive material with italicized print in a block outline. The corresponding space of the Participant's Workbook has no instruction but an area to write notes and answers. Participants are encouraged to write notes and ideas in their Participant's Workbook.

Reproduce a copy of the Participant's Workbook for every attendee.

Supplemental Training

This curriculum is specific to the office being taught. Leaders are encouraged to supplement their abilities by taking workshops utilizing the **Optimist Skills Development Modules**.

Role of the Governor-Elect

The Governor-Elect is the one to initiate the training of this Guide. The Governor-Elect, as a member of the District Leadership Development Committee, is encouraged to use the current District Leadership Development Committee in planning and conducting the training sessions. Help from the District Secretary-Treasurer-Designate or others is also encouraged.

The District Leadership Development Committee

It is recommended the District Leadership Development Committee be composed of three rotating members and the Governor-Elect. Each rotating member serves a three-year term with a new member being appointed each year. In order to represent a cross-section of the leadership, one member is a Past Governor, another is a Past Lieutenant Governor who has not been Governor and the third is a Past Club President who has not been a Lieutenant Governor. The Chair of this Committee is appointed annually by the Governor.

Maximizing Attendance

The first step in the promotion of training events is to get the names, addresses and phone numbers of next year's Lieutenant Governors, Club Presidents and Secretary-Treasurers. Getting this information will not only help you get started on your District Directory, but will allow you to communicate with next year's leaders. The "Club Officer-Elect Report" is the primary way in which you will gather Club information.

Now you can begin promoting your training conferences by getting the training dates to the potential attendees to put on their calendars. This can be done through mail, District Conference announcements and phone calls. For example, have every Lieutenant Governor-Elect call the President-Elects and Secretary-Treasurer-Designates in their Zones to invite them to training. Then you must follow up with the Lieutenant Governor to make sure it is done. Prizes and incentives are a good supplement for Lieutenant Governors that get 100% attendance of their Zone officers.

The bottom line to successful promotion is a personal, or phone invitation to attend. Your success as a District will be proportional to the number of officers who complete the training.

Selecting a Location

Choose a location six months in advance, if possible. This will give you time to arrange details and to get the dates on your attendee's calendars early! For example, April is the time you usually learn who your new officers will be. This is the time to congratulate them and to emphasize the meeting dates for them to set aside.

Pre-service training is usually done in conjunction with the District Convention. The time on the agenda and details of this conference should be arranged with your Governor and Convention Chair as soon as possible.

Training may also be done at Regional sites throughout the District with a minimal number of faculty members.

Provide a map or directions to potential participants.

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Choosing Faculty Presenters

Pre-service training generally should focus on instructional areas. Choose presenters who are good communicators and teachers. Consider a mix of experienced District leaders with individuals that have been successful recently or peers who are up-and-coming. You may want to use Certified Trainers.

One month in advance of the training send presenters a timed agenda with their portion highlighted and a copy of their presentation outline, including interactive portions. Follow up with presenters to discuss the presentation content. This time can also be used to discuss their presentation and any special set up requirements they may have or handouts they want to include.

Communicate with each presenter what your overall objective for the training conference is. Good preparation makes a conference go smoothly.

Faculty Advice

- ◆ Use the curriculum published in this **Faculty Guide**.
- ◆ Stay on the subject taking care not to give someone else's talk.
- ◆ Stay on time to respect others.
- ◆ Interact with participants using roundtable discussions, role-playing, demonstrations, testimonials of participants and some lectures.
- ◆ Use standard resources as found on the websites
- ◆ Speak with a sense of optimism and enthusiasm.
- ◆ Make the material interesting and make learning fun.
- ◆ Be Prepared!

Roundtable Facilitators

This is a time to process information and share perspectives.

- ◆ Stay on the subject. Minimize stories of how "I" would do it.
- ◆ Encourage all to participate. Listen to what is said.
- ◆ Respect all views. Do not criticize.
- ◆ Repeat important points others make.
- ◆ Report back to the whole group if time permits.

The Conference

Appoint greeters to welcome Optimist officers as they arrive at the conference. Make each volunteer feel he or she is a valuable leader of the District.

Start each conference with a statement of the objectives of the conference or the learning outcome.

Adults like interaction. Include a number of opportunities for roundtable discussions, role-playing activities, skits and demonstrations.

Remember a great training conference will boost your attendance at future District meetings. Make them want to come back for more!

TRAINING TIP

PARK YOUR QUESTIONS HERE



To eliminate interrupting training dialogue for questions announce at the beginning of training you've set up a parking lot for questions on a flip chart. Ask attendees to write their questions on "Post-It" notes and leave them on the parking lot. Answer questions at an appropriate time.

Handouts

Few additional handouts should be necessary. You may need handouts relating to your "year" or District. The Participant's Workbook may be supplemented with materials from the websites. You should also teach from these materials because you want officers to use them.

Evaluation forms should be distributed and collected at each conference. Time should be allowed near the end of the conference to allow their completion.

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TRAINING TIP

PLANT A QUESTION TREE



Participants in the Secretary-Treasurer workshop will all have lots of questions. Turn a flip chart into a question tree at your next training session. Provide attendees with “Post-It” notes on which they write down questions they want answered during the conference. Have them “plant” questions that come up during presentations on the “tree.” At break someone collects questions which are answered at an appropriate time.

Room Set-Up

Room set-ups should be determined in advance. An outline showing meeting room name, time, function, number of attendees and seating style is needed. Comments should include requirements such as microphone, flip chart, overhead projector, head table on risers, etc.

Arrive at the meeting room at least 30 minutes early to make sure every detail is as it should be.

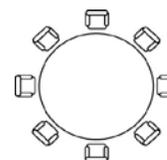
Seating Styles

The appropriate seating style will enhance the comfort of the attendees and will make presentations more effective.

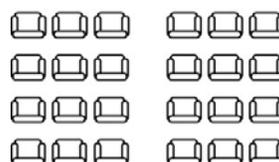
Roundtables are usually best if the number of meeting rooms is limited and the attendance is under 150. Roundtables are primarily used for discussion, however, with limited room availability they offer other advantages. (i.e., versatility for one seating style to be used during the whole day, including meal functions.)

Classroom seating represents chairs behind tables that all face toward a front podium or lectern. This is best for a learning situation where writing or note taking is desirable. This seating style is particularly desirable for workshops and breakout sessions.

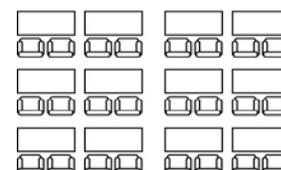
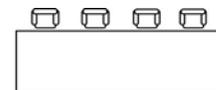
Theater style seating represents rows of chairs facing forward. This is used when space is limited and writing is not required.



Roundtable



Theater Style



Classroom

Timekeepers and Go-Fors

During your training have a timekeeper to keep presenters on time and ensure there is ample time for small group discussions. Explain to the group that a person who talks too long is not disrespectful of the timekeeper but is disrespectful to the next presenter and attendees.

A “go-for” is a person that is available to do the many things that might be necessary in keeping the meeting running smoothly. Duties include adjusting lights, working projectors, making extra photocopies, checking coffee break preparation, chasing down materials that are not where they are supposed to be, etc.

With assistance from these helpers, your time as Governor-Elect can be spent with your volunteers building your team!

Spouses and Partners

Many Districts have incorporated successful spouse/partner programs to supplement the basic training. For example, a weekend retreat may offer some spouse/partner options such as joining together in an opening session. An orientation session on the basics of Optimism and on what is expected by the new officers and their partners is recommended. Protocol sessions may be taught. Also this is a good time to socialize and take a field trip. The Governor-Elect spouse or partner may coordinate this activity.

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Make-Up Sessions

Every incoming officer should be trained. You can save yourself a lot of effort if you can get all to attend training conferences in the first place. If they do not attend, you must find some way to get this information to them.

Options might include conducting make-up sessions at several Regional sites around your District. A reduced version may be done in two three-hour sessions on Saturday mornings or in the evenings.

Ultimately, you or your Lieutenant Governors may have to personally spend time with new Club officers explaining their duties and your expectations.

Be Optimistic

The philosophy of Optimism embodies us. You and your presenters are an example to these future Optimist leaders. This means having a positive belief in volunteers and a “can do” attitude of accomplishment. This does not mean having unrealistic expectations of future leaders. Think, speak and act the ideals of our Optimist Creed as a visible example to others!