

## 6.

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

You, the sponsoring Kiwanis club, and, if applicable, co-sponsoring Circle K or Key Club have the privilege and responsibility to counsel and provide guidance to your sponsored Builders Club. One valuable way to do this is to thoroughly train each new set of Builders Club officers, directors and committee chairpersons before they assume their positions. Here are some steps to help you do this effectively.

Kiwanis recognizes the value of its leadership-training programs. Such training is crucial for a Builders Club, because its members likely do not have past Kiwanis-family leadership experience. The success of the Builders Club program depends on the guidance each sponsoring Kiwanis club and co-sponsoring Circle K or Key Club provides.

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

Builders Club is a student-led organization, so involving members in training is critical for its success. Outgoing Builders Club officers are excellent members to get involved. They have great ideas and know the needs of their peers and Builders Club positional leaders. Also enlist the help of your local Key Club and Circle K members.

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

Officer training should take place each time a new team of Builders Club positional leaders takes 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 Builders Club experience. The suggested timeframe for each topic for discussion in this agenda is outlined later in this document.

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

Planning training events and facilitating the training are unique 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 provided. Previous Builders Club 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
- Establishing the year's calendar of events

#### **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:

- Builders Club Resource CD, included in the annual Builders Club Membership renewal kit.  
Materials suggested:
  - Service bulletin\_Ice breakers
  - Service bulletin\_Conducting a project survey/interview guide
  - Service bulletin\_Service partners
  - Builders Club contest and award booklet
- Builders Club officers training PowerPoint, included on this Kiwanis Sponsorship Resource Guide CD
- Builders Club officer trainee guide, included on this Kiwanis Sponsorship Resource Guide CD

- Resources from the Builders Club Web site; download the following:
  - Builders Club Bylaws
  - Contest themes
  - Annual Achievement Report
  - Planning calendar
- Snacks and drinks (optional)
- Flip chart paper
- Markers and pens
- Nametags
- Notes paper for each participant.

### **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 in 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 selected. 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

*Suggested resource:* Service bulletin\_Ice breakers (Builders Club 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 Builders Club basics every member and leader should know.

##### **Training points**

1. Kiwanis
2. Service Leadership Programs

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

3. History
4. Motto, mission and vision
5. Core values

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

**Time:** Five minutes

##### **Training points**

1. Student-led organization
2. Club structure

*Suggested resource:* Download Template\_Builders Club Bylaws from [www.buildersclub.org](http://www.buildersclub.org)

3. Sponsoring Kiwanis club

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

**Time:** 10 minutes

##### **Training points**

1. Selecting service projects

*Suggested resource:* Service bulletin\_conducting a project survey/interview guide (Builders Club Resource CD)

2. Ways to serve

*Suggested resource:* Service bulletin\_Service partners (Builders Club Resource CD)

#### **Section 6: Kiwanis International**

**Time:** 10 minutes

##### **Training points**

1. Web site
2. Builders Bloc

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

3. Contests and awards

*Suggested Resource:* Builders Club contest and award booklet (Builders Club Resource CD) find current year's themes at [www.buildersclub.org](http://www.buildersclub.org).

4. Membership supplies

#### **Section 7. Individual officer duties**

**Time:** 20 minutes

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

##### **Training points**

1. President/Vice President
2. Secretary
3. Treasurer
4. Club-specific officers: add any additional club officer positions on PowerPoint slide.

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

**Time:** 20 minutes

#### **Training points**

1. Being a great leader (five minutes)
2. The mark of a healthy club (15 minutes)

### **Section 9. Initial Planning**

**Time:** 15 minutes

#### **Training points**

1. Annual Achievement Report

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

*Suggested Resource:* Download Planning Calendar from [www.buildersclub.org](http://www.buildersclub.org)

### **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 Builders Club.