



Lions Guide to Organizing a Teacher Training Workshop

An important component of the Lions Quest Program is the teacher training workshop. These one to two day Lions Quest professional development workshops are conducted by Lions Quest certified trainers and provides training to teachers and staff on Social and Emotional Learning (SEL), instructional strategies, and the Lions Quest curriculum and methodology.

Lions can sponsor and organize a Lions Quest teacher training workshop in their community with one or more schools and organizations committed to using the program. Workshop funding is often a combination of funding from local Lions, LCIF Lions Quest grants and/or the school, district or regional education center. As the event sponsor the local Lions will be responsible for organizing the event and communicating with the attendees.

The following suggested steps can be used as a guide, along with the “Planning for Implementation Checklist”, to organize a workshop and a subsequently successful Lions Quest implementation in their local community.

Before the Workshop

Creating Awareness, Selecting Teachers, Getting Commitments

1. District Lions Quest Chairs can organize Lions Quest **informational seminars for Lions** to develop awareness about the program at the club level. The primary purpose of these seminars is to educate club members, recruit volunteers, garner support for the program financially, and develop Lions Quest Champions that can share information with schools/educators locally.
2. With the help and insight of Lions Quest Champions at the club level, District Lions Quest Chairs can organize Lions Quest **informational seminars for Teachers, Principals and School Administration**. School trustees, Management, Principals should all to be involved in the seminar were possible.
3. Once a school(s) or school district is interested in implementing Lions Quest program curricula, **determine the following details:**
 - Intended grade levels
 - Type of workshop (e.g. Skills for Growing, Skills for Adolescence, Skills for Action)
 - How the program will used in the classroom (in an Advisory Period, Health Class, as a Stand Alone Course, etc...)
 - Days/times that Lions Quest will be taught in class
 - Number of years school will commit to the program
 - Number of teachers and staff that will be participate in the Lions Quest Workshop (12min/40 max.)
 - Potential dates available for a workshop

- Consider location options that will accommodate the appropriate room furnishings, audiovisual equipment
 - Determine whether breakfast or lunch will be provided by the Lions during the workshop
 - Level of financial support the Lions and school(s) will provide
4. Make the school aware that curriculum for *Skills for Growing* and *Skills for Adolescence* are grade level specific while *Skills for Action* is not. **Teachers will only be receiving one curriculum** although they may teach multiple grade levels.
 5. **Contact the Lions Quest Department** at lionsquest@lionsclubs.org to align potential dates with the availability of trainers and request a Lions Quest Core Workshop Agreement contract. This Agreement can also be downloaded on the Lions Quest website.
 6. **Finalize Workshop dates** and location with school(s).
 7. Send in signed and finalized **Lions Quest Workshop Agreement contract** to the Lions Quest Department with a list of participants with their grade specific curriculum kit.
 8. Start **recruiting volunteer Lions in the local club(s)** to provide onsite workshop support and logistics.
 9. **Invite Lions** in the District to attend the workshop. Remember the total number participants, including Lions, **cannot exceed 40 people**.
 10. **Order any student materials** at least 2 weeks before a scheduled workshop to ensure timely arrival.

After Workshop Confirmation:

Preparation, Logistics, and Recruiting Volunteers

1. Continue recruiting up to **5 Lions workshop volunteers** to be on site to help with set up, registration, breakfast and lunch arrangements where applicable, greeting and welcoming participants, registration, and to speak briefly about Lions Clubs International during the workshop.
2. **Finalize the list of Lions attending** as volunteers as well as any others that will be attending the workshop.
3. When applicable, use total number of workshop participants, Lions, school staff, and the Lions Quest trainer to **order breakfast and lunch catering** through a reliable catering service or restaurant. This order should be confirmed within one week of a scheduled workshop. The

Lions may also consider having bottled water, coffee, and/or snacks available for the participants as well. Ensure there will be proper plates, napkins, utensils, coffee cups etc. on site.

4. **Arrange for** having the following items on site during the workshop:
 - **Flipchart**
 - **Markers**
 - **Laptop**
 - **Projector**
5. Lions Quest arranges for the trainers flight and hotel stay. If possible, Lions **may make arrangements to provide transportation to and from** the *airport* and the *workshop location*. This is not required, however. Lions would have to contact the schedule trainer directly if this is the intention.
6. **Prepare Attendance Sheets** with the names of Registered Participants.

Day of the Workshop:

Set up, Registration, and Advocacy

1. **Ensure that the following supplies** will be on site:
 - Flipchart
 - Markers
 - Laptop
 - Projector
 - Attendance Sheets
 - Lions club banner/signage
 - Any Lions Clubs informational brochures
 - Contact information for the local Lions Club and the District Lions Quest Chair to hand out to workshop participants and school principal.
2. Arrive at least 30 minutes before scheduled start of the Workshop to **set up room, registration table, and food.**
3. Make sure the **workshop starts on time.**
4. **Welcome the participants** and give a brief introduction of the trainer.
5. During the trainer's presentation there will be a moment to introduce your Lions club, role, and **the value of service** in general and in relation to the Lions Quest curriculum. This should be limited to about 10 minutes.

6. **Observe, listen, and learn** about Lions Quest as it is presented in the training. This is a truly hands on learning experience for Lions.
7. When lunch arrives, set up, and **ensure everyone is fed. Mingle with the teachers! Take photos.**
8. **Clean up and break down** the room at the completion of the workshop.
9. Ensure that the **attendance sheets are collected** for the Lions records, and to keep in contact with the trained teachers for future classroom involvement and evaluation.

After the Workshop:

Reporting, Evaluation and Relationship Maintenance

1. **Keep the attendance sheets on record for future contact** with trained teachers and to speak about service learning opportunities during the school year.
2. **Send photographs and media coverage** etc. of the workshop to LCIF – Lions Quest Department.
3. If the workshop was funded by an LCIF grant, **send the grant report, Workshop expense details, and copies of receipts to LCIF.**
4. **Be in communication with the school** for assessment of the program, and to address any of the teachers concerns. Lions should be the liaison between the schools/teachers and Lions Quest.
5. **Report any evaluations done** during the school year to LCIF – Lions Quest Department.
6. **Partner on the service-learning** portion of the Lion Quest curriculum during the school year. Lions can meet with individual teachers to detail plans for this.
7. **Collect success stories** to be publicized online, in newsletters, or other media forms.
8. **Refer to the “Collaborating with a Lions Quest School” and “Providing Ongoing Support”** documents for ideas on how to stay involved with implementing schools.
9. Organize a **presentation(s) in classroom** to students about the value of service.
10. Provide **ongoing financial support for Lions student materials** for a set number of academic years.