PRIME

PLANNING PRIME: THE JCI INSTRUCTORS COURSE

A Publication of
Junior Chamber International

A new era in adult learning

The beginning of a new era in training and adult learning is evident, one that encourages individual achievement and contributions to the global community on a scale never before attained. JCI's commitment to individual development has never been stronger, and growth opportunities for members have never been more plentiful or rewarding.

PRIME: The JCI Instructors Course

This two-day course is a practical guide to implementing sound leadership and personal growth. This training experience initiates positive behavioral change in members.

As an introduction to the principles of adult learning and training skills, PRIME is more than adequate. But for those who want more, it is just the beginning of the JCI Training Institute Certification process and their first step toward becoming professional coaches in the international arena.

Guidelines and criteria

In addition to its availability at some JCI Area Conferences, PRIME can be presented in National Organizations. Guidelines and criteria outlined in this brochure must be followed to secure approval from JCI. The guidelines are designed to help establish and maintain a standard of excellence for presentation of PRIME and to guarantee maximum impact of this unique adult learning experience.

General

Courses may be conducted as a single national event or in conjunction with a national convention, conference or any other national meeting. National Organizations are encouraged to invite neighboring countries to participate in their PRIME Course in order to share an international experience. A total of 20 hours (two full days) must be allocated for PRIME. Only participants who successfully complete a JCI approved PRIME Course will become Certified Member Trainers (CMTs) of the JCI Training Institute.

Who may attend this course

PRIME is designed to present new and interesting challenges to Junior Chamber members who have little or no experience in training but want to develop skills for use in their chapters or communities. Any member interested in training or individual development may attend this course.

Planning the course

Each PRIME Course must be attended by not less than 12 nor more than 25 individuals. All participants must complete the official registration form available from the JCI WHQ. These forms will be used by the Head Coach to evaluate the



level of knowledge and the learning style of the participants and to ensure that the National President has approved the member's participation.

Requirement deadlines

1. Approval of your PRIME Course and the Head Coach must be given by JCI three months before the course date.
2. Payment for the PRIME manuals must be received at the JCI WHQ no later than 30 days before the course date.

Selecting the coaches

The National Organization planning PRIME must secure commitment from a minimum of two, but not more than four, coaches. Coaches must be certified by the JCI Training Institute as Associate Member Trainers (AMTs), International Graduates (IGs) or International Training Fellows (ITFs).

The Head Coach

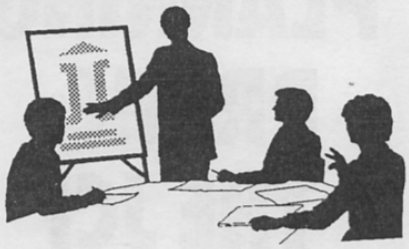
The Head Coach must be approved by JCI and must be certified by the JCI Training Institute as an International Graduate (IG) or International Training Fellow (ITF).

The Head Coach is responsible for the smooth operation and presentation of PRIME: The JCI Instructors Course. He or she assigns the various modules and coordinates all activities of the coaching team. The Head Coach is required to submit a final course report to the JCI WHQ **within 21 days** of the completion of the course. Included with this report should be the names, addresses, and telephone and fax numbers of all graduates.

The Head Coach is responsible for advising any participants who did not graduate. This must be done before the participant departs from the course venue.

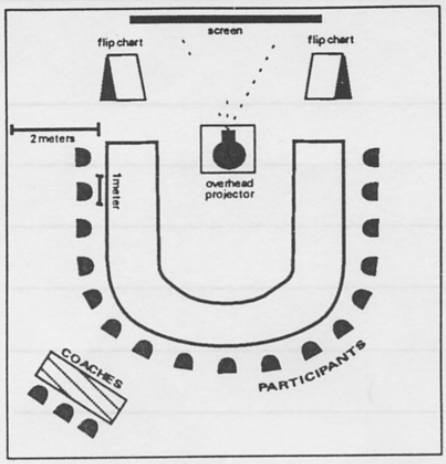
The course manager

A course manager must be appointed by the hosting National Organization and is responsible for the overall organization of logistics and administration to ensure successful implementation of the course. The course manager is neither a coach nor a participant, but it is recommended that he or she have some experience in coaching or in organizing meetings.



The course manager, in conjunction with the National President, must make an official request for course approval to the JCI WHQ three months before the course date. The manager is also responsible for the following:

1. Sending out invitations and registration forms to prospective participants at least two months before the course date
2. Selecting and confirming attendance of participants at least one month before the course date
3. Reminding all participants two weeks before the course date
4. Selecting a suitable venue for the course
5. Preparing a budget for organizing the course
6. Arranging the purchase of all PRIME-related training materials through the JCI WHQ no later than 30 days before the course date
7. Arranging for photography. Photographs should be included in the final course report prepared by the Head Coach.



Room arrangement

The best room set-up for a PRIME Course is a "U" shape with tables, or have all participants sit at round tables of no more than five at each table.

Course materials

For the coach

The Coaching Guide includes the coach's guide for presenting all modules and one full set of color overhead transparencies.

The cost is US$30 plus shipping and handling.

For the participant

The PRIME ActionPak includes reference material for all modules relating to PRIME and a set of handouts. This is a must for all participants.

The ActionPak costs US$25 plus shipping and handling.

Ordering PRIME materials

1. Payment must be received at the JCI WHQ no later than 30 days before the course date.
2. Payment can be made by check, credit card or wire transfer.
3. **For credit card payment or wire transfer,** please refer to the instructions in the JCI Sales Catalog.
4. **For check payment:** the check must be made payable to Junior Chamber International, Inc., and must be drawn on a U.S. bank in U.S. dollars.
5. **To find out the shipping costs:** please contact the JCI WHQ
6. Your request for PRIME materials and payment should be directed to:

Junior Chamber International (JCI), Inc.
P.O. Box 140577
400 University Drive
Coral Gables, FL 33114–0577 U.S.A.
TEL: (305) 446-7608
FAX: (305) 442-0041

SPECIAL NOTE

In order to ensure that the National Organization ordering the materials receives them in time, please include a complete street address. No post office boxes will be accepted.

All requests to organize PRIME Courses are evaluated on an individual basis. Junior Chamber International reserves the right to reject a request to organize a PRIME Course should the National Organization fail to meet any part of these guidelines and criteria. JCI Training Institute materials are copyrighted and all rights are reserved. No unauthorized duplication of any materials is allowed.

All requests for additional information on PRIME or the JCI Training Institute should be addressed to the JCI WHQ at the address shown.

PRIME

THE JCI TRAINING INSTITUTE

OFFICIAL REQUEST TO HOLD PRIME: THE JCI INSTRUCTORS COURSE

NATIONAL ORGANIZATION: _____

PROPOSED DATES OF THE PRIME COURSE: _____

PRIME COURSE MANAGER: _____

ADDRESS: _____

_____

FAX: ( ) _____ **TEL:** ( ) _____

VENUE OF THE PROPOSED PRIME COURSE: _____

ADDRESS: _____

_____

ESTIMATED NUMBER OF PARTICIPANTS: _____

PROPOSED HEAD COACHES: _____

PROPOSED COACHES: _____

STREET ADDRESS WHERE THE MANUALS SHOULD BE SHIPPED: _____

_____

_____

CONTACT PERSON: _____

TEL: ( ) _____

Payment for the training materials must be received by JCI 30 days before the anticipated commencement of the course. JCI cannot send kits without prior payment. Visa, MasterCard and American Express are preferred; however, we will accept checks for the full amount. Checks must be drawn on a U.S. bank and payable in U.S. dollars.

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For more information contact: Junior Chamber International (JCI), Inc.
P.O. Box 140577, 400 University Drive, Coral Gables, FL 33114-0577, U.S.A.
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