ONE STEP AHEAD

The JCI monthly newsletter for National Officers - March 1995

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David Oji, 1995 JCI President and Federico Mayor, Director-General of UNESCO.

THREE MONTHS OF OUTSTANDING ACCOMPLISHMENTS

This year has been flying by too fast to enjoy all the outstanding accomplishments of the members, chapters and National Organizations I have visited so far. Taking part in projects, watching members working with enthusiasm, and witnessing the outstanding leadership of so many local and national presidents recharge my heart with motivation and energy to go ***One Step Ahead***.

I have witnessed remarkable meetings and gatherings of members discussing how to better serve their communities, the members and the organization. During the January Board Meeting at the World Headquarters, an enthusiastic Board and staff combined their experiences to plan the services and activities for 1995 and beyond.

In February I attended a meeting with UNESCO at its Headquarters in Paris. Our cooperation agreement was renewed, and new projects are in the process of creation and development.

Estonia - the gateway for Junior Chamber in the former Soviet Union countries - was the host of the Association of European Presidents Meeting. Commitments were renewed, plans were finalized, and activities projected for the future of Junior Chamber in Europe. Congratulations to Junior Chamber Estonia for hosting an excellent meeting!

By the time you read this newsletter, I will be attending the 1995 Strategic Planning Committee Meeting in Miyasaki, Japan (March 19 to 25), where 13 outstanding and very committed members will be discussing the future direction of the organization. *Vision 2000* is the theme of Chairman Albert Hiribarrondo's team.

I hope these positive happenings energize you as they do me, and I urge you to continue your hard work and dedication. I count on witnessing your accomplishments during my possible visit to your National Organization.

The time is coming to start promoting our four Area Conferences. Our members and officers must be informed of the great opportunities available at an Area Conference: Training for Trainers, National and Local Leaders Training, personal development seminars conducted by the best trainers in Junior Chamber, the pleasure of friendship with other members from all over the world, and the relaxed, joyful parties. These are only some of the great opportunities at an Area Conference. Please make sure all members in your National Organization know about your Area Conference. Last month we published the highlights, dates and places in the "Leader" newsletter sent to all chapters, National Officers, trainers and Foundation members. If you need any other information, please do not hesitate to contact your Area Director at the JCI World Headquarters.

Thank you very much for your dedication and leadership! I wish you all the best in your year as National Officer as together we go ***One Step Ahead.***

SHORT OF GOOD TRAINERS? ORGANIZE A PRIME COURSE

PRIME is a two-day course developed for members with little experience in training. The course is available for presentation by National Organizations and is open to any member interested in training or individual development. PRIME will teach members adult learning techniques and presentation styles and also prepare them to hold seminars at chapter and national levels. Included in this mailing is the 1995 Training Directory listing all trainers with AMT, IG and ITF status. Any of these trainers can conduct a PRIME Course. For more information, contact the Area Director at the JCI World Headquarters.

FROM THE BOARD OF DIRECTORS



This column is open to any member of the 1995 JCI Board of Directors who wishes to express his or her opinion to the National Officers and other leaders of Junior Chamber International. Please send your article to the JCI World Headquarters.

Petri Niskanen, 1995 Vice President - Area C
Junior Chamber International

EXPERIENCING AMERICA

Just 80 years ago, the Junior Chamber movement started in St. Louis, Missouri. Then 75 years ago the United States Junior Chamber of Commerce was established. From the first moment to today, USJCC members have built a Legacy of Leadership. This year it is my great pleasure and privilege to serve our international organization as Vice President assigned to the United States, Canada and Bermuda.

During the first two months I have had the pleasure of attending the Ten Outstanding Young Americans Congress in Tulsa and visiting ten of my assigned states in the U.S.A. (Indiana, Illinois, Iowa, Minnesota, South Carolina, North Carolina, Tennessee, Georgia, Florida and Virginia).

I have found outstanding projects, chapters with great impact on their communities, and smiling, enthusiastic friends - members committed to this wonderful organization have the will to create *Positive Change*. I have found the true spirit of Junior Chamber members!

Every country in the world - every city, town and even every Junior Chamber chapter - has one thing in common: they are all different. The communities and the members are different. That creates (and has to create) different kinds of projects. I see the most outstanding Junior Chamber work as a combination of three things:

- ✔ Needs of the members
- ✔ Needs of the community and
- ✔ The principles and philosophy of the Junior Chamber movement.

When we base our activities on these three aspects, we hold the key to success in our hands.

Traveling in the United States has given me a lot more knowledge of Junior Chamber and the American way to "do Junior Chamber." In other countries, we have so many things to learn from the United States that I wanted to have an initiative of a USJCC 75th Anniversary Seminar conducted by the National Organization at the 1995 World Congress in Glasgow. This way I hope to give all members the opportunity to know more about the activities and projects run in the country where the Junior Chamber movement started.

In 1994 the USJCC approved internationalism as one of the Areas of Opportunity. I would like to congratulate President Gary Tompkins and his team for this outstanding achievement. Internationalism is spreading throughout the chapters like wildfire.

Let's market the international opportunities in Junior Chamber." The Age of Global Citizenship" is a reality to every member in the world.

Set your goals high and take ***One Step Ahead!***

FROM THE NATIONAL PRESIDENTS



This column is open to any 1995 National President who wishes to express his or her opinion to other National Officers and to the leaders of Junior Chamber International. Please send your article to the JCI World Headquarters.

Geoff S. Chikonyora, National President
Junior Chamber Zimbabwe

The new fifth Area of Opportunity in Junior Chamber could not have come at a more opportune time than 1995, as we all take ***"One Step Ahead."*** All over the world economies are being structured in direct response to market forces and free enterprise. In Zimbabwe this Area of Opportunity is going to be the force behind our recruitment drive. Young people want to be members so as to benefit from the International Business Network (IBN) and JCInet.

Young business executives would be particularly interested in Junior Chamber programs as well as attending conferences and congresses, where they could make necessary contacts and transact business. The Zimbabwean economy has been liberalized, and the Creed tenet ***"Economic justice can best be won by free men through free enterprise"*** is now applicable.

Our economy is agriculturally driven with crops such as tobacco, cotton, maize, timber and flowers topping the list as well as large reserves of mineral wealth, such as gold, platinum, chrome and copper.

Our manufacturing sector is geared to process our agricultural and mineral products. We have a large market for the service industry. Young people willing to do business with us are very welcome as we go ***"One Step Ahead"*** in supporting business development worldwide as a means to eliminate poverty and human suffering.

Our National Secretariat can be contacted by phone (263) 75 2567 or by Fax (263) 4 72 8120 and by mail Junior Chamber Zimbabwe, P.O. Box UA # 52, Union Avenue, Harare, Zimbabwe.

Our motto this year is ***"EXCELLENCE TOGETHER."***

LEADERSHIP READINESS ASSESSMENT

A leader who is *fully prepared* to take office will enjoy a productive and satisfying year as a national officer. To assess your leadership readiness and identify where to concentrate your efforts, consider each of the following statements, which are categorized by key aspects of leadership preparation. The statements are not exhaustive but highlight many of the important steps. For each statement, check "yes" only if you have completed *all* of the task or *always* exhibit the characteristic described.

Yes No A. Preparing for office

- ☐ ☐ I have received the organization's constitution and bylaws.
- ☐ ☐ I am familiar with the organization's member services.
- ☐ ☐ I am familiar with existing board policies and have received the policy manual.
- ☐ ☐ I have received and understand the budget and reporting procedures my organization uses.
- ☐ ☐ I have spoken with past officers and other key members and leaders to obtain their valuable perspectives on what needs to be done this year.
- ☐ ☐ I have read my job description and have a clear understanding of my duties.
- ☐ ☐ I have read my organization's plan of action and long-range strategic plan.
- ☐ ☐ I am familiar with the resources available to me (such as budget and secretariat support) to do my job and achieve my goals for the year.

_____ **Total Section A *Yes* answers**

Yes No B. Implementing roles and responsibilities

- ☐ ☐ I routinely read all of the correspondence and publications my organization sends me.
- ☐ ☐ I advocate short- and long-range planning as a priority in my organization.
- ☐ ☐ I come to the organization's meetings *prepared* to discuss items on the agenda.
- ☐ ☐ Whenever I need more information or have a question about a decision I am asked to help the organization make, I pursue the answers until I receive them.
- ☐ ☐ I am familiar with the specific duties of my position.
- ☐ ☐ I analyze the resources needed and ramifications of any proposed activity before I act.
- ☐ ☐ I am in touch with members' changing needs for service from the organization and consider them prior to making any decisions.
- ☐ ☐ I only make commitments that I know I can fulfill.
- ☐ ☐ I always follow through on what I agree to do.
- ☐ ☐ I support the decision of the board even if it is not the solution I had in mind.
- ☐ ☐ I actively participate in the organization's programs and activities that I have encouraged others to support.
- ☐ ☐ When making plans, I make sure to gather input from all segments of the membership and leadership.
- ☐ ☐ I identify fellow members with leadership potential and encourage them to develop their skills and pursue further involvement in the organization's leadership.

_____ **Total Section B *Yes* answers**

Yes No C. Exhibiting leadership skills

- ☐ ☐ I encourage input and participation from others when making decisions.
- ☐ ☐ I work to create an environment that allows others to express new ideas, even if there is a chance for failure.
- ☐ ☐ I am aware of my strengths and weaknesses and ask for help when I need it.
- ☐ ☐ I openly express my intentions in dealing with others.
- ☐ ☐ I am sensitive to the needs of others and encourage them to express their points of view.
- ☐ ☐ I give special recognition to all activities accomplished through teamwork.
- ☐ ☐ I instill in others a sense of how their efforts have contributed to the overall good of the organization.
- ☐ ☐ I am careful to share the credit for successful projects.
- ☐ ☐ I encourage others to challenge themselves professionally and personally through their involvement in the organization.
- ☐ ☐ I bring enthusiasm and encouragement to every meeting I attend.
- ☐ ☐ I share my vision of the organization with others.
- ☐ ☐ When communicating with others, I stress the positive, even when facing a negative situation.
- ☐ ☐ I clearly express my expectations for others' support and performance.
- ☐ ☐ I provide frequent and specific feedback to others, focusing on the positive.
- ☐ ☐ I do not let personalities affect the decisions I make about organization issues.
- ☐ ☐ I am familiar with parliamentary procedures.
- ☐ ☐ I have taken steps to enhance my skills as a leader.

_____ **Total Section C *Yes* answers**

SCORING

The "Leadership Readiness Assessment" is not a test but an analysis of areas which may need improvement. Use the scoring guidelines below to determine where to concentrate your efforts for success as a leader of the organization.

If you scored less than 6 *yes* in Section A; 10 in Section B, and 13 in Section C, go back and review the questions to which you answered *no* and prioritize for immediate action.

JCI PRESIDENT'S TRAVEL

MARCH
25 - 06 At home

APRIL
06 - 09 Japan - Tokyo - Zero Emissions Conference
09 - 11 United States - New York - UNICEF
11 - 13 Bermuda - Official visit
13 - 16 United States - Coral Gables - Headquarters
16 - 19 Venezuela - Official visit
19 - 21 Peru - Official visit
21 - 25 Bolivia - Official visit
25 - 29 Brazil - Official visit
29 - 30 Uruguay - Official visit
01 - 03 Argentina - Official visit

MAY
03 - 07 Paraguay - Area C Conference
08 - 16 At home
17 - 21 Senegal - Area A Conference
21 - 23 Cote d'Ivoire - Official visit
24 - 27 At home

JUNE
27 - 05 Korea - Area B Conference
06 - 11 France - Area D Conference
11 - 14 France - Personal holidays
15 - 17 At home
17 - 20 United States - National Convention
20 - 23 United States - World Headquarters
24 - 25 United States - Personal holidays
26 - 30 United States - Midyear Executive Committee Meeting

CONTENT OF THE MARCH 15 MAILING:

- ❑ 100% Efficiency Chart
- ❑ Directory updates
- ❑ January Executive Committee and Board of Directors' meetings minutes
- ❑ Training Institute Chairman's message
- ❑ Training Institute Certification Program
- ❑ TOYP Nomination Form
- ❑ Training Directory
- ❑ Foundation Directory

TENTATIVE CONTENT OF THE APRIL 15 MAILING:

- 100% Efficiency Chart
- Directory updates
- Nomination Forms for JCI Office in 1996
- Memo to candidates for Office of JCI Vice President
- Glasgow World Congress Flyer
- Headquarters Status Report
- Planning the JCI PRIME Course

DEADLINES AND EVENTS

APRIL 15
Deadline for full payment of 1995 membership dues

APRIL 30
Last day for receipt at JCI World Headquarters of TOYP nominations

MAY 3 - 6
1995 Area C Conference in Asuncion, Paraguay

MAY 17 - 20
1995 Area A Conference in Dakar, Senegal

MAY 27
Last day for receipt at JCI World Headquarters of:
- Proposals to amend the Constitution
- Proposals for new awards
- Requests for Development Fund grants

MAY 31
Last day for receipt of applications from National Organizations to conduct seminars at the 1995 World Congress

JUNE 1 - 4
1995 Area B Conference in Cheju, Korea

JUNE 7 - 10
1995 Area D Conference in Strasbourg, France

JUNE 26 - 29
JCI Midyear Executive Committee Meeting at the World Headquarters

JUNE 30
Deadline for additional membership declaration, including all members affiliated after October 31, 1994

JULY 15 - 23
8th JCI Academy in Kitakami and Yokohama, Japan

JULY 28
Last date for receipt of General Resolutions for consideration at the 1995 JCI Glasgow World Congress

AUGUST 7
- Last day for receipt at JCI World Headquarters of nominations of candidates for international office in 1996
- JCI Headquarters circulates proposed Constitutional amendments with recommendations of the Executive Committee and the Constitutional Amendments Review Committee.
- JCI Headquarters circulates General Resolutions received.

GUIDELINES FOR



The JCI Training Institute Certification Program



A Publication of
Junior Chamber International
P. O. Box 140577, Coral Gables, FL 33114 - U.S.A.
Tel. (1) (305) 446 7608 - Fax. (1) (305) 442 0041
1995 Edition

The Certification Commission

The JCI Training Institute operates on the philosophy that training, like other services and functions, should be intelligent and responsive to the individual member.

With this in mind, Junior Chamber International created the Certification Commission, composed of individual members representing each geographical Area of JCI.

The Commission, appointed by the JCI President, reviews and approves applications to the Institute, establishes and monitors certification requirements, periodically analyses and evaluates course materials, ensures that established training standards are maintained, and provides the motivational and creative impetus to push JCI training to the forefront of adult learning.

The Certification Program

To guide trainers along the path of excellence, Junior Chamber International has established a Certification Program -- a road map to achievement in the field of training.

The program provides incentives and opportunities for members to improve their technical skills through specialized training, career development programs, and active participation in training efforts in the field.

Junior Chamber members are encouraged to seek advanced certification after successfully completing the PRIME Course.

But the commitment and the horizons of achievement do not end with the first course. There are four levels of training achievements that can be reached by every member in Junior Chamber.

1. CERTIFIED MEMBER TRAINER (CMT)

Junior Chamber members are admitted to the Training Institute at Level 1—Certified Member Trainers (CMTs)—after successfully completing a PRIME Course. No application is required. With newly learned presentation skills, CMTs are equipped to present to the chapter a wide range of training sessions available from Junior Chamber International.

CMTs seeking Level 2—Associate Member Trainer (AMT)—are required to:

A. Conduct 50 hours of training in their own or other chapters within two years of completing PRIME.

B. Successfully complete an EXCEL Course after fulfilling item A.

No application is required.

2. ASSOCIATE MEMBER TRAINER (AMT)

AMTs have the opportunity to make even more meaningful contributions to JCI providing regional and national training and developing new training courses. Beginning at the AMT level, trainers' names are included in the International Training Directory.

AMTs seeking Level 3—International Graduate (IG)—are required to:

A. Conduct a PRIME Course or a National (or Local) Leaders Training Course in their National Organization.

B. Conduct a minimum of 25 hours of training at the international level or its equivalent.

C. Submit the attached application form.

3. INTERNATIONAL GRADUATE (IG)

Achieving IG level certification is a mark of distinction and personal and professional excellence in the field of adult learning. IGs are trainers who are willing to go the extra distance to help their peers to become stronger leaders, more dynamic trainers and more effective managers. The world is the field for an IG, and the development of new training programs is an IG's commitment to Junior Chamber International.

IGs seeking Level 4—International Training Fellow (ITF)—are required to:

A. Conduct 25 hours of training outside their National Organization.

B. Submit an original training program to JCI for inclusion in the JCI Training Library. The training program must include (a) trainers' notes, (b) participants' handouts, and © suggested visual aids.

C. Submit the attached application form.

4. INTERNATIONAL TRAINING FELLOW (ITF)

The highest honor a member trainer can receive from the JCI Training Institute is the title of ITF. ITFs are part of the JCI training team and may be invited to conduct training for special development teams, Area conferences and World Congresses.

Junior Chamber International

JCI Training Institute Certification Program

Please use this two-page form to apply for certification as:

□ 3. International Graduate (IG)	□ 4. International Training Fellow (ITF)

PERSONAL DATA

Name:	Date of birth:
Mailing address:	
City:	Country:
Home Telephone: ( )	Home Fax: ( )
Office Telephone: ( )	Office Fax: ( )

JUNIOR CHAMBER ACTIVITY

Date joined Junior Chamber:	Name of the chapter:

Offices held in Junior Chamber	Year	Offices held in Junior Chamber	Year

JUNIOR CHAMBER TRAINING HISTORY

Indicate JCI training courses attended.

□ PRIME	Year	□ EXCEL	Year
□ TROT	Year	□ Other	Year
□ Other	Year	□ Other	Year
□ Other	Year	□ Other	Year

TRAINING PRESENTATION CONFIRMATION

Please list below the training courses you conducted, the number of hours you presented, the number of participants attending the course, and the country where the course was conducted. Sign the form, get the confirmation from your National President, and send it to JCI World Headquarters.

Training courses **conducted** by the applicant	Number of **hours of training** conducted by the applicant	Number of participants	Chapter or country where the course was conducted

Name of the applicant:	
Signature of the applicant:	Date:

Certification and confirmation of the above information by the applicant's National Organization

Name of the National President:	
Signature of the National President:	Date:

Send or fax this form to the Junior Chamber International World Headquarters
400 University Dr. - P.O.Box 140577-Coral Gables, FL. 33114 - U.S.A. - Fax: (1) (305) 442 0041

Junior Chamber International

1995 - 100% Efficiency Program - As of March 15, 1995

National Organizations	Directory Information Dec. 31 = 10 Jan. 31 = 7 Feb. 28 = 5	Training & Program Directors Train. & Prog. = 10 Training only = 7 Programs only = 5	Plan of Action Jan. 31 = 10 Feb. 28 = 7 Mar. 31 = 5	Budget Jan. 31 = 10 Feb. 28 = 7 Mar. 31 = 5	Membership Registration Jun.30&Oct.31 = 10 Jun. 30 only = 7 Oct. 31 only = 5	Dues Payment Apr.15&Sep.15 = 10 April 15 only = 7 Sept. 15 only = 5	Awards Judge or Entry Conf. & Cong. = 10 Conference = 7 Congress = 5	Newsletter 3 Issues = 10 2 Issues = 7 1 Issue = 5	Officers' Training Before Oct. 31 NOM & LOM = 10 NOM only = 7 LOM only = 5	Growth 3% /1000 = 10 2%/500 = 7 1%/300 = 5	Total
Argentina											
Australia	10	10	10	10							40
Austria	10	10	10	10							40
Bahamas											
Belarus	10										10
Belgium	10	10	10	10				5			45
Benin	10	10	10	10							40
Bermuda	10										10
Bolivia	10	10	10	10							40
Botswana	10	10	10	10							40
Brasil	7	10	7	10							34
BJC	10	10	10	10							40
Burkina Faso	5	5	7	7							24
Cameroun	10	7									17
Canada	10	7									17
Chile	10										10
ROC	10	7	10	10				5			42
Colombia	10	10	10	10							40
Congo											
Costa Rica											
Cote D'Ivoire	10	10	10								30
Czech Republic											
Denmark	10	10	10	10				7			47
Dutch Caribbean	10	10	10	10							40
Ecuador	10	10	10	10							40
Egypt	10										10
El Salvador	7	10	10	10							37
España	10	10	10	10							40
Estonia	10		10								20
Fiji	10	10	10								30
Finland	10	10	10	10				5			45
France	10	10	10	10							40
Gabon	10										10
Germany	10		10	10							30
Ghana	10	10	10	10							40
Greece	10	10									20
Guineé	10										10
Honduras	10										10
Hong Kong	10	10	10	10							40
Hungary	10	10	10	10				5			45
Iceland	10	10	10	10							40
India	10	10	10	10					10		50
Indonesia			10								10
Ireland	10	10	10								30
Italy	10	10	10	10							40
Japan	10	10	10								30
Kenya	10	10	10	10							40

National Organizations	Directory Information Dec. 31 = 10 Jan. 31 = 7 Feb. 28 = 5	Training & Program Directors Train. & Prog. = 10 Training only = 7 Programs only = 5	Plan of Action Jan. 31 = 10 Feb. 28 = 7 Mar. 31 = 5	Budget Jan. 31 = 10 Feb. 28 = 7 Mar. 31 = 5	Membership Registration Jun.30&Oct.31 = 10 Jun. 30 only = 7 Oct. 31 only = 5	Dues Payment Apr.15&Sep.15 = 10 April 15 only = 7 Sept. 15 only = 5	Awards Judge or Entry Cont. & Cong. = 10 Conference = 7 Congress = 5	Newsletter 3 Issues = 10 2 Issues = 7 1 Issue = 5	Officers' Training Before Oct. 31 NOM & LOM = 10 NOM only = 7 LOM only = 5	Growth 3%/1000 = 10 2%/500 = 7 1%/300 = 5	Total
Korea	10	10	10								30
Latvia	10										10
Lithuania	10										10
Luxembourg	10										10
Macau											
Madagascar	10	10	10	10							40
Malawi											
Malaysia	10	10	10								30
Malta	10	10									20
Maroc											
Maurice	10	10	10	10							40
Mexico	10	10	10	10							40
Monaco	10	10									20
Mongolia											
Nepal	10	10	10	10							40
Netherlands	10	10	10								30
New Zealand	10	10	10	10							40
Niger											
Nigeria	10	10	10	10							40
Norway	10		10	10							30
Pacific											
Pakistan	10	10	10	10				5	10		55
Panama	10	10	10	10							40
Paraguay	10	10	10	10							40
Peru	10	10	10	10							40
Philippines	10	10	10	10					10		50
Poland	10		10	10							30
Puerto Rico											
Rep. Dominicana	10	10	10	10							40
Romania	10										10
Russia	10		10	10							30
Scotland	10	10									20
Senegal											
Singapore											
South Africa	10	10	10	10					10		50
Sri Lanka	10	10	10	10							40
Suriname	10	10	10	10							40
Sweden	10	10	10	10							40
Switzerland	10	10									20
Thailand	10	10	10	10							40
Togo											
Tunisia	10	10	10	10							40
Turkiye	10	10	10	10							40
United States	10	10									20
Uruguay											
Venezuela	10	10	10	10							40
West Indies	10	10	10	10							40
Zaire											
Zambia	10	7	10	10							37
Zimbabwe	10	5	10	10							35