NATIONAL LEADERS

PLANNING THE NATIONAL LEADERS TRAINING COURSE

A Publication of
Junior Chamber International

One of the major concerns of a National President and the National Board of Directors is to ensure that the officers who will be guiding and leading the organization during the year have a clear understanding of their duties.

To ensure that National Officers are well-trained, it is recommended that the National Organization establish and conduct National Leaders Training at least once a year. This training should be attended by every national officer.

The purpose of the National Leaders Training is to facilitate the personal and managerial development of national officers.

The National President is responsible for every facet of Junior Chamber within the nation. It will be impossible for the president to handle every area of responsibility. One of the keys to a successful year is to get things done through other people. This is called delegating.

To do this, the National President must see that the necessary training is provided to the appropriate members of the National Organization.

. . . to facilitate the personal and managerial development of National Officers.

The National Leaders Training will help the National President to achieve this goal and will be more effective if held at the end of the year, after the elections before or just after the national officers take up their duties.

Planning the National Leader Training Course is published by Junior Chamber International and contains guidelines for the National Organization to use in developing the National Leaders Training Course.

The Junior Chamber International World Headquarters welcomes your comments criticisms, and suggestions so that we may continually improve our services to you. Let us know all your National Organization's needs, and the professional staff at the JCI WHQ will be eager to assist you. Please be specific in your request so we can provide you with pertinent suggestions, publications and service. We are here to help you in whatever way we can.

THE ORGANIZING COMMITTEE

In most National Organizations the President will take on the direct responsibility for chairing the National Leaders Training, or assign the task to the Immediate Past President. This **chairman** then faces several tasks relative to the physical organization and promotion of the seminar.

The first thing to be done by the chairman is to form an **organizing committee** in charge of the logistics of conducting the National Leaders Training. The duties of this committee are as follows:



Finding a suitable site

The type of venue which is ideal for National Leaders Training has the following facilities:

- A large hall where all participants can be seated and hold group discussions.
- Facilities for the preparation and serving of **light** refreshments and a light midday meal.
- Access to visual aids, blackboards, flip charts, an overhead projector and screen.

Probably the most suitable venue for the training would be a school or a hotel, which usually has most of the above facilities.

Promotion

Every National Officer who does not attend weakens the effectiveness of the training session. An effort must be made to ensure that every officer attends. They must be convinced that attendance is an essential part of their duties. Attendance may even be made mandatory.

Physical arrangements

Even organizating a simple meeting such as this, there are many details for the organizing committee to tend to. It is important that all of these are dealt with smoothly, as they can make a tremendous difference in the success of the training session. For instance, the best overhead transparency presentation is useless if the projector bulb burns out and no spare is available.

Room layout

The best room layout for this training session is the **U-shape**, where all participants can see each other. This arrangement is ideal for group discussions and interaction. Make sure the layout can accommodate visual aids, such as the overhead projector and the flip chart. Also, ensure that the room has satisfactory acoustics and ventilation.

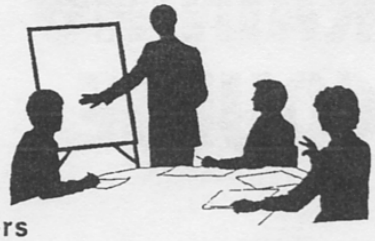
The trainer's table should be placed at the back of the room so that when trainers are reviewing their notes they will not interfere with the trainer presenting the session nor distract the participants.

WHO CAN CONDUCT THIS SEMINAR

The best possible trainers and speakers should be obtained for this training session. Junior Chamber International may be able to help by offering or recommending certain speakers.

Head coach

Only a past National President, who has at least attended PRIME, should be the **head coach** for the National Leaders Training. The experience and knowledge of a past National President makes the training session a more important event and earns the respect of the participants.



Trainers

Trainers such as past senior National Officers with lengthy experience in Junior Chamber and good training skills should be utilized in order to maintain the quality of the event as well as the respect of the participants. National Officers should not be trained by a local officer or an ordinary member, even though these individuals may be good trainers.

WHO CAN ATTEND THIS TRAINING COURSE

Participants

This seminar is designed for National Officers. More than likely Vice Presidents will be the ones to benefit most from the program.

Observers

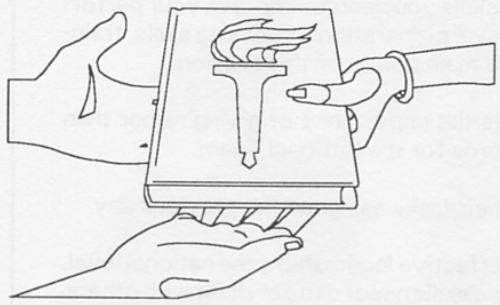
It is important that only National Officers attend this training. No local officers or observers should attend. Training concentrates on how National Officers should handle local officers and therefore is best addressed to National Officers only.



THE TRAINER'S HANDBOOK

Trainers will need the JCI National Leaders Training Handbook. This handbook comes in a binder with instructor's notes, color transparencies, the originals for handouts to be distributed to participants, and tools for the leadership games.

The notes and discussion topics have been prepared in such a way that the instructor can select the sessions pertinent to his needs and tailor the presentation accordingly. Each session is self-contained, complete with speaking notes and suggested workshop topics.



THE "HIGH PERFORMER" PARTICIPANTS PACKAGE

Although the handouts and the transparencies will give the participants an abundant amount of information and reference material, the "High Performer" (JCI's package for National Leaders) will help them improve zabilities, knowledge and skills needed to do a better job as National Officers. Some important information does not fit in a two-page handout, but the handouts are still very important to use as a reference during the year as a National Officer.

The "High Performer" package is available from the Junior Chamber International Headquarters for the participants and includes valuable manuals, articles and guides to be used by the National Officer.

For more information and to order the "High Performer" package, contact the Junior Chamber International World Headquarters.

THE PROGRAM

The National Officers Training is designed to be conducted in two full days. Depending on the group, you can reduce or increase the time. But remember that the basic principle of this training is to create **team spirit**, and for this reason, the presentations and the games are very important.

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Number of trainers

In order to run the sessions smoothly, you should invite more that one trainer. The sessions must be assigned to the different trainers before you start the training.

The "High Performer" package

This training can be conducted without the participants buying the "High Performer" package for National Leaders. The handouts included in the National Leaders Training are a summary of the contents of the "High Performer" package.

The agenda

The National Leaders Training program can be adapted according to the needs of the National Organization and the participants. There will be a representation of officers including National Presidents and Executive Vice Presidents as well as Vice Presidents and consequently their training needs will be different.

The officers requiring the most intensive training are the National Vice Presidents many who have never served at national level. However, since no one can absorb everything from a single training session, even those who attended last year's National Leaders Training will have something to learn from this year's session.

THE NATIONAL LEADERS TRAINING COURSE SUGGESTED PROGRAM OUTLINE

1. **GETTING ACQUAINTED.** Roll call, welcome, purpose of the training session, introductions and getting acquainted.

2. **OVERALL EXPECTATIONS.** Outline of the objectives of each session, leadership games and team assignments for today.

3. **THE NATIONAL ORGANIZATION, INC.** The differences between local and national leadership, duties and responsibilities of the Board members, and a comparative evaluation of the National Organization with a company.

4. **ASSOCIATION MANAGEMENT.** The principles of association management and a look at the differences between management and leadership.

5. **TEAM BUILDING.** The National Team and identification of the leader's qualities.

6. **STRATEGIC PLANNING.** A deep look into the nature of strategic and officers' planning.

7. **PLANNING YOUR LIFE.** Your personal priorities, self-evaluation, and a look at your areas of achievement which will help you set your personal goals as a National Officer.

8. **TEAM PRESENTATIONS.** The teams do their presentations and a discussion follows. The tasks for tomorrow's teams will be given at this time.

9. **REVIEW OF DAY ONE.** A complete review of what happened on day one and the lessons learned form the different sessions.

10. **SERVING THE CHAPTERS.** The knowledge and skills you need to improve your performance as National Officer. Meetings, protocol, travel preparations, speaking skills, training games and motivational skills are some of the main points of this session.

11. **COOPERATION GAME.** A game that emphasizes the importance of giving rather than taking, and that cooperation is one of the key words for the National Team.

12. **TEAM PRESENTATIONS.** The teams perform their tasks assigned the previous day.

13. **YOUR YEAR AS A LEADER.** The importance of effective leadership a the national level, the expectations of the members, and the vision and skills needed to get along with others.

14. **EVALUATION AND CLOSING.** An evaluation for future enhancement of the program and a positive wrap-up of the training session.

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