6.
Make sure Service Leadership Program officers receive proper training.

Whether this is your first Kiwanis-family training experience or you've been leading for years, here are some tips to help you be effective in training Service Leadership Program (SLP) members.

Pick the right people. Teaching is different than writing, coordinating or speaking. Be sure to choose trainers with the right skills to mentor and lead SLP members.

Set up in advance. If you are leading the training or meeting, arrive early. Everything from the flip chart paper to the projector needs to be set up prior to the first attendee arriving. This gives you time to review your training notes and also sets a tone of professionalism.

Be prepared, audio-visually speaking. Sometimes the unexpected happens: You need a projector, but the facility doesn't have one. Your presentation gets scratched or ruined on the way. You need to access the Internet for your presentation but the facility's servers are down.

These are just some of the things that might happen when you're scheduled to deliver a training presentation, so be prepared. Have at least one printed copy of your materials. Be ready to create your visual aids on large flip charts and post on the wall if your PowerPoint fails. Prepare screen shots of your presentation in advance just in case you can't access the Internet.

Print out your notes. It's difficult to use a PowerPoint presentation and read your talking points at the same time, so make sure you either have a printed copy or two computers.

Set up the room to be interactive. The physical setup of a training room can make a huge impact on how active your members will be. A circle or horseshoe shape encourages the most team interaction because participants are able to see one another. Allowing the chairman to move around will keep the training moving. Hanging decorations or inspirational quotes on the wall really adds value to the learning time.

Training for those with disabilities. Remember that disabilities are not always visible. Some participants will disclose information to you while others may not. Make sure your material and language are inclusive of all participants and not offensive. Consider adapting your presentation to include everyone.

Use the crowd. Dish out jobs to individuals. Appoint a minute taker, flip-chart scribe and timekeeper.

Encourage participation and creativity. Set the tone and start with light interactive activities. Group members often are fearful of introducing ideas. Creating a comfortable environment gives members, especially shy ones, time to open up. Never pressure participation; rather encourage member involvement and creativity.

Accommodate various learning styles. There are many different learning styles. Some members do better by reading while others need to talk through the process to gain insight. Plan some interactive activities for large groups and include time for individual journaling or writing.

Know your audience. Tailor your content and training style to meet the needs of the audience.

Review and improve. Survey trainees to see if they enjoyed the experience and whether they benefitted from it. This can help you improve the next training event. Share notes and action steps with all participants as soon after the training as possible.

Make sure Service Leadership Program officers receive proper training.