6. Make sure club officers receive proper training. 
Aktion Club officer-training planner and facilitator guide

The sponsoring Kiwanis club and, if applicable, the cosponsoring Circle K or Key Club have the privilege and responsibility to counsel and provide guidance to their sponsored Aktion Club. One valuable way to do this is to train each new set of Aktion Club officers, directors and committee chairpersons before they assume their positions. Here is some information to help you do this effectively.

Kiwanis recognizes the value and importance of its leadership training programs. Such training may be even more crucial for an Aktion Club because its members probably do not have past Kiwanis-family leadership experience. It’s up to you to make sure the training you provide makes up for this lack of experience.

Aktion Club officer training FAQs

Who should be involved in Aktion Club officer training? 
Aktion Club is an independent, yet dependent organization, so involving members in training is critical for its success. Outgoing Aktion Club officers are excellent members to get involved. They have great ideas and know the needs of their peers and Aktion Club positional leaders.

When should officer training be conducted? 
Officer training should take place each time a new team of Aktion Club positional leaders takes office.

Where should officer training be conducted? 
Schedule training at a convenient and adequate location selected by the advisors and members, such as the club meeting location, a community center, a park or recreation facility.

How long should the training last? 
The more time you put into training and leadership development, the more successful the club will be. Personal development and training should be a year-round part of an Aktion Club member’s experience. The suggested timeframe for each topic for discussion in this agenda is outlined below.

Who should facilitate and lead the training activities? 
Planning training events and facilitating the training are totally different skill sets. The same person may not have both of these skills, so encourage more Kiwanis, Key Club and Circle K members to get involved. Find individuals who have excellent facilitation skills. There needs to be joint effort from all advisors and Kiwanis club members to make sure the best training is possible. Previous Aktion Club officers can be valuable assets in helping to lead activities and officer training.
Simply speaking, what are things every positional leader needs to know?
Officers need numerous skills to be successful in life and in leadership. There are two kinds of skills they will learn from this and additional training—soft skills and hard skills. Both are equally important to being their best in their position.

What are hard skills?
Hard skills can easily be described as the club administrative procedures. Examples include:
- Taking minutes.
- Following parliamentary procedure.
- Planning a budget.
- Setting up a club Web site.

What are soft skills?
Soft skills are people skills or interpersonal skills and often have to do with how members relate to each other. Examples include:
- Communicating and working effectively with peers, advisors and Kiwanis-family members
- Helping resolve member conflict
- Cooperating as a team
- Motivating members to attend service projects.

What supplies are needed for club-officer training?
Here are the basics you will need for your officer training conference and for year-round member education and personal development:
- Aktion Club Resource CD
- www.actionclub.org downloads:
  - Service bulletin_Ice breakers
  - Service bulletin_Conducting a project survey/interview guide
  - Service bulletin_Sleeping Children Around the World
  - Aktion Club contest and award booklet
- Kiwanis Sponsorship Resource Guide CD (No. 6):
  - Officers Training PowerPoint
  - Officer Training Duties
- Flip chart paper
- Markers and pens
- Nametags
- Notes paper for each participant.
Recommended training agenda
Each section in this agenda has corresponding visual aids in the club officer-training PowerPoint. You can lead it all together or, if you need to, you can lead various sections at a time. There are talking points for each section within the PowerPoint notes page view. Under each section you are provided an estimated time. This estimated time could vary based on discussion and the activity selection. At the end of the training, write down topics which need to be discussed further.

Section 1. Introduction
**Time:** Ten minutes

**Training points**
1. Welcome from facilitator
2. Brief introductions of attendees
3. Ice breaker or get to know you activity

*Suggested resource:* Service bulletin_Ice breakers (Aktion Club Resource CD or Web site)

Section 2. Training purpose and expectations
**Time:** Five minutes

**Training points**
1. What do we want to achieve during the training?
2. Discuss, as a group, write and post on the wall to help focus discussions.

Section 3. Who we are
**Time:** Five minutes

**Instructions:** Review Aktion Club basics every member and leader should know.

**Training points**
1. Kiwanis family of organizations and programs
2. History
3. Motto, Mission and vision
4. Core values

Section 4: Our structure
**Time:** Five minutes

**Training points**
1. Member organization
2. Club structure
3. Sponsoring Kiwanis club
Section 5: Our service
Time: Eight minutes
Training points
1. Selecting service projects
   Suggested resource: Service bulletin_Conducting a project survey/interview guide (Aktion Club Resource CD or Web site)
2. Ways to serve
   Suggested resource: Service bulletin_Sleeping Children Around the World (Aktion Club Resource CD or Web site)

Section 6: Kiwanis International
Time: Ten minutes
Training points
1. Web site
2. Contests and awards
3. Membership supplies

Section 7: Managing your club
Time: 20 minutes
Training points
1. Being a great leader (five minutes)
2. Top 7 things to do at a meeting (five minutes)
3. Top 7 ways to have the best year ever (five minutes)
4. Motivating members (five minutes)

Section 8. Individual officer duties
Time: 20 minutes
Optional instructions: It’s suggested that these trainings happen simultaneously, but can be lead as an entire group.
Training points
1. President/Vice President
2. Secretary
3. Treasurer
4. Club-specific officers

Make sure club officers receive proper training - facilitator guide.
Section 9. Initial Planning
Time: 15 minutes
Training points
1. Annual Achievement Report
2. Brainstorm some events you would like to see on your club’s calendar.
3. Develop an initial calendar of events for the year.

Section 10. Wrap-up
Time: Five minutes
Training topics
1. Review any questions.
2. Discuss any future planning and/or training needed.
3. Closing activity: Have participants answer open-ended questions on the slide, or simply
   have members share what they look forward to most this year in office.

After the training
At the end of your training, have the secretary transcribe all discussion notes and distribute to
attendees. This valuable information will be used in future planning discussions.

Top tip: Find out who in your Kiwanis club or community has training experience. This is a
great way to get them more involved with your Aktion Club.