Section 1. Introduction
Time: Ten minutes
Topics:
1. Welcome from the facilitator
2. Brief introductions of attendees
3. Ice breaker or get to know you activity

Section 2. Training purpose and expectations
Time: Five minutes
Topics:
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
Resource: Program website
Instructions: Review program basics that every member and leader should know
Topics:
1. Kiwanis organizations and programs
2. History of program
3. Mission, motto and vision
4. Core Values

Section 4. Our structure
Time: Five minutes
Resource: Program website
Topics:
1. Member-led organization
2. Club structure
3. Membership in the program
4. Sponsoring club or organization
5. District structure (Optional: Division structure-Key Club or Circle K only)
6. International structure
7. Dues

Section 5. Our Service
Time: ten minutes
Resource: Program website
Topics:
1. Selecting service projects
2. Ways to serve
3. International service projects: service partners and service initiative
Section 6. Sponsored Programs/Activities (Key Club and Circle K only)

**Time:** Two minutes  
**Resource:** Program website  
**Topics:**  
1. Key Club - Key Club week  
   Youth Opportunities Fund  
2. Circle K - Key to College  
   Tomorrow Fund

Section 7. Where to learn more

**Time:** Ten minutes  
**Resource:** Program website or District website  
**Topics:**  
1. Who to call for help  
2. Printed resources  
3. Online resources and support  
4. Conferences  
5. Program website  
6. Contests and awards  
7. Membership supplies

Section 8. Individual Officer Duties

**Time:** Twenty minutes  
**Resource Needed:** Club Officer Guide or Member Handbook  
**Optional instructions:** This section can be lead as an entire group or individual training, or one on one, if there is an opportunity.  
**Topics:**  
1. President/ Vice-President  
2. Secretary  
3. Treasurer  
4. Other program specific officers

Section 9. Managing your club

**Time:** Twenty minutes  
**Resource:** Club Officer Guides or Member Handbook  
**Topics:**  
1. Being a great leader (5 minutes)  
2. How to run a meeting/best things to do in a meeting (5 minutes)  
3. Club communication (5 minutes)  
4. Motivating members (5 minutes)
**Section 10. Club Planning**

**Time:** Fifteen minutes  
**Resource:** Program website  
**Topics:**  
1. Annual Achievement Report (not valid with Key Club or Circle K)  
2. Brainstorm events that should be included on the club’s calendar  
3. Develop an initial calendar of events for the year  
4. Club assessment: Review club strengths and areas of improvement (Key Club & Circle K only)  
5. SMART Goals (Key Club & Circle K only)

**Section 11. Wrap up**

**Time:** Five minutes  
**Topics:**  
Review any questions  
Discuss any future planning and/or training needed  
Closing activity (could have participants answer some open-ended questions or share what they look forward to most for their year in office)

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

**Resources available-**  
Each program website has training resources available that can be referred to during officer training. Many resources are downloadable documents that can be printed, if needed, and passed out to each officer.

Aktion Club- aktionclub.org  
Builders Club- buildersclub.org  
Circle K- circlek.org  
K-Kids- kkids.org  
Key Club- key-leader.org