

KEY CLUB®

Sample leadership training retreat

Retreat objectives: motivation, inspiration, Key Club and Kiwanis-family education, personal development and leadership development exercises.

Facilitator: Anyone—suggested for district officers to lead.

Audience: This can be tailored for one club or a division or district event. Audience can be new members or returning members and can include adults and students alike.

Note: please adjust your agenda based on your club needs and interests.

Agenda:

Welcome

Time: two minutes

Welcome everyone, but be brief. Introduce yourself then move right into the ice breaker.

Ice breaker

Time: 10 minutes

Activity: 60-second identity tag

Setting expectations for the retreat

Time: 15 minutes

Supplies: markers, flip chart paper, tape

Instructions: Set some ground rules or expectations for how others should act during this retreat and what members want to accomplish. How do they want to be treated? How do they want others to behave? Give a few examples and then write down the responses given by the participants. (For example: Listen to everyone. Respect all opinions. Ask questions to clarify confusing comments.) When everyone has shared, tape this list in a prominent space on the wall for everyone to see.

Explain the parking lot

Time: ongoing through the day, two minutes to explain

Supplies: flip chart paper, pens

Instructions: Post a piece of flip chart paper on the wall. If anyone has any questions, ideas, or discussion points at any time during the retreat, have them (park) write them in the parking lot. This will help the conversation move on, especially if you have a group who moves off topic easy. At the end of the day, come back to the parking lot and make sure you discuss all points mentioned.

Club sharing activity

Time: work time five minutes, sharing time 10 minutes (give each club one minute to share)

Supplies: print club update cards, one per club.

Instructions: Have clubs work in their groups to fill out the *club update card*, sharing their club strengths, areas they would like to improve upon this year and one service project they are proud of and want to brag about.

Back to the basics: Key Club 101

Time: 15 minutes

Supplies: Key Club 101 PowerPoint (resource provided)

Purpose and workshop description: To review the big picture about Key Club. This is very important to touch on; most officers need more basic knowledge.

Character building: So what's important to you?

Time: 15 minutes

Supplies: KCI core values workbook (resource provided), activity on page four.

Purpose and workshop description: Have members determine what they value and why.

If the world were a 100-person (blank)

Time: 10 minutes

Supplies: *If the world were a 100-person (blank)*—one copy for each attendee and facilitator copy (resources provided).

Purpose and workshop description: Give members a global perspective on the opportunities, resources, and benefits available to the privileged few.

Being a visionary leader

Time: 20 minutes

Supplies: Being a visionary leader PowerPoint (resource provided)

Purpose and workshop description: To understand what it means to be a visionary leader and discuss what club leaders should do in their clubs to share their vision.

Making membership meaningful

Time: 30 minutes

Supplies: PowerPoint presentation, flip chart paper, markers, *60 ways to recognize* hand out (one per member).

Purpose and workshop description: Retention and happy members are determined by good programming. If everyone does not attend a certain service project, it is time to change the project, not the people. If your meetings are only about announcements, why should members attend? Can't they get the information through an e-mail? Make your meeting fun! How about those members who join and leave faster than their membership cards arrive? Let's make their membership meaningful!

Dali Lama personality test

Time: 10 minutes

Supplies: *Dali Lama personality test*—one copy for each attendee (resource provided)

Purpose and workshop description: Just for fun. Get some laughs and break up the day.

Leadership: Helping others succeed through delegation

Time: 25-35 minutes

Supplies: KCI core values workbook (resource provided), activity on page 13.

Purpose and workshop description: Delegation is an important skill of a leader. Knowing how to delegate effectively will not only show that you have trust in other members, but it also will help build your leadership skills.

This project is so done. Let's change it!

Time: 20-30 minutes

Supplies: flip chart paper, markers

Purpose and workshop description: Share and brainstorm new and interesting service projects. Based on your club's needs, discussion could focus on brainstorming projects that can be lead during club meeting times.

Instructions:

Step 1. Before leading the project brainstorm, get your brains warmed up and your creative juices flowing. Lead the 60-Second Brainstorm Activity. (resource included)

Step 2. After the 60-second brainstorm, have participants get into groups of three to six. Make sure they are mixing with new people each time they get into groups. Give the group about five minutes to create a list of all the projects in which they have participated.

Step 3. Each group reports their favorite and most unique two or three projects. As groups are sharing, write these on a posted flip chart paper.

Step 4. Groups brainstorm a list of projects they have wanted to do, but have never been able to for one

reason or another. It can be as big as can be. (Example: help build a school in another country.)

Step 5. Groups take their last wish list and think of a way they could do that or a similar project. (Example: Wish—Help build a school in another country. You can—help clean or maintain a community center or facility for adults with disabilities.)

Step 6. Handout or post the sample project list (resource provided). Review and talk about opportunities to lead these projects. Have members share any projects on the list that really excite them.

How do I get some more help?

Time: 20 minutes

Supplies: How do I get some help PowerPoint (resource provided)

Purpose and workshop description: Share some tips on where to get help, what dues dollars pay for, and how to get Key Club resources.

Parking Lot

- Review and answer any questions.
- Discuss how you will reply to those questions you are unable to answer at the retreat. E-mail?

Wrap-up activity

Resource: Use wrap-up activity *I learned...*

Optional activities/workshops

- **Live to Learn** Service Initiative workshop. More details regarding the 2008-10 Key Club hands-on service Initiative.
- **Ice Breakers**—Extras. Four additional activities to use during your retreat or feel free to use your own.
- **KCI core values workbook**—Additional interactive activities are available in this Key Club resource.
- **Make Your Meetings Move booklet**