



Kin Canada

Association of Kinsmen and Kinettes

March 17, 2011

TO: All Participants in the 2011 District Leadership Seminars

FROM: Kin Education Committee

SUBJECT: WHAT TO EXPECT AT & FROM DISTRICT LEADERSHIP SEMINAR

You are receiving this memo at an exciting time in your Kin Career. You have accepted a challenging and rewarding position and we are pleased to offer you our assistance in helping you acquire the skills and resources to prepare you for your new leadership role.

The DLS Manual is available (as of April 1) for review at the following link: <https://www.kincanada.ca/kinsmen-members/en/members/91/DLS> (if this link does not work, the items are on the website at www.kincanada.ca under Members; Kin Education and Training; DLS).

Please be sure to read the manual before the seminar and come prepared with any questions that you may have written down. At the seminar, you will be provided with a CD containing the DLS Manual and various administrative resource materials. You will also receive a package of installation certificates for clubs in your zone.

WHY IS THE DISTRICT LEADERSHIP SEMINAR IMPORTANT?

One of the most interesting, unique things about Kin is that the majority of its leadership, from the club level to the national level, changes every year. Yet, even with this wholesale change, the organization continues to carry out its mission with new individuals, a new excitement, and the opportunity for new ideas. Why? Quite simply, training!

In the business world and the volunteer world, each job has certain requirements and skill sets that must be met in order for that job to be done properly and for that organization to survive and prosper. Kin Canada provides training at all levels so that those who have been selected for leadership positions have the opportunity to learn and apply leadership principles to their jobs. It is not a rigid application; it is an overview, an outline, a road map. No two individuals are the same, no two clubs are the same, and no two opportunities are the same. So it is incumbent upon each individual to acquire the skills necessary to apply the rules and principles to the situation they face.

We all know that change is inevitable. It provides us with a challenge and an opportunity to grow and improve and to attract new members with new ideas. But change must always be balanced with some degree of consistency. While different people may approach opportunities in different ways, we need to base decisions on a fundamental set of values as we chart our course of action. Training provides that base, those values, and it can teach us how to apply them so that the end product furthers Kin Canada's mission.

The purpose of this memo is to introduce you to the seminar. Previous participants suggested that it would be helpful to be given some advance notification of what to expect. This should prevent participants from arriving apprehensive, only to find themselves overwhelmed by the materials to be covered.

We will cover a substantial amount of material at DLS. All participants will leave with some new ideas, along with a Team Building Experience that is unique within our organization. Some will arrive as newly elected officers who are nervous about what is expected of them; others will wonder if they are prepared for their new leadership role. Those who have very significant Kin experience may wonder if this seminar may be a waste of time. If one thing is certain, it is that everyone will benefit from the seminar through the exchange of ideas and experiences.

During this weekend you are encouraged to dress in business casual clothing. Come prepared to participate. What you gain from this experience will be greatly enhanced by taking an active role in the seminar.

What follows is an agenda of the topics covered:

Cont'd.....

2011 District Leadership Seminar
Participant's Weekend Agenda
"Getting Focussed on the New Kin Year"

Pre-Weekend Preparation:

- Read DLS materials and handbook
- Locate and become familiar with Zone Files, Administration, House Rules, Club histories, etc.

- VICE GOVERNORS:
Bring one laptop with PowerPoint 2007 and an LCD Projector.
Please have a second laptop available as a backup.

Friday

Early evening - Possible Council Pre-Term Meeting:

9:00 – 11 pm

Meet n' Greet

12:00 am

Hospitality Room Closes

Saturday and Sunday - commence at 08:00 am

- Opening
 - O Canada, Kin Song
 - Intros (previous night)
 - Parking Lot
 - Expectations (evaluation forms)
 - Participation guidelines
 - Overview of Agenda
 - Objectives
 - Mission Statement of DLS
- Welcome to Leadership
- Change – where we are, where we want to go
- Team Building Exercise
- Getting to know your clubs/zone/district
- Be organized
 - Time management
 - Critical Path
 - Visitation summaries
 - Presentations – steps
 - Role Play/practice
- Vision 20/20 – Dashboard
 - Scorecard
- Goal Setting
 - SMART goals
 - Analysis/review – at points during the year
- Skill Development Exercise
- Leadership Skills
 - Coaching
 - Listening
 - Communication
- Problem Solving/Conflict Resolution
 - Case studies
- Team Building Exercise
- Overview of National Programs
 - Who to contact at HQ for what

- Risk Management
 - Insurance forms
 - T2's
- HREF and Kin Canada Bursaries
- Membership
- Awards
- Kin Canada Foundation
- Protocol
- Rules of Order & Running a Meeting
- Club Executive Seminar
 - Role playing
- Q & A
- Power of Recognition

Sunday noon Final Word

Afternoon: (Possible Council Pre-Term Meeting)

This will be a busy weekend and we will all have to work hard and participate in order to get through it. Previous experience has demonstrated that your efforts in this seminar will make your role as an officer in this Association more pleasant and fulfilling through equipping you with the tools you need to be effective and efficient. Many Kin refer to DLS as a highlight in their Kin career.

Please take a moment to list your expectations, questions or concerns about your DLS and bring this list with you to the seminar.

Come prepared to share in the experience.

EXPECTATIONS: _____
