

IOWA *Knights of Columbus*
2009 LEADERSHIP TRAINING SESSIONS
(For those individuals organizing and hosting an event)

REGIONAL DIRECTORS:

- Locations have been confirmed for each training session (see attached schedule). The dates and locations will also be announced at the December State Family Meeting.
- Regional Directors should verify arrangements with the host council (Contact) and subsequent District Deputy by phone, two weeks prior to the training event.

DISTRICT DEPUTIES:

- District Deputies are strongly encouraged to announce local training opportunities to Officers attending their District Meetings. Those officers not attending the District Meetings should be called and personally invited to the Leadership Training.
- Invite all councils within a 60 mile radius to attend. These events are open to all DD's, GK's, DGK's, FS's, Membership Chairmen and anyone likely to assume a leadership role in the next two years.
- A detailed map and instructions on how to find the event location will be provided to all DD's at least two weeks prior to the event. This notice will include any specific details such as, *use the west door in front of church, park in the south lot, etc.*
- Each event will begin promptly at a given time and last approximately 3 hours.
- Call the GK's in your district and collect RSVP's from participants two weeks prior to the training event. Pass this information along to host council.

ROOM SETUP: (Host Council)

- Two rooms are required for the meeting day. One will facilitate the Financial Secretary's meeting and the other will be used for the Leadership Training meeting. Three rooms would be preferable (one for general gathering and break periods), but not necessary.
- Each room setup should include seating at tables in a horseshoe style arrangement or classroom style for the number of attendees expected or at least 30 persons.
- The tables should be set so that the facilitator has adequate room in front of the group. Also, a smaller table for handout materials would be helpful. A small elevated cart or table should be located in front of room for a lap top computer and a projector. Check on the availability of a projector. A white, picture free wall or projector screen should be set up in front of room. Electrical access should be provided to the area where the projector will be located. A lectern is not required. A microphone might prove helpful if one is available, but not necessary.

REFRESHMENTS and MEAL: (Host Council)

- As a courtesy for those who attend, water, soda, and coffee are welcome during the break. Snacks are also welcome, but not necessary.
- If the host council plans to provide a meal at the end of this event, please keep it simple. A good-will offering is acceptable and can help reimburse the council for expenses.
- No reimbursement is provided by the Supreme or State council.

If you have questions, please call or email the Program Director at 515-292-4968, therrman@isunet.net, or Rick Garneau at 515-971-1591, rickgarneau@hotmail.com