

LEADERSHIP TRAINING BULLETIN 01-01.Rev2

QUARTERLY REPORTING GUIDELINES

Jan. 14, 2008

Introduction:

This Leadership Training Division (LTD) Bulletin *revision* is published to ensure that all District and Region Trainers understand the procedure for reporting LTD training accomplishments on a quarterly basis. This bulletin revision deletes all reference to the ordering of LTD related materials as this has been superceded by LTB 06-01. Each Region Trainer shall forward this bulletin to the District Trainers within their region and see that those trainers distribute it to all Certified Instructors within their respective districts. A copy of this bulletin will be added to the LTD Bulletin Library that is maintained on the LTD Web Page.

Quarterly Reports

Each District Trainer must submit to their Region Trainer a quarterly summary of the LTD training activities conducted within the district. A report must be submitted even if no training was conducted within the quarter. The report is due by the tenth day of the month following the end of each calendar quarter. The Region Trainer will consolidate the district reports, include region training, and submit a summary of the LTD training to the International LTD Director by the 15th day of the month following the end of each calendar quarter. A regional report must be submitted even if there was no training conducted.

The *latest revision of the* standard reporting form, can be used with the following considerations:

Only actual training sessions *or individual seminars* conducted should be reported. The reporting will consist of the following data: (1) Title of the training session; (2) The Length of Time , in minutes, of the training session; and (2) The Number of Members in attendance.

Again, only actual training sessions are to be counted. Presentations concerning the LTD programs are to be considered marketing activities and not training sessions. Promotions made at Chapter Meetings or Staff Meetings are not to be counted as actual training sessions. All such promotions and presentations are to be included in the quarterly report as meetings attended. Show the number and type of meetings along with a very brief summary of the promotion. This information ensures that the

International Director will be aware of the Trainers' involvement and will know that the LTD programs are being promoted. Newsletter articles are also to be listed on the quarterly report in regard to number, title, etc. Again, this is so the Director will know that Trainers' are promoting the LTD programs.

However, "mini-training" sessions created/tailored for a chapter at the request of the Chapter Director or District Director delivered at Staff Meetings or dedicated training meetings should be reported. A synopsis of the key training points covered, length of sessions in minutes, and number of attendees should be included with the quarterly report as an addendum.

It is hoped that these simplified reporting requirements will result in more reports being submitted and being submitted on time. It is important to note that timely, meaningful reports count significantly toward recognition within LTD for a training job well done.

Conclusion:

Please direct any questions concerning this bulletin to the Director - LTD.

Signed:

C.J. Karcanes
Director-LTD