

## Department of Washington Legion College 2018 training agenda

August 3, 4, 5, 2018



### FRIDAY - Legion Knowledge

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Noon – 2:00 pm Registration & Sign-in

- **Welcome/Introductions**
- **Weekend expectations**, share challenges – create easel chart lists
- **TAL History video**
- **4 Pillars and history**, how the orgs work together and how they are *supposed* to work together, Legion hierarchy – Post to National
- **Legion mentoring**
- **Debrief**, questions and explain training plan for Saturday

**Dinner on your own**

### SATURDAY Breakfast at the Hotel or on the way

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- **8:00 am morning kickoff**—Some game to get to know each other.
- **“Define leadership”** Communication and motivating team members, internal and external communication, newspaper, business cards, agendas and minutes.
- **Knowing and Using your resources**
- **Post operations:** Post officer roles & responsibilities, job descriptions, accountability, Post committees, District roles? Annual calendar tips (when to promote programs, program deadlines, quarterly projection, and physical or online, group planning?)

**12:00 – 1:00 LUNCH, at the Legion Post**

- **Effective Meeting**, parliamentary procedure, agendas and minutes, leadership styles, design a welcoming culture
- **Bylaws & Standing rules**, Post, District, Department, National. Get good bylaws from the Post or District.
- **Protocol** (Clarify that it needs to be adaptable, Legion ritual/tradition, meeting setup, greeting and announcing visitors, Legion manual, order of precedence, cell phones off)
- **Finance:** Post budgets, audit, Bond/Dir & Officer liability insurance, account signers

### 5:30 - 6:30 DINNER at the Legion Post

- **Keeping the Post alive:** What are the signs that we need change or could use improvement? Encouraging/leading change, creating an open and innovative culture, public relations, community partnering
- **Programs:** National program expectations and local opportunities (Americanism programs, other youth programs, new ideas?)
- **Debrief,** questions and explain training plan for Sunday

### SUNDAY Breakfast at the Hotel or on the way

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- **8:00 am morning kickoff**—Some game to get to know each other.
- **Practical exercises:** (each cadre check in occasionally for help facilitating and learning) “Leading a challenging meeting” scenario (skills: communication, leadership, conflicting personalities, parliamentary procedure).
- **“Mentoring plan”** (skills: leadership, planning, communication and contact, accountability)
- **Membership Chairman:** This year membership program
- **Overview,** WA Legion 5-year plan Post goals, why care about membership numbers?
- **Wrap-up:** My commitment to Department Leadership, debrief, revisit initial list of challenges and expectations from Friday, final Q&A, course feedback survey.
- Department Voucher filled out (just Call-in’s)
- Certificates, awards & photos

**Subject to Change**