

What is a Club Excellence Process (CEP) Workshop?

The Club Excellence Process (CEP) helps clubs become more effective in service, communication, leadership and membership satisfaction. Essentially, CEP helps clubs do what they do better. CEP is now offered in two formats to meet the needs of our clubs: CEP Pro and CEP Lite.

- **CEP Pro** is a facilitator-led workshop. It's designed for clubs that would like to have a trained Lion facilitator come in and guide members through the workshop.
- **CEP Lite** is a self-guided workshop. It's designed for clubs that would prefer to have a member of their club lead the workshop.

What will a participating CEP Workshop club do?

In either format, a participating club will examine its community's needs, analyze its membership experience, identify club and LCI resources, and develop action plans to support your club goals.

Step 1: Why Are We Here? (45-60 minutes)

- Discover community needs and complete a *Community Needs Assessment*
- Discuss how Lions make a difference
- Recognize what Lions have accomplished
- Brainstorm what Lions could accomplish in the future

Step 2: What Makes an Excellent Club? (75-90 minutes)

- Determine the characteristics of an excellent club
- Identify the stumbling blocks that prevent us from excellence
- Analyze ways to improve club effectiveness
- Complete the *How Are Your Ratings? Survey*

Step 3: How Can We Determine Our Needs? (45-60 minutes)

- Review the *Community Needs Assessment*
- Review the *How Are Your Ratings?* survey results
- Locate resources available to achieve excellence

Step 4: What Can We Do Next? (45-60 minutes)

- Set goals
- Create action plans

What will a participating club accomplish during a CEP Workshop?

A participating club will examine their community's needs, analyze their membership experience, use resources and develop action plans.

Each Lion attending a CEP Workshop will be completing assignments. Two of these assignments are the *Community Needs Assessment* and the *How Are Your Ratings?* survey. Clubs may be asked to complete these assignments before, during, or after the workshop. The program consists of four steps that are approximately an hour each.

The program can be delivered in one, two, or four sessions. Each workshop session can be held at a club meeting, club retreat or other gathering. The entire process should take no longer than 4 months. It is important to have interaction among members and also to have time to answer all audience questions and to interpret the results of each club's *How Are Your Ratings?* survey and *Community Needs Assessment* during step 3 of the workshop.

Choose a CEP Workshop for Your Club

A CEP Workshop can be customized to your club's needs. You can choose the format and setting of the workshop. CEP can be conducted in a single workshop. In this format, participants will progress through all four steps in one session. CEP can also be conducted as a series of four workshops. In this format, participants can take time learning one step per session.

Many workshops have been held in two sessions each one hour long. Step 1 and 2 are conducted as one session. Then, a six to eight week break occurs to give the participants time to complete the *Community Needs Assessment* and *How Are Your Ratings?* survey.

Steps 3 and 4 are conducted after the 6 to 8 week break. Lions Club International suggests that CEP Workshop clubs should take a break between steps 1 and 3. This break will allow members to complete their *How Are Your Ratings?* survey and *Community Needs Assessment*.

If the CEP Workshop is held in one day, such as with clubs separated by large distances, we ask that the participants conduct the *How Are Your Ratings?* survey and *Community Needs Assessment* before the workshop begins.

We encourage you to [preview the CEP](#) with your club at a meeting and to consider CEP for your club.

Register for CEP

Club officers can register for CEP for their club by completing the appropriate form:

[Club registration for CEP Pro](#)

[Club registration for CEP Lite](#)

District officers or zone chairs can register for CEP for clubs by completing this form:

[District/Zone Registration for CEP Pro](#)

If you have any questions regarding the Club Excellence Process, please contact the District A4 GLT Coordinator or the District A4 GMT Coordinator:

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Additional information regarding the Club Excellence Process is available by going to the MD"A" Lions Resource Centre website at resources.mdalions.org.



District A4 Club Excellence Process

Overview

The Club Excellence Process (CEP) is a workshop program dedicated to club improvement. A club that decides to participate in the CEP will be guided through four steps of approximately an hour each. A participating club will examine their community's needs, analyze their membership experience, use resources and develop action plans.

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