



American Legion District 13

Key Leader Training

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Key Takeaways

- Training Concept
- Positions
- Dates
- Foundation
- Details
- Q&A



Training Concept

- Central Location
- Training to occur on one day
- Recorded for non-attendees or replacements during Legion Year
- Advance Notification of Training Date(s)
- Subject Matter Experts by Position
 - Trainers are District Officers by Position
 - Other ex officers interested in assisting
- Training Courses and materials stored on District Training Site
- Wi-Fi and overhead projector and screen requirement of facility
- Hands on
- Positions to be Trained
 - Commander
 - 1st Vice Commander/Membership Officer
 - Finance Officer
 - Adjutant
 - Other positions would be TBD and held following year



Training Concept (Continued)

- Prerequisites
 - Mandatory Online Training
 - Pre-identified based on position
 - National and State Level Modules
 - Completed prior to District Training Session
 - Laptops and MyLegion.Org unit access for reports
 - Post reports and information on hand for training



Timeline

- Present Proposal to District/Post Leadership (2 June)
 - Receive additional input and guidance
- Prepare Training Modules (1 July-15 August)
 - Subject Matter Experts (SME)
 - Input from District Officer
 - Identification of pre-requisite training
 - Preparation of Training Materials
 - Trainer Selection
 - Rehearsal
- Training Conducted (1 September-15 October)
 - Date(s)
 - Site(s)
 - Logistics



Timeline (Continued)

- Post Training (1 Sept-30 Oct)
 - After Action Reviews
 - Archiving/Upload of Positions to be Trained
 - Schedule for 2025-26 Legion Year

Training for 1st Vice Commander/Membership Officer (Example)



- Prerequisite Training (Videos available for Viewing-Decision TBD)
 - [Online Membership Processing](#) (16:23)
 - [Online Branding for Recruitment](#) (37:43)
 - [Membership Retention](#) (36:06)
 - [Revitalization Process](#) (30:55)
 - [Bringing in New Members](#) (3:40)
 - [Processing Membership](#) (4:46)
- In-Person Training
 - Roles
 - Responsibilities

Training for 1st Vice Commander/Membership Officer (Continued)



- In-Person Training (Continued)
 - Input of information
 - Transmittals
 - Renewal Campaign
 - Letters
 - Phone Calls
 - Web and newsletter reminders
 - Hands on training
 - Actual submittal of renewals
 - Updating membership details

Questions/Comments

