

JCI Training

Be Better.™



JCI Training Policy Manual

Version 23 November, 2012

JCI Official Publication





JCI TRAINING POLICY MANUAL

In order for JCI to fulfill its Mission and provide opportunities for young people, its officers and members at all levels must perform their duties and responsibilities at the highest levels and build Local Organizations with skilled and motivated members who will join efforts to solve community challenges and create positive changes. To contribute to the achievement of this goal, experienced members who have advanced knowledge about JCI topics and the ability to transfer knowledge to adult audiences will have the opportunity help other members to learn new skills and to make additional contributions to JCI by becoming trainers at the local, national and international levels. Besides JCI values, trainers in JCI will also have and respect the following values: relevancy, excellence, trust and transparency.

1. CATEGORIES OF JCI TRAINING COURSES

Besides all courses created and designed by the many great trainers JCI has and conducted everywhere at local and national level, JCI will promote the use of the following training courses with the purpose of the development of the members to become active citizens and be more capable to run projects that create real solutions and impact in the communities and ensure the administration of the organization at local and national levels are conducted in the most efficient manner and in accordance with the JCI procedures and Constitution

1.1. Categories of JCI Training Courses

JCI will offer the following courses for the members and each course will have specific conditions, stated in the Trainers Guide, to attend and become a trainer.

1.1.1 JCI Free Courses

JCI Free Courses are proposed by JCI, National or Local Organizations and trainers and the content is intended **to help in the personal development of the JCI members** and will be available on JCI website for members to download and can be conducted by any member. The list of approved free courses will be reviewed annually and approved by the JCI Executive Committee.

JCI Free Courses must fit the following criteria to be published by the JCI:

- a. Must be aligned with the practices and principles of JCI.
- b. The content is the exclusive responsibility of the authors.
- c. Can be conducted by any JCI member.

1.1.2 JCI Recommended Courses (Examples: Networking, Omoiyari, CSR, etc.)

JCI Recommended courses can be proposed by JCI or National Organizations and approved by JCI Executive Committee and the content must be aligned with the practices and principles of JCI and intended **to help JCI members develop skills and knowledge needed to lead and strengthen the Local Organization.**

JCI Recommended Courses must be organized on the JCI website by current Local Presidents.

1.1.3 JCI Official Courses (Examples: JCI Achieve, JCI Impact, JCI Admin, etc.)

JCI Official Courses are created and designed by JCI and content is intended **to teach JCI members and officers the skills that are essential for the fulfillment of the JCI Vision, Mission and Values.**

Only JCI Official Courses will bear the title **JCI + Course Name** and must be organized on the JCI website by current Local Presidents.

1.1.4 JCI Train-the-Trainer Courses (Examples: JCI Trainer, JCI Designer, etc.)



JCI Train-the-Trainer Courses are intended to provide the opportunity for JCI members to develop the skills, knowledge and competences to conduct training for JCI members.

JCI Train-the-Trainer Courses will only be organized by JCI.

1.2. Criteria to register for JCI Recommended, JCI Official and JCI Train-the-Trainer Courses

Each JCI Recommended, Official and Train-the-Trainer Course will state the criteria to register and attend the course.

1.3. Knowledge test for JCI Recommended, JCI Official and JCI Train-the-Trainer Courses

In order to graduate from the above courses, participants will be required to complete a knowledge test and score at least 70 percent.

1.4. Participating in JCI Train-the-Trainer Courses

JCI Train-the-Trainer Courses are open to all JCI members in good standing who have completed and graduated from **JCI Achieve**, **JCI Admin** and **JCI Impact**.

1.5. Becoming a Trainer of JCI Train the Trainer Courses

To be Trainer of any JCI Train-the-Trainer course a member must fulfill the follow criteria

- a. Be an active JCI member or past JCI member who is still contributing to the Local Organization.
- b. Completed and graduated from **JCI Achieve**, **JCI Admin** and **JCI Impact**
- c. Completed and graduated from the Course for which she/he intends to become a Trainer
- d. Been an observer to a Trainer of the Course for which she/he intends to become a Trainer.

**** JCI Train-the-Trainer Courses are currently being revised and developed for implementation in 2013.*

2. TRAINERS

To become a trainer of JCI Recommended and JCI Official Courses, a JCI member must fulfill the following criteria:

- a. Be an active JCI member or past JCI member who is still contributing to the Local Organization.
- b. Have graduated from the **JCI Achieve** and **JCI Impact**.
- c. To become trainer of any JCI Recommended and JCI Official Courses other than **JCI Achieve** and **JCI Impact**, the trainer must also be a graduate from that course.

Trainers, who have graduated from a JCI Recommended and JCI Official Course and have not conducted it in more than 3 years, must graduate from the course again.

2.1 Online report

Trainers must complete an online course report in five (5) days after the end of the course to notify the participants who attended the course so they can access the knowledge test.

2.2 Trainer Star system

In order to ensure quality, improve accountability and transparency an evaluation system based on Stars has been created. Trainers shall be assessed and receive stars by the courses they conduct.

According to the evaluations received from the participants and the percentage of graduates, trainers will receive grades that will translate into stars. Stars will count individually for each **JCI Recommended** and **JCI Official Course** and will



start being visible online after the trainer has conducted at least 3 courses and will use the average evaluation of the last 5 courses conducted.

2.2.1 Star Attributions

- Trainers who score an average of 20 to 25 points from the evaluations of a course will obtain **One Star**.
- Trainers who score an average of 26 to 30 points from the evaluations of a course will obtain **Two Stars**.
- Trainers who score an average of 31 to 39 points from the evaluations of a course will obtain **Three Stars**.
- Trainers who score an average of 40 to 44 points from the evaluations will obtain **Four Stars**.
- Trainers who score an average of 45 to 50 points from the evaluations will obtain **Five Stars**

2.3. Evaluation Criteria

Participants will answer four questions about the trainer's performance and each question has a value from zero (0) to ten (10) points. The final grade will be calculated automatically by the online system and recorded in the trainer's database. The trainer will have access to his grades and will be able to see in what areas he or she received lower grades, to work on improving those areas. The fifth part of the evaluation to reach 50 points or 5 stars will be calculated by the online system from the percentage of participants who **graduate** from the course (passed the knowledge test):

- If 90% or more participants passed the knowledge test, the trainer receives **10 points**
- From 80% to 89% of participants passed the knowledge test, the trainer receives **8 points**
- From 70% to 79% of participants passed the knowledge test, the trainer receives **6 points**
- From 60% to 69% of participants passed the knowledge test, the trainer receives **4 points**
- From 50% to 59% of participants passed the knowledge test, the trainer receives **2 points**
- From 40% to 49% of participants passed the knowledge test, the trainer receives **0 points**
- From 30% to 39% of participants passed the knowledge test, the trainer receives **-2 points**
- From 20% to 29% of participants passed the knowledge test, the trainer receives **-4 points**
- From 10% to 19% of participants passed the knowledge test, the trainer receives **-6 points**
- From 1% to 9% of participants passed the knowledge test, the trainer receives **-8 points**
- If less than 1% of participants passed the knowledge test, the trainer receives **-10 points**

Published by:

Junior Chamber International (JCI), Inc.

15645 Olive Boulevard –
Chesterfield, MO 63017, U.S.A.
Tel: +1 (636) 449 3100
Toll free (from USA only): 1 800 905 5499
Fax: +1 (636) 449 3107
E-Mail: training@jci.cc - Website: www.jci.cc