



Suggested Training by Office



COURSES

	District Deputy	Grand Knight	Deputy Grand Knight	Chancellor	Recorder	Treasurer	Advocate	Warden	Guards	Trustees	Chaplain	Financial Secretary	Membership Director	Program Director	EFF Director	Lecturer
Officer Training																
Council Financial Officer Training	X	X	X			X				X		X				
Council Officer Training	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
District Deputy Basic Training	X															
District Deputy Annual Report	X															
Financial Secretary Overview*												X				
Grand Knight/Deputy Grand Knight Basic Training	X	X	X	X												
Grand Knight/Deputy Grand Knight Advanced Training	X	X	X	X												
The Membership Director and His Team	X	X	X										X			
Officer Quick Start for New Councils*		X	X			X						X				
The Program Director and His Team	X	X	X											X		

Administration and Operations																
Best Practices for Council Fundraising	X	X	X											X		
Building a Communications Plan	X	X	X										X	X	X	
Communication Strategies for New Councils*		X	X		X							X	X	X		
Completing the Columbian Award Application	X	X	X									X		X		
Completing the Report of Officers Chosen for the Term and the Service Program Personnel Report Forms	X	X	X									X				
Council Officer Succession Planning	X	X	X	X						X						
Creating and Using Council Budgets	X	X	X			X				X		X		X		
Financial Fast Start for New Councils*		X				X				X		X				
Fraternal Year Transition Tips for Councils	X	X	X	X						X		X				
Guidelines for Conducting Council Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Managing the Safe Environment Program	X	X	X				X							X		
Member Billing Basics		X										X				
Member Management Basics		X										X				
Membership Record Management		X										X				
Navigating Council Forms	X	X	X							X		X		X	X	
Officers Desk Reference (ODR)	X	X	X			X	X			X	X	X	X			
Online Tools & Resources	X	X	X			X	X					X	X			
Preparing For and Conducting Council Elections	X	X	X				X			X						
Producing Council Assessments and Membership Cards		X										X				
Public Relations and Publicity	X	X	X		X								X	X	X	
Time Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Working With Your Pastor	X	X	X	X							X		X	X	X	
Welcome to the Knights of Columbus*	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Growth and Retention																
Affiliate Member Procedures	X	X	X							X		X				
Conducting Activity Drives	X	X	X	X							X		X	X	X	
Conducting Church Drives	X	X	X	X							X		X		X	
Conducting In-Person Exemplifications	X	X	X										X			
Council Membership Growth	X	X	X	X								X	X	X		
Making the Most of Men's Conferences		X	X	X									X	X	X	
Membership Retention	X	X	X	X						X		X	X			
Recruitment Strategies	X	X	X										X	X		
Transitioning From Online to Council Membership	X	X	X									X	X			

Programs and Engagement																
Advertising Council Events	X	X	X	X	X								X	X	X	
Conducting Successful Programs	X	X	X										X	X	X	
Engaging Your Members	X	X	X									X	X	X	X	X
Enhancing Member Experience	X	X	X							X	X	X	X	X	X	X
Integration into Parish Life*	X	X	X								X		X	X	X	
Introducing Families to the Knights	X	X	X	X							X		X	X	X	
Program Planning and Implementation	X	X	X			X							X	X	X	
Programming Suggestions for Small and Remote Councils	X	X	X										X	X	X	
You Are Your Programs	X	X	X										X	X	X	

* Denotes courses that were designed for officers of newly established councils.