



Join the deeper  
conversation.



# Facilitator Guide

CLU Advanced Learning Series

Advocis 

## TABLE OF CONTENTS

- Learning Objective ..... 3
- Participant Eligibility ..... 3
- What Participants Need ..... 3
- Facilitator Resources..... 4
- Available Case Studies ..... 5
- Event Format..... 6
  - How to Prepare for your Event ..... 6
  - Suggestion on How to Run your Event ..... 7
- Contact Advocis ..... 7

 **IMPORTANT**

*Please store printed copies of case studies in a secured place. Do not distribute case studies ahead of your event and collect all printed copies after the event has ended (shred or re-use). Chapters can send pdf copies of the case studies to participants for virtual events and then must ask participants to delete all files from their computer at the end of the event. Since Chapters use these case studies for CLU 257 exam preparation study groups the integrity of these case studies are to be protected.*

## Learning Objective

The objective of the CLU Advanced Learning Series Program is to inspire CLU Designation holders to participate in group discussions with solutions using advanced insurance concepts and strategies.

## Participant Eligibility

The CLU Advanced Learning Series is for CLU designation holders.

## What Participants Need

Participants will need:

- Blank paper or notepad
- Copy of the selected Case Studies for Participants (more details on this follows in the next few pages)
- Financial calculator

We suggest participants have a copy of the following during the event for reference: \*

- Advanced Estate Planning Course Book – CLU 257\*\*
- Wealth Planning Strategies for Canadians Textbook, 2019 Edition\*\*\*
- Estate Planning with Life Insurance Textbook, 6th Edition\*\*\*

*\* Alternatively, the facilitator can have a set of each resource available at the event.*

*\*\* The Institute has provided access to this course material (PDF format) exclusively for CLU designation holders. To access, CLU designation holders can log into [advocis.ca](http://advocis.ca) and from the Dashboard, select Resources located in both the left-hand side of the dashboard and at the bottom right corner of their screen. PDFs are located under the title CLU Course Materials.*

*\*\*\* The page numbers referenced in the case studies are from these editions. However, you can still use other editions of these textbooks. Refer to the table of contents or index to locate the information related to the case study questions.*

## Facilitator Resources

Upon submission of the online **CLU Advanced Learning Series Facilitator Registration Form** available on Chapter Central, facilitator will receive access to the following resources:

Resource	Details	Format
Facilitator Guide	The Facilitator Guide outlines available facilitator resources and recommendations on how to run your CLU Advanced Learning Series event.	PDF
Agenda Template	The agenda template is in word format for customization.	Word
Case Studies with Solutions for Facilitator	The case studies with solutions is for the facilitator only (not to be distributed to participants) and are available in two different formats: <ul style="list-style-type: none"> <li>• <b>Option 1:</b> To project on screen</li> <li>• <b>Option 2:</b> To print and have available for reference</li> </ul>	PDF
Case Studies for Participants	Case Studies for Participants.	PDF
CLU 255 and CLU 256 Course Study Materials <i>(for reference only)</i>	The following materials are for reference only (not required to run the event but useful to have on hand for reference) <ul style="list-style-type: none"> <li>• Advanced Concepts in Tax &amp; Law for Personal Planning (255)*</li> <li>• Tax &amp; Legal Principles for Businesses and their Owners (256)*</li> </ul>	PDF
CLU 257 Course Study Materials	• Advanced Estate Planning (257)*	PDF
	• Wealth Planning Strategies for Canadians • Estate Planning with Life Insurance	Print

\* The Institute has provided access to these course materials (PDF format) exclusively for CLU designation holders. To access, CLU designation holders can log into [advocis.ca](http://advocis.ca) and from the Dashboard, select Resources located in both the left hand side of the dashboard and at the bottom right corner of their screen. PDF's are located under the title CLU Course Materials.

## Available Case Studies

Facilitators are free to choose any of the available cases listed below for their event. They can choose individual cases or they can bundle cases together for longer events.

	Suggested Time (Minutes) Per Case			
	Step 1: Individuals complete case on their own	Step 2: Group Discussion	Step 3: Review Solutions Using PPT and further Group Discussion	Total Minutes Per Case
<b>Case Studies*</b>				
<b>Case 1: Charitable Giving</b> <i>(0.5 CE Credit - IAS20207700)</i>	10	10	10	30
<b>Case 2: Creditor Protection</b> <i>(0.5 CE Credit - IAS20207800)</i>	10	10	10	30
<b>Case 3: Will Planning</b> <i>(1 CE Credit - IAS20207901)</i>	20	20	20	60
<b>Case 4: Family Estate Planning</b> <i>(1 CE Credit - IAS20208001)</i>	20	20	20	60
<b>Case 5: Business Estate Planning</b> <i>(0.5 CE Credit - IAS20208100)</i>	10	10	10	30
<b>Case 6: Estate Planning with Trusts</b> <i>(1 CE Credit - IAS20208201)</i>	20	20	20	60
<b>Case 7: Incapacity Planning</b> <i>(0.5 CE Credit - IAS20208300)</i>	10	10	10	30
<b>Case 8: Tax Planning on Death</b> <i>(1 CE Credit - IAS20208401)</i>	20	20	20	60
<b>Case 9: Blended Families and Business Succession</b> <i>(3 CE Credit - IAS21372503)</i>	60	60	60	180
<b>Case 10: Business Succession Planning</b> <i>(3 CE Credit - IAS21372603)</i>	60	60	60	180
<b>Case 11: Blended Families and Property Distribution</b> <i>(2 CE Credit - IAS21372702)</i>	40	40	40	120

\*Advocis obtained CE Accreditation for these case studies from The Institute Accreditation Services. Advocis confirms that successful completion of these case studies can be claimed toward meeting the CE requirements for Advocis membership, CLU designation and CHS designation.

## Event Format

The following is a suggestion on how to run a CLU Advanced Learning Series event. However, facilitators are free to run events as they see fit.

### How to Prepare for your Event

- **Select the case studies** you will use for your event.
- **Create an agenda** using the *Agenda Template* provided by Advocis and provide a PDF version to each participant in advance of the event.
- **Print or Email the Case Studies to Participants**
  - **For in-person events**, print a copy of the selected case studies for each participant, stapled in the order of presentation listed in the agenda (use the “Case Studies for Participants” documents, not the Case Studies with Solutions for Facilitator).
  - **For virtual events**, email the pdf case studies to participants and ask participants to delete the files from their computer at the end of the event.
- **Prepare the Case Studies with Solutions for Facilitator**
  - **Project on Screen:** If you plan to project the cases with solutions on a big screen or share them on your screen in a virtual event as suggested on page 7, we suggest you create a folder on the laptop you plan to use at your event and call it something like “CLU Advanced Learning Series – Cases with Solutions”. Copy the *Case Studies with Solutions for Facilitator* to this folder and in the order listed in your agenda.
  - **Copy for facilitator:** If you do not plan to project the case studies with solutions on the big screen for an in-person event nor share on your screen for a virtual event, we suggest you have a copy of the cases with solutions for the facilitator to read from (print and stapled together or have opened on their laptop and in the order of presentation as listed on your agenda).
- **Have the course study materials** listed in the *Facilitator Resources* section available for reference during the event.

### **IMPORTANT**

*Please store printed copies of case studies in a secured place. Do not distribute case studies ahead of your event and collect all printed copies after the event has ended (shred or re-use). Chapters can send pdf copies of the case studies to participants for virtual events and then must ask participants to delete all files from their computer at the end of the event. Since Chapters use these case studies for CLU 257 exam preparation study groups the integrity of these case studies are to be protected.*

### Suggestion on How to Run your Event

1. **For in-person event**, provide each participant with blank paper and a printed copy of the Case Studies for Participants that you selected for your event (stapled together and in the order listed in your agenda).  
**For virtual events**, send the pdf copy of the selected case studies by email to participants.
2. Go over the agenda.
3. Explain to participants that for each of the case studies:
  - Participants will complete the case on their own (refer to page 5 for completion suggested time).
  - Participants will then share their answers with their group (consider getting participants into groups at the start of the event) or breakout into virtual breakout rooms.
  - Let them know that following the group discussion, you will be going over the solutions provided by Advocis (you can go over the solutions by projecting them on the big screen, sharing your screen for virtual events, or reading the solutions from a copy of the Case Studies with Solutions for Facilitator).

If you plan to project the case studies with solutions on a big screen or share your screen for a virtual event:

- Display the first case on the big screen and read the case study topic.
- Go to the next page and read the Learning Objective.
- Stay on the Learning Objective's page and instruct everyone to complete the case on their own (remind them of how much time they have).
- Once time is up, ask everyone to share their solutions with their group (remind them of how much time they have).
- Following the group discussion, go to the next slide to go over the solution(s) provided by Advocis (this will likely generate further group discussion).

### **IMPORTANT**

*Please store printed copies of case studies in a secured place. Do not distribute case studies ahead of your event and collect all printed copies after the event has ended (shred or re-use). For virtual events, send the PDF case studies by email in advance and ask participants to delete the files from their computer at the end of the event. Since Chapters use these case studies for CLU 257 exam preparation study groups, the integrity of these case studies are to be protected.*

### Contact Advocis

If you have questions, concerns or comments regarding the facilitator resources, please contact Sue Bailey, Education Coordinator via email at [sbailey@advocis.ca](mailto:sbailey@advocis.ca).