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conversation.



Facilitator Guide

Advanced Estate
Planning (CLU 257)
Study Group

Advocis 

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Objective

The objective of the CLU Study Group Program is to encourage CLU candidates to participate in group discussions with solutions using advanced insurance concepts and strategies in order to prepare for the final exam.

Participant Eligibility

The CLU Study Group Program is for all Advanced Estate Planning (CLU 257) candidates registered in the current semester.

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 each event for reference: *

- Advanced Estate Planning Course Book – CLU 257**
- Wealth Planning Strategies for Canadians Textbook, 2022 Edition***
- Estate Planning with Life Insurance Textbook, 8th 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 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 Study Group Facilitator Registration Form** the 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 Study Group event.	PDF
Study Schedule	The Study Schedule provides a weekly schedule for candidates to follow to stay on track.	Excel
Case Studies with Solutions for Facilitator	The case studies with solutions is for the facilitator (and can be distributed to participants after the discussion) and are available in two different formats: <ul style="list-style-type: none"> • Option 1: To project on screen • Option 2: To print and have available for reference 	PDF
Case Studies for Participants	Case Studies for Participants which can be sent to participants in advance for them to read through and be prepared to discuss the answers together.	PDF
CLU 257 Course Study Materials	<ul style="list-style-type: none"> • Advanced Estate Planning (257)* 	PDF
	<ul style="list-style-type: none"> • Wealth Planning Strategies for Canadians • Estate Planning with Life Insurance 	Print

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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.

Case Studies	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
Case 1: Cross Border	10	10	10	30
Case 2: Family Estate Planning	20	20	20	60
Case 3: Estate Planning with Trusts	20	20	20	60
Case 4: Tax Planning on Death	20	20	20	60
Case 5: Blended Families and Business Succession	20	20	20	60
Case 6: Business Succession Planning	20	20	20	60
Case 7: Blended Families and Property Distribution	20	20	20	60

Event Format

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

How to Prepare for your Event

- **Select the case study** you will use for your event based on the study schedule.
- **Print or Email the Case Study to Participants**
 - **For in-person events**, print a copy of the selected case study for each participant (use the “Case Studies for Participants” documents, not the Case Studies with Solutions for Facilitator).
- **For virtual events**, email the pdf case study to participants in advance for participants to read through. **Prepare the Case Study 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 Study Group – Cases with Solutions”. Copy the *Case Studies with Solutions for Facilitator* to this folder.
 - **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 (printed or have opened on their laptop).
- **Have the course study materials** listed in the *Facilitator Resources* section available for reference during the event.

Suggestion on How to Run your Event

1. **For in-person events**, provide each participant with blank paper and a printed copy of the Case Study for Participants that you selected for your event.
For virtual events, send the pdf copy of the selected case study by email to participants.
2. Explain to participants that for the case study:
 - 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).

Contact Advocis

If you have questions, concerns or comments regarding the facilitator resources, please contact Maja Golich at mgolich@advocis.ca.