



District Team Training Seminar

Opening Plenary Session

RI Theme

- Insert the Annual RI theme here.



District Goals

- Insert district goals here.



District Administration

- Insert information about district administration here.



Communication Plan

- Responsibility for communication
- Frequency of communication
- Content of communication
- Methods of communication





Session 1

Role and Responsibilities

Learning Objectives

- Define the role and responsibilities of assistant governors.
- Identify important relationships at the club and district levels.
- Formulate examples of effective goals.
- Apply the elements of an effective club to support Rotary clubs.



Rotary Leaders

District leaders

- District governor
- District governor-elect
- District governor-nominee
- District committees
- Other assistant governors

Club leaders

- Club presidents
- Club secretaries
- Club committee chairs
- Club-level trainers



District Responsibilities

- Assist in developing district goals.
- Coordinate the governor's official visit with clubs.
- Communicate clubs' strengths, weaknesses, and progress toward goals.
- Attend district meetings.
- Participate in Rotary Foundation programs, events, and fundraising.
- Help develop future district leaders.



Club Responsibilities

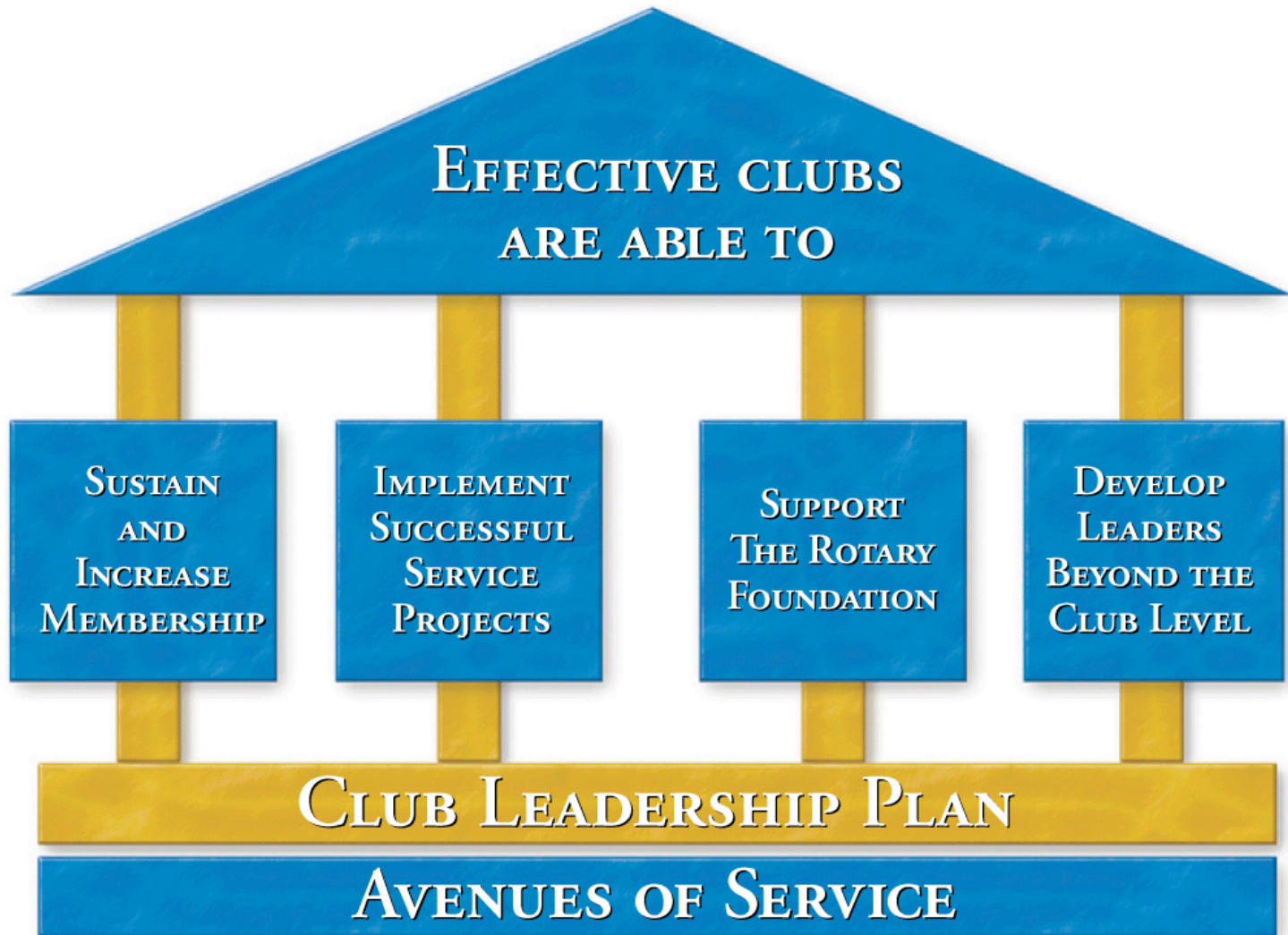
- Help presidents-elect develop effective goals.
- Visit clubs at least four times a year.
- Monitor the progress of each club's service projects.
- Encourage club leaders to attend district meetings.
- Motivate clubs to follow through on the governor's requests.
- Assist clubs in planning and scheduling the governor's official visit and attend all related club assemblies.
- Coordinate training with the appropriate district committee.



Effective Goals

- Shared
- Measurable
- Challenging
- Achievable
- Time specific







Session 2

Working with Clubs under the Club Leadership Plan

Learning Objectives

- Identify the role of the assistant governor within the Club Leadership Plan.
- List ways you can help clubs operate effectively.
- Understand your administrative requirements in supporting clubs.



Club Leadership Plan

- Develop long-range goals
- Set annual goals
- Conduct club assemblies
- Ensure clear communication
- Provide continuity in leadership
- Amend club bylaws to reflect practices
- Increase fellowship
- Ensure every member is active
- Develop a training plan



Club Committees

- Club Administration
- Membership
- Public Relations
- Service Projects
- The Rotary Foundation



Goals

- Before the start of the Rotary year, assistant governors should help clubs set annual goals.
- These goals should address elements of an effective club and should support the club's long-range plans.



Planning Guide for Effective Rotary Clubs

- Tool that helps clubs establish realistic goals
- Contains assessment and goal-setting sections for major areas of club operations
- Includes strategies to achieve goals



Memo of Club Visit

- Tool for district leaders to assess club effectiveness
- Final version serves as an official record of a club's annual progress
- Based on the elements of an effective club



Minimum Standards for Clubs

- Pays per capita dues to RI
- Meets regularly
- Ensures that members subscribe to appropriate magazines
- Implements service projects
- Accepts the visit of the governor or assistant governor
- Maintains appropriate liability insurance



Club Visit

Focuses on:

- Assessing a club's progress toward its goals and the strategies being used to achieve those goals
- Suggesting practical solutions to problems challenging the club



Official Visit

Focuses on:

- Motivating club members to participate in service projects
- Reviewing the status of the Club Leadership Plan
- Bringing attention to important Rotary issues
- Paying special attention to new, weak, and struggling clubs
- Personally recognizing outstanding club projects and the contributions of individual Rotarians





Session 3

Resources

Learning Objectives

- Identify resources available for supporting clubs in the district.
- Advise clubs on how to access resources.



Club Resources

- Club officers and other club members
- Past club leaders
- Club members' spouses and families
- Rotary partners in service (Rotaract, Interact, Rotary Community Corps)
- Leaders and members of other community service organizations



Meetings for Club Members

- Presidents-elect training seminar (PETS)
- District assembly
- District conference
- District leadership seminar
- District membership seminar
- District Rotary Foundation seminar



District Resources

- District committee members
- District governor
- District governor-elect
- District governor-nominee
- Fellow assistant governors
- Past district leaders



RI and Foundation Resources

- *Official Directory*
- *RI Catalog*
- *Manual of Procedure*
- *The Rotarian* or Rotary regional magazines
- *Rotary World*
- RI Web site





Session 1

Role and Responsibilities

Learning Objectives

- Define the role and responsibilities of district committees.
- Define the role and responsibilities of the district committee chair.
- Identify key relationships at the club and district levels.
- Apply the elements of an effective club to support Rotary clubs.



District Committees

- Provide support and guidance to clubs.
- Help establish district goals.
- Work with district leaders to plan strategies to achieve club and district goals.
- Promote and attend district training meetings and the district conference.
- Manage communication between RI and the district on the committee's area of focus.



Key Relationships

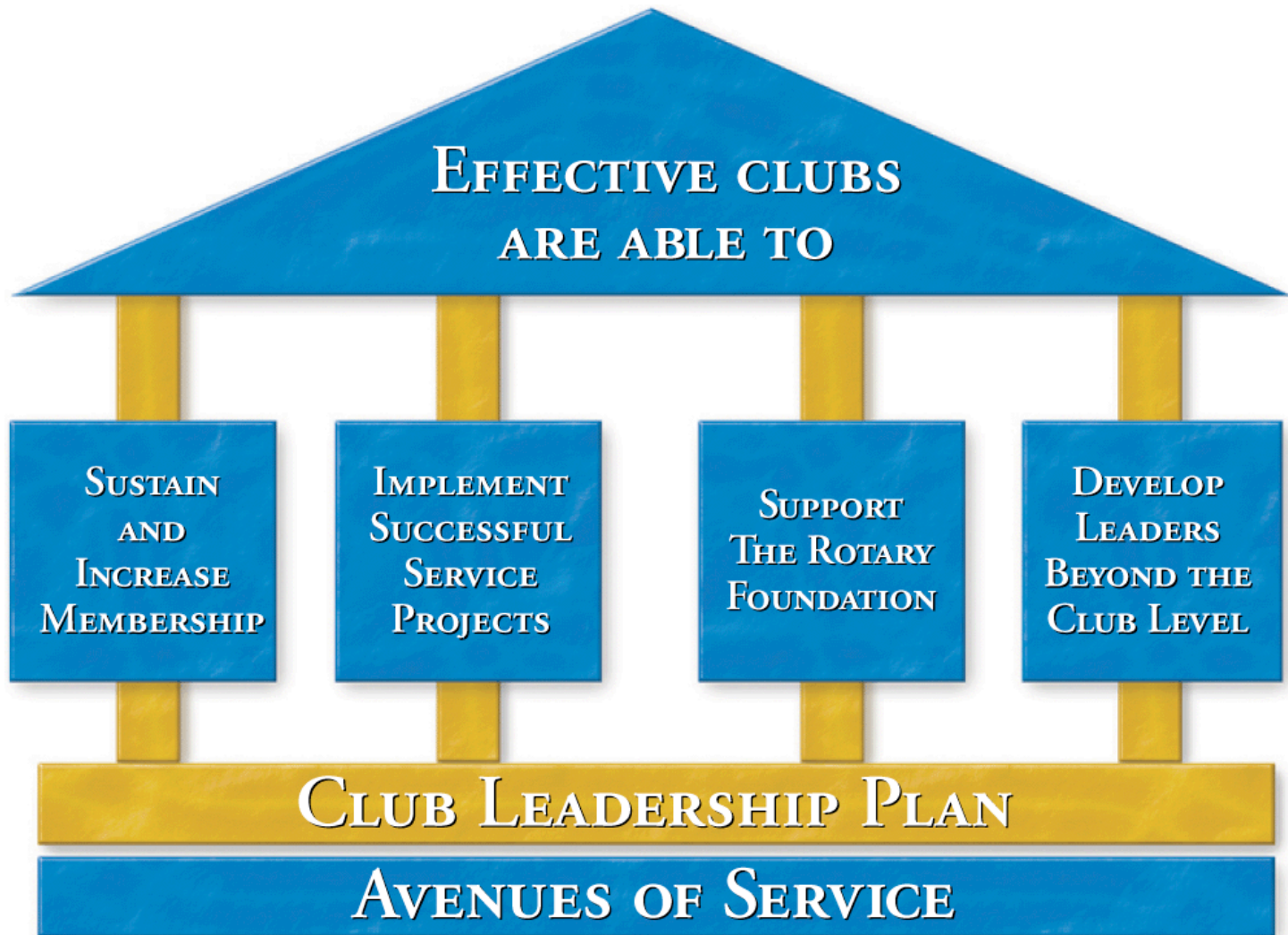
District leaders

- District governor
- District governor-elect
- District governor-nominee
- Assistant governors
- Other district committees and their members

Club leaders

- Club presidents
- Club secretaries
- Club committee chairs
- Club-level trainers







Session 2

Working with Clubs under the Club Leadership Plan

Learning Objectives

- Explain how district and club committees will work together under the Club Leadership Plan.
- Design a communication plan to ensure clubs are aware of how district committees can support them.

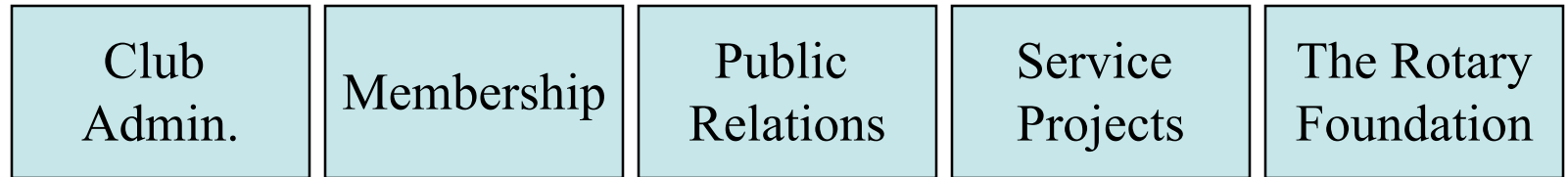


Club Leadership Plan

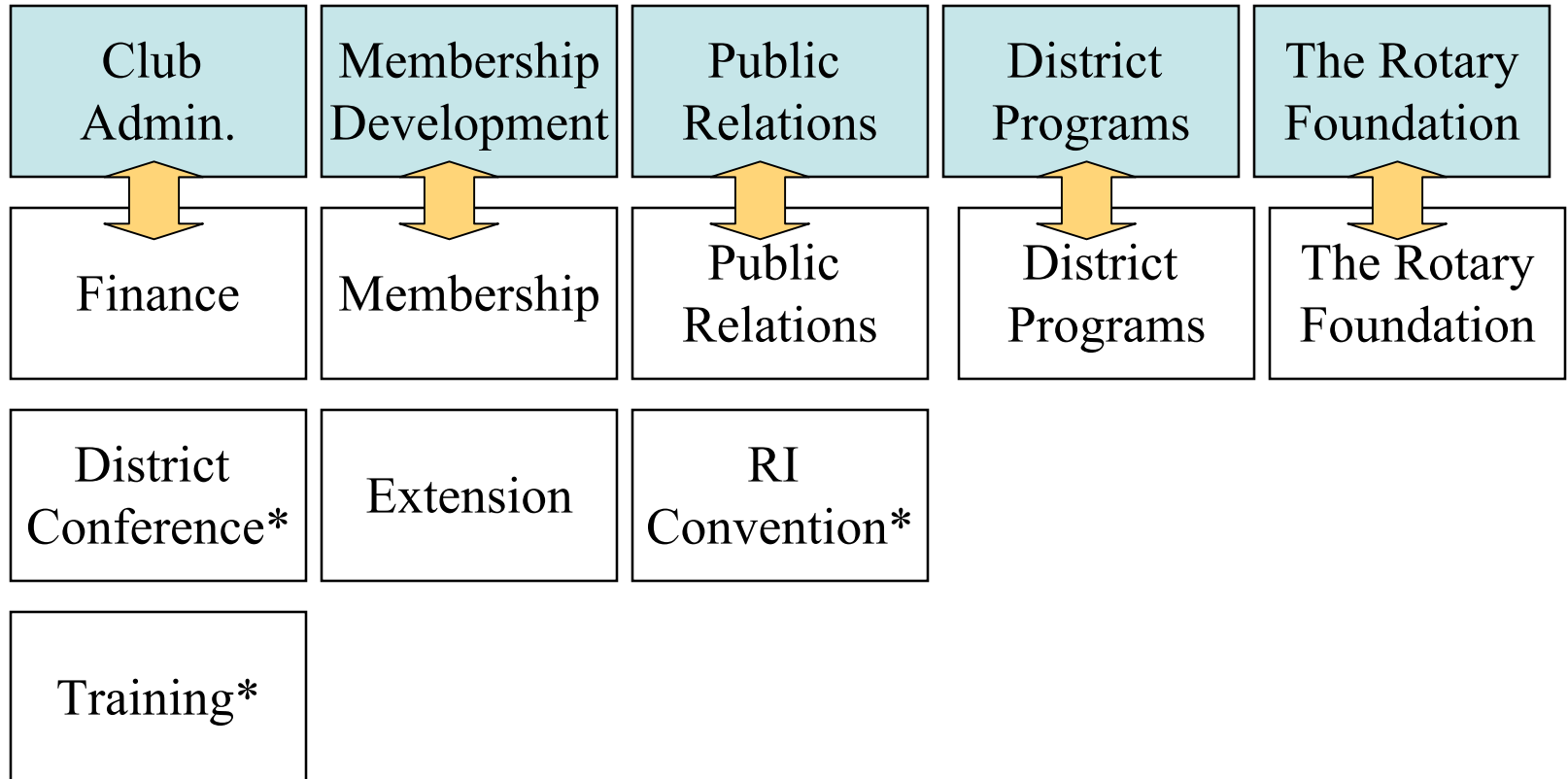
- Develop long-range goals
- Set annual goals
- Conduct club assemblies
- Ensure clear communication
- Provide continuity in leadership
- Amend club bylaws to reflect practices
- Increase fellowship
- Ensure every club member is active
- Develop a training plan



Club Committees



District Committees



* These district committees may work with more than one club committee.



Working with Clubs

An effective communication plan considers:

- Each club's needs
- Example of successful projects
- Available resources



Elements of a Key Message

- Examples of Rotarians in action — making differences in their clubs, their communities, and the world
- Committee goals and strategies to achieve them
- Links between club members and the committee
- Results from previous projects, plans, and discussions showing the committee's work with clubs



Presenting to Clubs

- Create an outline of your presentation.
- Demonstrate how the information shared will address challenges.
- Begin with an example or vivid description.
- Be brief.
- Suggest ways that participants can access further information and take action.
- Involve your participants.
- Conclude by summarizing the main points.



8:1 Ratio

- It takes eight hours of preparation to produce one good hour of presentation.
- Before the presentation, invest time to ensure it will increase Rotarian participation in activities related to the committee.





Session 3

Resources

Learning Objectives

- Identify resources available to support the work of clubs in the district.
- Advise clubs on how to access resources.



Flow of Information

- Your committee can help Rotary clubs locate the resources they need to be effective.
- District committees receive information from
 - Clubs
 - District leadership (district governor, governor-elect, assistant governors, other district committees)
 - RI and Rotary Foundation committees resource groups, and appointees
 - RI and Rotary Foundation publications



Club Resources

- Club officers and other club members
- Past club leaders
- Spouses and family of club members
- Rotary partners in service (Rotaract, Interact, Rotary Community Corps)
- Leaders and members of other community service organizations



District Resources

- District committee members
- District governor
- District governor-elect
- District governor-nominee
- Assistant governors
- Past district leaders



Role of Assistant Governors

- Assist club presidents-elect in setting club goals.
- Visit clubs at least four times a year.
- Monitor the progress of each club's service projects.
- Encourage clubs to follow through on the governor's requests and recommendations.
- Help clubs plan and schedule the governor's official visit.



RI and Foundation Resources

- *Official Directory*
- *RI Catalog*
- *Manual of Procedure*
- *The Rotarian* or Rotary regional magazines
- *Rotary World*
- www.rotary.org





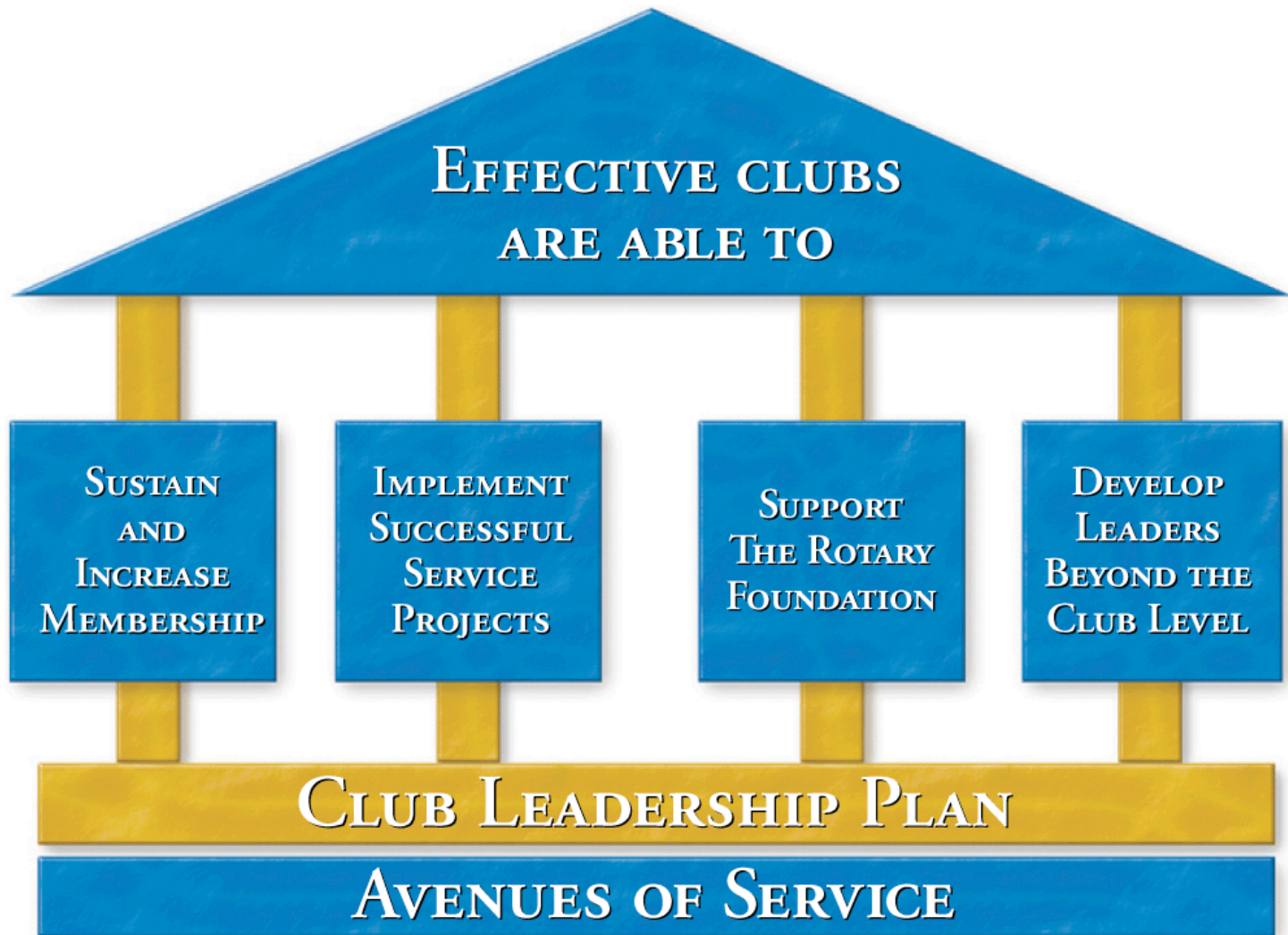
Session 4

Problem Solving

Learning Objectives

- Identify areas of concern in the district.
- Develop strategies to address concerns.
- Determine the roles of district leaders in addressing concerns.







Closing Plenary Session