



## **District Trainer Program – Zone-Level Training Leader Instructions**

In recognition of the need for adequate preparation and training of district trainers, the RI Board recommends a zone-level district trainer program at no cost to RI. The district trainer plays a key role in the recommended RI leadership development cycle. RI has developed support materials to assist you with your planning for a one-day program with an optional second day for a Train the Trainer session. Your role as the training leader of this seminar is important because it involves modeling the same training skills you are teaching. For this reason, it is essential that you begin by reviewing the *District Training Manual* thoroughly so that you know its content.

Recently revised, the *District Training Manual* features the duties of the district trainer and the district training committee, strategies for planning training meetings and a sample Train the Trainer session guide that you can use and adapt to prepare your training leaders. RI provides district trainers, through their governor-elect, with a copy of the manual for self-study and leaders' guides for each meeting. These publications are available for free download at [www.rotary.org](http://www.rotary.org). District trainers may subscribe to *Rotary Training Talk*, a monthly e-mail newsletter, available in English, French, Spanish, Portuguese, and Italian.

### **District Trainer Program**

The RI Board-suggested training program is based on the following learning objectives:

- Understand role and responsibilities of the district trainer and the district training committee
- Review the Rotary leadership development training cycle
- Modify an agenda
- Learn strategies and tools to design training meetings
- Optional: Train the Trainer program

### **Support Materials**

Rotary International has prepared the following materials to support this training:

- Suggested Training Program for District Trainers  
[http://www.rotary.org/RIdocuments/en\\_pdf/dist\\_trainer\\_program.pdf](http://www.rotary.org/RIdocuments/en_pdf/dist_trainer_program.pdf)
- PowerPoint slides based on the RI Board's suggested training program with training leader notes including key points, and discussion questions  
[http://www.rotary.org/RIdocuments/en\\_ppt/dist\\_trainer\\_program.ppt](http://www.rotary.org/RIdocuments/en_ppt/dist_trainer_program.ppt)
- *District Training Manual*  
[http://www.rotary.org/RIdocuments/en\\_pdf/246en.pdf](http://www.rotary.org/RIdocuments/en_pdf/246en.pdf)
- Handout for *Rotary Training Talk* e-mail newsletter  
[http://www.rotary.org/RIdocuments/en\\_pdf/dist\\_trainer\\_agenda.pdf](http://www.rotary.org/RIdocuments/en_pdf/dist_trainer_agenda.pdf)

### **Preparation Suggestions**

To begin, it is important to amend the suggested program for the time allocated by your convener and the experience level of participants. The suggested program was developed to apply to all Rotary clubs, districts, and zones around the world and thus does not make geographical, cultural, and other distinctions that may be significant to the participants in your zone. A needs assessment will help understand the needs of your participants.

Distributing the agenda before the meeting will give participants an overview of what to expect, including: the seminar time schedule, topics covered, and preparation guidelines for the suggested practice and feedback sessions. Encourage participants to review their *District Training Manual* before the training and to bring it with them as it is referenced during the training.

You are responsible for ensuring that district trainers have the knowledge and skills necessary to fulfill their responsibilities. The PowerPoint presentation outlines the RI Board's suggested training program. To help you use the slides

- Insert your zone number and customize them for your zone, as appropriate.
- View each slides corresponding training leader notes. Open the PowerPoint presentation, select View, Notes Page.
- Print the notes for each slide along with the smaller version of the slide as a guide for the seminar. To print this format, select File, and Print. In the Print What section of the print screen, select Notes Pages, and then click OK.

If you have any questions, please feel free to contact:

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