

# Recommended Rotary International Leadership Development Training Cycle

Training Meeting/ Timing	Topics	Convener/ Audience	Materials
<b>Regional Membership Development Seminar</b> January - June	<ul style="list-style-type: none"> <li>• Membership development</li> <li>• Emphases of current RI president's membership development program</li> <li>• Resources</li> <li>• Membership development strategies appropriate to zones/geographic areas</li> </ul> <p><i>(Rotary Code of Policies 26.070.9)</i></p>	Convener: Regional Rotary International membership coordinator  Audience: Past, current and incoming governors, current and incoming district membership development and extension chairs, current and incoming district leaders	For trainers: <i>Regional Rotary International Membership Coordinator Manual</i>
<b>Governors-elect Training Seminar (GETS)</b> August - December in conjunction with Rotary institutes	<ul style="list-style-type: none"> <li>• Role and responsibilities</li> <li>• Developing and managing a functional organization structure for the district</li> <li>• Sustaining and growing Rotary's membership base</li> <li>• Developing effective leaders</li> <li>• The Rotary Foundation</li> <li>• Administration requirements of RI</li> <li>• International Assembly preview</li> </ul> <p><i>(Rotary Code of Policies 19.040.5)</i></p>	Convener: Rotary International director or immediate past director (sessions presented by GETS training team)  Audience: Governors-elect	For trainers: <i>Governors-elect Training Seminar Leaders' Guide</i>  For participants: <i>District Governor's Training Manual (233)</i>
<b>Regional Rotary Foundation Seminar (zone-level)</b> September - December (usually as adjunct meeting to Rotary institutes)	<ul style="list-style-type: none"> <li>• Foundation programs</li> <li>• Foundation goal setting</li> <li>• District organization: The Rotary Foundation committee</li> <li>• Conducting district Foundation seminars</li> <li>• Fundamental elements of fund development</li> </ul> <p><i>(Trustee decision 156, March 1997)</i></p>	Convener: Regional Rotary Foundation coordinator  Audience: Governors, district Rotary Foundation chairs, and interested Rotarians	For trainers: <i>Regional Rotary Foundation Coordinator's Resource Manual</i>  For participants: <i>District Rotary Foundation Seminar Manual (438)</i>
<b>International Assembly</b> prior to 15 February	<ul style="list-style-type: none"> <li>• Sustaining and growing Rotary's membership base</li> <li>• Successful service projects</li> <li>• The Rotary Foundation</li> <li>• Administration requirements of RI</li> <li>• Annual RI theme and presidential message</li> </ul> <p><i>(Rotary Code of Policies 58.050.1)</i></p>	Convener: Rotary International president and president-elect (sessions presented by RI training leaders)  Audience: Governors-elect	For trainers: <i>International Assembly Leaders' Guide</i>  For participants: <i>International Assembly Governor-elect Workbook</i>  <i>District Governor's Training Manual (233)</i>

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<b>District Team Training Seminar</b> February	<ul style="list-style-type: none"> <li>• Presentation of the annual theme</li> <li>• District administration</li> <li>• Role and responsibilities</li> <li>• Working with clubs</li> <li>• Resources: where they are and how to use them</li> <li>• Planning for the year</li> <li>• Communication</li> </ul> <p><i>(Rotary Code of Policies 23.050.3)</i></p>	Convener: Governor-elect  Audience: Assistant governors, district committee chairs and district committee members	For trainers: <i>District Team Training Seminar Leaders' Guide (247)</i>  For participants: <i>Assistant Governor's Training Manual (244)</i>  <i>District Committee Manual (249)</i>
<b>Presidents-elect Training Seminar (PETS)</b> March	<ul style="list-style-type: none"> <li>• Presentation of the annual theme</li> <li>• Role and responsibility of club president</li> <li>• Goal setting</li> <li>• Selecting and preparing club leaders</li> <li>• Club administration</li> <li>• Membership</li> <li>• Service projects</li> <li>• The Rotary Foundation</li> <li>• Public relations</li> <li>• Resources</li> <li>• Annual and long-range planning</li> </ul> <p><i>(Rotary Code of Policies 23.030.3)</i></p>	Convener: Governor-elect  Audience: Club presidents-elect	For trainers: <i>Presidents-elect Training Seminar Leaders' Guide (243)</i>  For participants: <i>Club President's Manual (222)</i>
<b>District Assembly</b> April or May (preferably following PETS)	<ul style="list-style-type: none"> <li>• Presentation of the annual theme</li> <li>• Roles and responsibilities</li> <li>• Policies and procedures</li> <li>• Selecting and training your team</li> <li>• Resources</li> <li>• Case study</li> <li>• Practical application: building a plan</li> <li>• Problem solving</li> </ul> <p><i>(Rotary Code of Policies 23.020.3)</i></p>	Convener: Governor-elect  Audience: Club leaders and committee chairs	For trainers: <i>District Assembly Leaders' Guide (828)</i>  For participants: <i>Club President's Manual (222)</i> <i>Club Secretary's Manual (229)</i> <i>Club Treasurer's Manual (220)</i> <i>Club Committee Manuals (226)</i> (Administration, Membership, Public Relations, Service Projects, and Rotary Foundation)

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<b>District Membership Seminar</b> Preferably April or May, following the district assembly	<ul style="list-style-type: none"> <li>• Overview of the importance of membership</li> <li>• Retention</li> <li>• Recruitment</li> <li>• Organizing new clubs</li> <li>• Role and responsibilities</li> <li>• Resources</li> </ul> ( <i>Rotary Code of Policies 23.060.3</i> )	Convener: Governor-elect  Audience: Incoming club and district leaders whose duties relate to membership, assistant governors, and all interested Rotarians	For trainers: <i>District Membership Seminar Leaders' Guide (242)</i>
<b>District Leadership Seminar</b> Immediately prior to or after the district conference	<ul style="list-style-type: none"> <li>• Leadership and motivational techniques</li> <li>• Leadership Opportunities</li> <li>• District meetings</li> <li>• Building an international service project</li> <li>• RI and TRF programs (elective sessions)</li> </ul> ( <i>Rotary Code of Policies 23.040.3</i> )	Convener: Governor  Audience: Rotarians who have served as club president or in a club leadership role for three or more years	For trainers: <i>District Leadership Seminar Leaders' Guide (248)</i>
<b>District Rotary Foundation Seminar</b> July - November	<ul style="list-style-type: none"> <li>• Programs of The Rotary Foundation</li> <li>• Setting and achieving Foundation goals</li> <li>• Responsibilities of club Foundation committee</li> <li>• Use of District Designated Fund (DDF)</li> <li>• Others as determined by needs of the district</li> </ul>	Convener: Governor  Audience: Club leaders, Rotary Foundation committee members and other interested Rotarians	For trainers: <i>District Rotary Foundation Seminar Manual (438)</i>
<b>Leadership Development Program</b> Determined by the club	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Leadership styles</li> <li>• Leading and motivating volunteers</li> <li>• Mentoring</li> <li>• Time management</li> <li>• Goal setting and accountability</li> <li>• Strategic planning</li> <li>• Ethics (The Four-Way Test)</li> <li>• Building consensus</li> <li>• Team work</li> </ul>	Convener: Club president or governor (determined by organization)  Audience: All club members (determined by program)	For trainers: <i>Leadership Development: Your Guide to Starting a Program (250)</i>