



December 2007

December Mailing

In December, the following materials will be sent to district governors-elect for distribution to assistant governors and district committee chairs before the [district team training seminar](#).

The [Assistant Governor's Training Manual](#) (244- EN) and the [District Committee Manual](#) (249-EN) include discussion questions that should be reviewed before the training meeting. The following materials, for specific committees, were also included:

- [Abuse and Harassment Prevention Training Manual and Leader's Guide](#) (775)
- [Communities in Action/Menu of Service Opportunities](#) (605)
- [District Conference Manual](#) (800)
- [Effective Public Relations](#)(257)*
- [Interact Handbook](#) (654)
- [Organizing New Clubs](#) (808)
- [Rotary Community Corps Handbook](#) (770)
- [Rotary Fellowships Handbook](#) (729)
- [Rotaract Handbook](#) (562)
- [RYLA Guidelines](#) (694)
- [World Community Service Handbook: A Guide to Action](#) (742)
- [A Primer for Exchange Students](#) (752)
- [A Primer for Host Families](#) (749)

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District committee chairs should ensure that members of their committee have the necessary training materials.

*Only available for purchase at www.rotary.org.

November Board Decisions

At the [November 2007](#) meeting, the RI Board approved the following training-related decisions:

Rotary institute conveners may offer governor- nominee training to meet the needs of governors- nominee in their zones and to enhance the continuity of leadership within the districts. Such training should not duplicate training for governors-elect. The Leadership Education and Training Division will be developing a sample curriculum and resources for governor-nominees during the next Rotary year. These materials will be available for download on the RI Web site.

The [leadership development and training cycle](#) is flexible and allows for modification by Rotary districts. Consider combining district meetings or holding the same meeting in multiple locations.

The leadership development and training division will be producing an independent and expanded *Club Treasurer's Manual* (220) for the 2009 revision of the *Club Officers' Kit*. Currently, there is information for the *Club Treasurer* within the [Club Secretary's Manual](#).

Plan for your club's future

At the [president s-elect training seminar](#) and the [district assembly](#), incoming club presidents and their fellow club leaders work on the [Planning Guide for Effective Rotary Clubs](#) (862-EN) to assess the current state of their club, set goals, and determine the steps needed to achieve them. A copy of the guide is included in the [Club President's Manual](#) (222- EN).

January is Rotary Awareness Month

Spread the word about Rotary in January! At your next weekly meeting, brainstorm ways to spread the word, such as:

- Share [Rotary's mission](#) at a new member orientation.
- Publicize Rotary club events to the community. Consider conducting a public relations training session.
- Update Rotarians on scheduled club and district activities planned for the coming year. A great place to do this is on your club and district Web site or newsletter.

Training Tip

Have fun with training and establish a relaxed atmosphere right from the start. Training for volunteers in particular should be informative but relaxed and enjoyable at the same time.

Every session should start off on a high note to set the tone for the rest of the session. Be positive. You want to send the message that this will be fun. A good way to do this is by using humor, which has these benefits:

- Relieve nervousness participants may feel
- Sets the tone for the rest of the session
- Get participants' attention
- Demonstrates that although the session is serious, participants don't necessarily have to be

Looking for more training tips? Find a [collection](#) on the Training page.

Training Tools

This icebreaker was sent in from a Rotarian in the United Kingdom.

Have participants to stand up and form a circle. Ask the group to identify the Rotarian who has been in Rotary the shortest amount of time and the one who has been in Rotary the longest. Have those two participants stand on opposite sides of the room and then have the rest of the group fill in the space between based on their time in Rotary. This icebreaker will get the group moving around as well as learning something new about one another.

[Tell us](#) about icebreakers that have worked during your training sessions.

Ask the editor

E-mail your questions about Rotary training or training materials, and they may be answered in next month's edition of *[Rotary Training Talk](#)*.

Questions or Comments?



Your questions and comments about *[Rotary Training Talk](#)* are always welcome. Send them to training.talk@rotary.org. Use the "Forward e-mail" link below to send this message to a fellow Rotarian.

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