



March 2008

## District assembly



From April to May, each president-elect and incoming club leadership team attends the [district assembly](#). This meeting helps Rotary club leaders, including secretaries, treasurers, and committee chairs, to develop their skills for leading an effective club and allows them to meet the district leadership team who will be supporting their efforts throughout the year.

Participants are encouraged to read the appropriate manual before training so they arrive at the seminar prepared to discuss their duties and goals for the coming year. Manuals in the Club Officers' Kit (225-EN) include:

- [Club President's Manual](#)
- [Club Secretary's Manual](#)
- [Club Treasurer's Section](#)

Club committee manuals for the following committees:

- [Club administration](#)
- [Membership](#)
- [Public relations](#)
- [Service projects](#)
- [The Rotary Foundation](#)

Incoming club leadership teams should further develop their annual goals using the [Planning Guide for Effective Rotary Clubs](#). Before the meeting, [club secretaries](#) and [committee chairs](#) should review discussion questions for the district assembly so they can think about their responses and be ready to participate.

## Club Trainer

Does your club have a club trainer? If so, what are his or her responsibilities? Please email [Elizabeth.Lapp@rotary.org](mailto:Elizabeth.Lapp@rotary.org) for an overview of how you have incorporated this position in your club.

## Rotary Images



Do you ever find yourself looking for inspiring photos of Rotarians and projects to show during training sessions? Well now you can. The [Rotary images](#) database at [www.rotary.org](http://www.rotary.org) allows you to search by category, key word, project name and description in order to browse through thousands of photos from all over the world.

## Public relations training



[Public relations](#) efforts inform communities around the world that Rotary is a powerful organization that meets real needs. If you are training your club or district on public relations, consider showing the [Humanity in Motion](#) public service announcements.

[Subscribe](#) to *Rotary PR Tips* (English only), a biweekly newsletter that offers innovative ideas for clubs and districts working to promote Rotary in their communities.

## April is Magazine Month



Plan club meetings and activities to observe Magazine Month. Encourage club members to read and promote [Rotary World](#) and your [Rotary regional magazine](#), [The Rotarian](#), or [Rotary Video Magazine](#). They are a great way for members to share inspirational stories and project ideas with one another.

## Communication using technology

### facebook

Many Rotarians have emailed me about using Facebook. Specifically, do club and districts use it and if so, how do they use it? If you use Facebook as a recruiting tool, to communicate with GSE teams, or any other function, please email me. I would like to share your experiences with Rotarians around the world.

E-mail [elizabeth.lapp@rotary.org](mailto:elizabeth.lapp@rotary.org) to share your innovative approach.

## Training Tip

A great way for participants to reflect on what they learn at training is to have them write a letter to themselves at the end of the seminar. In the letter, participants write down the top three things they learned or what they will commit to doing after the seminar. Ask them to seal the letter in an envelope and address it to themselves. The facilitator then mails the letter to the participant one month after the seminar. When the participant receives their letter, it will give them a chance to review what they learned and reflect on what they committed to doing after the seminar.

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

## Training Tools

This icebreaker was emailed to me by a Rotarian from Tennessee, USA. It can be done for any number of participants.

Invite participants to find someone in the room they have never met and ask them to introduce themselves to each other. Have participants share information such as, where they are from, how long they have been in Rotary, or explain their vocation etc. Each pair has five minutes to learn about the other. After sharing, have participants introduce the other to the rest of the group.

[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](mailto:training.talk@rotary.org). Use the "Forward e-mail" link below to send this message to a fellow Rotarian.

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