Presidents-elect Training Seminar Leaders' Guide

The *Presidents-elect Training Seminar Leaders' Guide* is an editable tool for those planning training for club presidents-elect, containing a variety of sessions in order to give attendees a wide-ranging learning experience. The sessions are written for you – the presidents-elect training seminar (PETS) organizers and trainers – to customize for your audience. The purpose of this seminar is to

- Prepare incoming club presidents for their year in office

- Give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build working relationships

Each club president is required to attend PETS unless excused by the governor-elect. Presidents-elect who are excused must send a club representative in their place.

PETS should be held in February or March, preferably for a day and a half, after both the International Assembly and the district team training seminar. These district leaders should be involved:

- District governor-elect, who has overall responsibility for the seminar

- District governor, who assists the governor-elect with the seminar

- District training committee members, who plan and conduct the seminar under the supervision of the governor-elect

- Assistant governors, who help the governor-elect with team-building and goal-setting during the seminar

When planning your PETS, consult www.rotary.org/trainers for information on meeting logistics, adult learning theory, webinars, and training your trainers, as well as links to worksheets and planning calendars. When selecting a venue for your PETS, consider one with wireless Internet access, which will enable you to enhance the sessions with multimedia presentations.

Participant materials

District governors-elect should send the *Club Officers' Kit* to presidents-elect before PETS. The *Club President's Manual* is an integral part of PETS, and presidents-elect are expected to read it in advance and bring it with them to the seminar. You may also ask participants to bring laptop computers or mobile devices to the seminar.

Sessions

This guide is intended to be flexible for organizers, trainers, and participants. The sessions, which should be reviewed in advance to allow time for planning, are written for trainers to tailor to the needs of their participants. If resources do not allow all sessions to be offered, you can combine some or choose those that best meet the needs of your participants. There are three types of sessions:

Role-based sessions focus on skills and specific information pertinent to the role of club president. All participants should attend them. Topics include:
- Planning for Your Year (workshop or table topics)
- Running Meetings (panel or idea exchange)
- Leading Rotarians (self-led round tables or idea exchange)
- Engaging Your Members (idea exchange or speedmeet)
- Running Your Club (panel or idea exchange)

Rotary topic sessions give presidents-elect the opportunity to explore certain topics in depth, depending on their needs and interests.
- Rotary Foundation Grants (panel or workshop)
- Fundraising (self-led round tables or panel)
- Making an Impact on Your Community (idea exchange or speedmeet)
- How to Use Partnerships to Maximize Service (workshop or panel)
- New Generations (panel or table topics)
- Using Social Media (workshop)
- Promoting Your Signature Project (idea exchange)
- Telling Your Rotary Story (workshop)
- Organizing a Public Image Campaign (panel)
- Are We Who We Say We Are? (table topics)

Plenary sessions bring all participants together and often feature dynamic visual presentations, informational updates, reports from breakout sessions, motivational and inspirational messages, and discussions of district business. Plenary session guides are available for the following topics:
- Strong Clubs
- Humanitarian Service
- Public Image
- Closing Plenary (district business or wrap-up)

Agenda

Build your agenda using the sessions listed above. Depending on the space and number of trainers available, you can offer concurrent sessions to give participants options, and can repeat certain sessions to maximize attendance. If resources are limited, choose the sessions that are most relevant to your participants.

Although most sessions are designed to last 45 minutes, times can be adjusted to meet the needs of your trainers and participants. Trainers should be sure to plan the sessions

carefully, allotting time to each portion. Most sessions offer trainers a choice between two suggested activities; however, the session can be structured to include time for both.

Note that the sessions correspond with the priorities and goals of the RI Strategic Plan, to

- Support and strengthen clubs
- Focus and increase humanitarian service
- Enhance public image and awareness

Be sure that each of those priorities is addressed in your PETS sessions. And consider recasting any sessions that do not fit into your agenda as an assignment or webinar, either before or after PETS.

SAMPLE AGENDA

Here is an example of an agenda for a day-and-a-half training seminar.

DAY 1

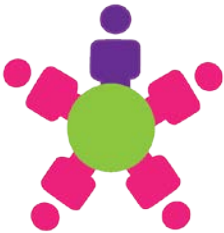| 08:00-08:30	Opening Plenary: Strong Clubs		
08:35-09:20	Planning for Your Year – *workshop*		
09:25-10:10	Running Meetings – *panel*		
10:15-11:00	Engaging Your Members – *speedmeet*		
11:05-11:50	Running Your Club – *self-led round tables*		
11:55-12:55	Lunch Plenary: Humanitarian Service		
13:00-13:45	Leading Rotarians – *idea exchange*		
13:50-14:35	Rotary Foundation Grants – *workshop*	OR	Fundraising – *self-led round table*
14:40-15:25	Making an Impact on Your Community – *idea exchange*	OR	How to Use Partnerships to Maximize Service – *panel*
15:30-16:00	Closing Plenary: District Business		

DAY 2

08:00-08:30	Opening Plenary: Public Image		
08:35-09:20	New Generations – *table topics*	OR	Using Social Media – *workshop*
09:25-10:10	Using Social Media – *workshop*	OR	Promoting Your Signature Project – *idea exchange*
10:15-11:00	Are We Who We Say We Are? – *table topics*		
11:05-11:35	Closing Plenary: Wrap-up		

Session Formats

Different session formats are suggested depending on the topic, and some topics offer a choice of two. The table below describes each format.

Idea exchange	Idea exchanges work best with topics that participants have experience with. A training leader facilitates discussion, ensuring that all participants have a turn to speak and that no one dominates the discussion. The trainer can incorporate an activity at the end of the session so participants can apply the ideas discussed. Idea exchanges work best when seating is arranged in a U shape.
Workshop	Workshops work best when the objective is to teach participants a practical skill by having them practice it, or to give them new understanding through an interactive activity. Workshops should be led by experts, and require a room configuration that allows for group collaboration and space for the facilitator to circulate among participants.
Panel	Panels work best when the objective is to convey information through personal stories, expert-led demonstrations, and/or visual presentations. The room should be set up with a table in front for panelists and theater seating for the audience, and should be able to accommodate needed audiovisual equipment.
Speedmeet	Speedmeet sessions allow for a series of timed one-on-one conversations in which participants share ideas and network. The room can be configured in a U shape or with a line of tables and chairs on both sides.

Table topics	Table topics sessions are designed for idea sharing. They are led by a trainer, with assistants or facilitators at each table who keep the topic-focused discussion on track. Facilitators ensure that all participants have the opportunity to contribute, and that no single participant dominates the discussion. They should also know enough about the topic to clarify any questions. Tables should be round, to maximize idea sharing.
Self-led round tables	Self-led round tables work best when the objective is to offer participants more time to network, share best practices, discuss topics they've chosen, and collaborate on ideas for joint projects. Tables should be round, to facilitate discussion and networking.
Plenary	Plenary sessions work best when the objective is to motivate and inspire participants and/or to provide new information or updates on a topic relevant to a large audience. Plenary sessions often feature multimedia presentations for added impact. The hall usually is set up with a stage and large screen for visual presentations and with theater seating to accommodate a large group.

Slides

PowerPoint slides are provided for each session. Be sure to use the appropriate slides for the session format you've chosen (noted on the title slide). Having photos or other visuals can help participants connect to the content, so each session has a photo slide to display when other slides are not needed. Consider adding district photos, more slides, and text to make the visuals more relevant for your participants. And be sure to read the slide notes, as some include helpful information for trainers.

Multidistrict PETS

Some districts have found that their combined efforts result in a more effective PETS. Multidistrict PETS offer presidents-elect the opportunity to interact with Rotarians beyond their district and to discuss running a club with presidents-elect of clubs that are a similar size. However, they are more beneficial in some cultures than others.

Multidistrict PETS should allot time for district business, including requirements for Rotary Foundation District Grants. If your district is interested in conducting a multidistrict PETS, contact your Club and District Support representative.

Getting Started

After reviewing this guide, determine who your training leaders will be. Find experts to lead the technical sessions and provide them with the session guides and slides in advance to allow sufficient time for planning. Be sure to encourage your presidents-elect to evaluate the sessions they attended (see sample evaluation form). Finally, have fun!

Comments?

Direct questions or comments about this manual or any of RI's training resources, to:

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