

## District Training Program Guidelines

March 6, 2018

The following is an outline of the various components of the District 7210 Club leadership and member training programs.

**Training Program General Events** include the following opportunities:

- Pre-PETS
- President Elect Training Seminar (PETS)
- District Assembly
- District Governor Visits
- Rotary Leadership Institute or similar
- District Conference
- Special Events (Membership, Foundation)

**District Goals & Activities:** Each Training program general event should highlight and reinforce the District's Goals and activities in each of the District's Program areas (Service, Membership, Foundation, Youth, Communication & Administration) in approximately equal proportions of the time and resources available. To ensure that the primary purpose of each Training event is not lost among the abundant details of these diverse Programs, each event (or portion thereof) should begin, and end, with an inspiring statement of the purpose and a related call to action. While each event may have a slightly different purpose, and be attended by a different member group, the District's primary Goals and action plans should be consistently featured in each event by the presenters/speakers.

**District Leadership Teamwork:** Each Training program should seek to showcase and build upon the District Leadership's teamwork, engaging our Assistant Governors, Program Directors and Governor Advisory Board to the fullest extent possible. The Training programs should also make it clear that the Teamwork of the District Leadership enables the District to plan strategically for several years ahead at all times, taking on projects that would not be possible in any one single year.

**Presentation Content, Duration and Variety:** Out of respect for the value of our member's time, as well as in the context of ever-decreasing participant attention spans, every event should move efficiently through the agenda (which should be published in advance) and strive to always begin and end on time. Typically, no single general session presentation/topic should exceed 10-15 minutes in duration, and over the course of the presentation and event, there should be a variety of presentation types (TED Talks, videos, slideshows, panel discussions, Q&A, etc.). If a particular topic merits more than 15 minutes of presentation, that topic should be briefly previewed in a general session, and then elaborated upon in a breakout session later at that event or be the subject of a special event on a later date. We should further strive to accomplish the delivery of more information and training in less meeting time, using handouts and/or online resources (such as RI training videos) with supplemental information to be accessed and reviewed at the participant's later convenience. Seek creative ways in which to make our training events fun and entertaining; get people out of their seats, and maybe out of the building, to engage in some FUN hands-on activities and/or team building competitions.

**Illustrate the Training:** Whenever possible/practical, use carefully selected examples of Rotarians in action to illustrate the training that we provide. Rather than just giving a speech on how to plan a project, enlist Club members who are appropriately skilled presenters (if not certain, host an audition before committing) who have planned a similar project(s). Ensure that the presenters fully understand the expectations, as well as time and other limitations.

**Include our Families, Friends & Community:** Plan our Training events to provide opportunities to include our members' families, friends and community whenever possible. Not only will this increase the engagement of our existing members, this will increase awareness of how we Do GOOD & Have FUN, potentially attracting increased membership and community support!