

SESSION 6: WORKING WITH YOUR DISTRICT TEAM

(45 minutes)



RELEVANCE: Communication is essential to the effectiveness of any team.

IDEA EXCHANGE



- Best for discussing topics that participants know
- Guided by a trainer to keep discussions on topic and allow everyone a chance to speak
- Followed by an activity for participants to apply the ideas being discussed
- Seating arranged in a U-shape for a maximum of 30

Learning objectives

At the end of this session, participants should be able to:

- Create a plan for communicating with other district leaders
- Determine how to collaborate with one another on projects and goals

Before the session

- Review the speaking points, discussion questions, and activities offered, and plan your session.
- Decide whether you will use the PowerPoint template provided and develop slides, or use a flip chart or a white board.
- Consider any relevant district or regional issues related to this topic.
- Choose an activity based on the needs, interests, and skill level of your participants.
- Review the resources listed below.

Resources

- [Lead Your District: Assistant Governor](#)
- [Lead Your District: Committee Chair](#)

During the session

- Welcome participants and introduce yourself.
- Review the learning objectives.
- Highlight these key messages:



- To support clubs, district leaders must work together and communicate often.
- The district team can communicate in many ways, such as:
 - Assistant governors relaying information between the governor, district committees, and clubs
 - District committees working directly with club committees
 - Collaborating with one another on projects
- Consider the type of information you want to communicate, how often, and in what way.
- Determine the kind of projects that would be best suited for collaboration.
- Work with your governor-elect to understand your district's communication plan.
- Use these discussion questions to get the conversation going:
 - How does your district team currently share information?
 - What parts of your communication plan work well?
 - What improvements could you make to your communication plan?
 - How will you update the governor on your clubs' progress?
 - What kind of information should district leaders share with one another?
 - How can you support clubs in planning their communications?
 - How can you leverage social media to share information?
- Lead one of the activities below.
- At the end of the session:
 - Take questions from participants.
 - Highlight key resources and where to find them.
 - Review the learning objectives to make sure they've been achieved.
 - Ask participants to write down one idea they'll use from the session.

Activities

Choose an activity:

1. Purpose: Create a communication plan with other district leaders
 - Allow 20 minutes for this activity.
 - Divide participants into groups of three or four.
 - Explain that the purpose of this exercise is to create a communication plan.
 - Assign one of these scenarios to each group:

- A club member from your district has received a prestigious international award.
- The dates and location of your district conference have been selected.
- You have been tasked with coordinating a training event about membership, public image, and The Rotary Foundation.
- The district governor has asked you to look for award nominees.
- A club president has emailed a description of a great project, along with pictures.
- Post the following questions on a flip chart, white board, or slide, and ask each group to discuss them:
 - Who needs to know this information?
 - What channels will you use to communicate it?
 - Why is it important to share this information?
- Ask each group to report its responses to the larger group.

2. Purpose: Foster collaboration within the district team

- Allow 20 minutes for this activity.
- Ask the governor-elect to participate.
- Give everyone a list of district goals.
- Ask participants to think of three new goals, one for each area of [Rotary's strategic plan](#), then record them on a flip chart.
- Discuss these questions with all participants and the governor-elect:
 - What other areas does this goal affect (i.e., public image, membership)?
 - Who else on the team can contribute toward this goal?
 - What project can you work on together to achieve this goal?
- Encourage participants to collaborate on all goals.