

# SESSION 3: GOAL SETTING

## (60 minutes)



**RELEVANCE:** Goal setting is critical to ensuring that clubs and districts have a productive year, and that the team is working together.

### 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:

- Determine how to support district goals
- Help clubs set and achieve their goals

### Before the session

- Review the speaking points, discussion questions, and activities offered, and plan your session.
- Decide whether to 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.
- Check with your meeting organizer to make sure the venue has bandwidth available for Wi-Fi users, if you're conducting activity 2. If Wi-Fi is unavailable, consider providing printed reports for discussion.
- Ask participants to review the [Rotary Club Central Resources course](#) in the Learning Center.
- Make sure you have the materials you need.
- Review the resource listed below.

### Resource

- [Rotary Club Central Resources course](#)



## During the session

- Welcome participants and introduce yourself.
- Review the learning objectives.
- Highlight these key messages:
  - Work with clubs to set goals that support [Rotary's strategic plan](#) and the district's strategic goals.
  - Help clubs gain commitment from members to support activities.
  - Encourage clubs to collaborate and share resources.
  - Determine how to assist clubs by reviewing their goals and historical data in Rotary Club Central.
- Use these discussion questions to get the conversation going:
  - How will you train clubs to use Rotary Club Central?
  - How will you motivate clubs to meet their goals?
  - What long-term benefits does goal setting offer for clubs and the district?
  - How can you help clubs align their goals with the district's priorities?
  - How can you motivate clubs to support district goals?
  - How can you encourage clubs to use Rotary Club Central?
- 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 an action plan for accomplishing a district goal
  - Allow 30 minutes for this activity.
  - Break participants into groups of three or four.
  - Ask each group to identify one goal it wants to work on.
  - Tell each group to use the Developing an Action Plan worksheet to outline a strategy for achieving its goal.
  - The plan should address these questions:
    - What actions are needed to achieve the goal?
    - Who will you involve?
    - How often will you follow up?

- How will you measure success?
    - What is the time frame?
  - Have each group share its goal and action plan.
  - Encourage participants to continue working with the district team to accomplish their goals.
2. Purpose: Use Rotary Club Central to motivate and support clubs as they work to achieve their goals
- This activity requires Wi-Fi.
  - Allow 30 minutes for this activity.
  - Break participants into groups of three or four.
  - Ask each group to sign in to [My Rotary](#), scroll down to Online Tools, and choose [Rotary Club Central](#). Suggest using only one account per group to avoid confusion.
  - Have each group look at the district view and compare that information to data from one club in the district.
  - Explain that the groups should explore each tab and the reports section of Rotary Club Central to see trends in their district.
  - Based on the two views, ask each group to discuss how it would help the club.
  - Ask the groups to share the insights they gained into the club and district through Rotary Club Central.

# WORKSHEET: DEVELOPING AN ACTION PLAN



Use the worksheet to develop an action plan for achieving a district goal.

<b>What goal do you want to achieve?</b>
<b>What activities or actions will you carry out to achieve your goal?</b>
<b>Who will be involved?</b>
<b>How often will you follow up?</b>
<b>How will you measure success?</b>
Milestone 1 _____ Milestone 2 _____ Milestone 3 _____ Milestone 4 _____
<b>What is your time frame for achieving this goal?</b>

