

Facilitator Instructions

Prior to the week of PETS:

1. Register for and attend Facilitator Training, scheduled on January 30.
2. Register for and prepare to attend Lone Star PETS, February 22-27.
3. Read all communication blasts thoroughly for updated, time sensitive information.
4. Schedule and hold an introductory call with your Partner to plan Module content and delivery, implementation strategies, and individual assignments.
5. With your Partner, ask your Zoom Tech Host to set up Zoom meeting link to conduct your assigned Facilitator led Modules, following instructions from PETS Tech Host, Sami Khaleeq, s.khaleeq@cgsdigitalmarketing.com.
6. With your Partner and Zoom Tech Host, plan Breakout Room scheme with 20 participants--number of rooms (4 rooms with 5 in each room); participant make up; designation of room facilitators; and specific instructions.
7. Schedule and hold a Zoom meeting rehearsal with your Partner and Zoom Tech Host to practice and hone Module content and delivery, implementation strategies, and individual assignments.
8. Review your class roster and send communication to participants with welcome greetings, your own Zoom meeting link, and any other relevant information.

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For each Module:

1. Share thoughtful and transitional summary statement and discussion question on paired Keynote Speaker session.
2. Make sure participants have: PETS Workbook; Lead Your Club: President Edition (LYC); and Be a Vibrant Club.
3. Practice appropriate virtual training etiquette and rules of engagement.
4. Be welcoming and positive with everyone in group.
5. Encourage participation from everyone in group.
6. Keep track of time.
7. Provide appropriate balance between providing information and allowing for discussion and engagement.
8. Use open ended questions.
9. Address questions as time permits.
- 10. Capture one or two good ideas and share briefly if called upon.**
Note: Add your own perspective if needed to stimulate discussion. We want to raise awareness and get them engaged, so mostly ask the questions, listen, and encourage the discussion.

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For the first Module – Module A-1:

1. Implement an Icebreaker, with each participant sharing the following points:
 - a. Name
 - b. Role at PETS
 - c. Club
 - d. City
 - e. Most important characteristic for a Rotary leader
 - f. Desired *individual takeaway* from PETS

Halfway through the Modules – Module B-5:

1. Reset breakout rooms and breakout room participants.
2. Conduct a brief Midway Review of material.
3. Midway Review Question: What is your *primary takeaway* from PETS thus far.

At the end of each Module – A-1, A-2, A-3, A-4, B-5, and B-6:

For Wrap Up and Evaluation

1. Thank participants for an impactful and inspiring session.
2. Ask participants to go to notes page at end of module and jot down their thoughts.
3. Remind participants to complete module evaluation via mobile app.
4. Proceed with transition to next module topic and facilitator.

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At the end of the final Module - C-7:

For Wrap Up and Evaluation

1. Thank participants for an impactful and inspiring week with acknowledgements for their upcoming year of service as Club President/Club President-Elect.
2. Ask them to go to notes page at end of module and jot down their thoughts.
3. Remind participants to complete module evaluation via mobile app.
4. Proceed with transition to completion of program -- keynote speaker and District meetings.

Reminders For Next Steps

1. Complete Your PETS Experience: Final Takeaways questions.
2. Report back to your Rotary Club on Your PETS Experience.
3. ***Continue planning for an impactful year as Club President/President-Elect!***