## **DISTRICT TRAINING PLANNING**



## **CLUB OFFICER TRAINING**

Topics/Sessions:		Time (minutes)	Facilitators / Trainers:			
	Creating a Quality Club (1313A)	120				
	Club Officer Role Breakouts (1313 2B-H)	60				
	Leading the Club to Success (1313I)	120				
	Building a Healthy Team (1331)	60				
	Enhancing Evaluations (1332)	60				
	Building on Achievement for Continued Success (1333)	90				
Session Format:		Date:		Location:		
1	☐ Traditional ☐ TLI					
2	☐ Traditional ☐ TLI					
3	☐ Traditional ☐ TLI					
Committees / Staff / Volunteers						
Training Coordinator:		Training F	Training Programs Chair:			
Finance Chair:		Site Selection Chair:				
Arrangements/Hospitality Committee Chair:		Registration Committee Chair:				
Committee Members:		Committee Members:				
Promotions Committee Chair:		Other (		) Committee:		
	ommittee Members:					
Other Notes:						

## **AREA AND DIVISION DIRECTOR TRAINING**

Topics/Sessions:		Time (minutes)	Facilitators / Trainers:			
	Develop Successful Teams	60				
	Enhance Club Quality	90				
	Establish and Support New Clubs	60				
	Conduct Quality Speech Contests	75				
	Thrive in the District Recognition Program	75				
Se	ession Format:	Date:		Location:		
1	☐ Traditional ☐ TLI					
2	☐ Traditional ☐ TLI					
3	☐ Traditional ☐ TLI					
4 Traditional						
Committees / Staff / Volunteers						
Training Coordinator:		Training I	Training Programs Chair:			
Finance Chair:		Site Selec	Site Selection Chair:			
Arrangements/Hospitality Committee Chair:		Registrat Committ	Registration Committee Chair:			
Committee Members:		Committ	Committee Members:			
Promotions Committee Chair:		Other (		) Committee:		
Committee Members:						
Other Notes:						

**Resources:** Calendar of district events; *Training Club Leaders* (Item 217); *Prepare for Training Area and Division Directors* (Item 206AG); Club Officer Training materials; *From Speaker to Trainer* (Item 257); *Training Basics: Getting it Right, Making it Work* (Item 102); Distinguished Club Program and Club Success Manual (Item 111); Club Leadership Handbook (Item 1310)

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