DISTRICT TRAINING ASSEMBLY LEADER'S GUIDE

General sessions

Opening Session: Welcome remarks and presidential theme

Closing Session: Summary and closing remarks

Breakout session options

Session 1:   Networking Speedmeet

Session 2:   President: Public Speaking

                    Secretary: Your Role

                    Treasurer: Your Role

                    Committees: Your Role

Session 3:   President: Leadership

                    Secretary: Developing Goals

                    Treasurer: Developing Goals

                    Committees: Developing Goals

Session 4:   Case Studies

Session 5:   Club Goals

Session 6:   District Business

PowerPoint template

Evaluation

The district training assembly is a chance to inspire and prepare club leaders before they start in their new roles. The District Training Assembly Leader's Guide is yours to edit as you plan the program for incoming club officers. A variety of sessions provide a comprehensive learning experience. The sessions guides are written for you — the organizers and trainers — to tailor to your training needs.

Purpose

The purpose of this seminar is to:
- Prepare incoming club leaders for their year in office and build their leadership team
- Give the district governor-elect, incoming assistant governors, and district committee chairs the opportunity to motivate club leadership teams and build their working relationships

Planning

The district training assembly should preferably be held in March, April, or May for one full day, after the presidents-elect training seminar (PETS).

When selecting a venue for your district training assembly, look for one that has wireless internet access to make use of the online participant activities suggested in this leader's guide.

Participants

The participants should include club presidents-elect, secretaries, treasurers, and incoming club committee chairs appointed by the president-elect.

Participant materials

Make sure the participants receive any materials they'll need well before the seminar. The District Training Assembly Leader's Guide is a central resource of the district training assembly, and the learning plans in the [Learning Center](#) for the president, secretary, treasurer, and committee chairs (administration, membership, public image, The Rotary Foundation, and service projects) are an integral part of the district training assembly. Encourage club leaders to take their role-specific courses in preparation for the meeting.

Also ask participants to bring laptops, tablets, or other mobile devices to the seminar if they will be asked to use them during training.
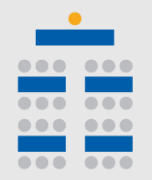
Sessions
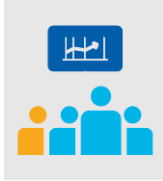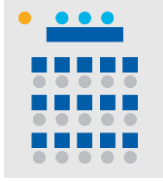
Most training events have general sessions for all participants and breakout sessions on specific topics.

- **General sessions** can be used to motivate and inspire participants. They typically include:
    o New information or updates on topics that are relevant to a large audience
    o Details on breakout sessions
    o Discussion of district business
    o Multimedia presentations

- **Breakout sessions** allow participants to:
    o Learn more specific information in an interactive environment where they can ask questions
    o Discuss ideas with their peers
    o Participate in activities

The breakout sessions use various formats:

IDEA EXCHANGE	- Best for discussing topics that are familiar to participants - Guided by a trainer to keep discussion on topic and give everyone a chance to speak - Activities allow participants to apply ideas - Seating arranged in a U shape - Maximum group size: 30	ROOM SET-UP
WORKSHOP	- Best for learning practical skills or giving participants deeper understanding through an interactive activity - Led by experts or experienced facilitators - Seating arranged for group collaboration, with enough space for facilitator to move freely among participants	ROOM SET-UP

PANEL	• Best for presenting expert opinions • Can be consecutive presentations and interactive • Participants may ask questions through some or all of the session	**ROOM SET-UP**
SPEEDMEET	• Best for networking and exchanging ideas • Series of timed, two-person conversations • Seating arranged in a U shape, or in lines, with chairs on both sides of the tables	**ROOM SET-UP**
ROUNDTABLE DISCUSSION	• Best for sharing ideas • Guided by a trainer to keep discussions on topic and give everyone a chance to speak • A facilitator who knows the topic and can answer questions could sit at each table (optional)	**ROOM SET-UP**

Tips for using the leader's guide

This guide is flexible for organizers, trainers, and participants. You should review the sessions in advance to allow time for planning and rehearsal. They are written so you can tailor them to your participants' needs. Most sessions include these sections:

- **Relevance statement** explains why the session is important for the participants.
- **Format** recommends how to approach the session.
- **Learning objectives** list the intended outcomes of the session.
- **Before the session** suggests how to prepare. Review all content and make a plan for using the speaking points, discussion questions, and activities that you find relevant for your audience.
- **Resources** are materials that you may want to use to learn more about the topic or recommend to participants.

- **During the session** recommends how to run the session and what information to include. The facilitator will decide the details of the session.
- **Activities** can be done separately or integrated into the discussion. Adjust them to meet participant needs.

Online learning

All Rotary members can use the online courses in the [Learning Center](#) at My Rotary. They're designed for self-paced, interactive learning, and users can print certificates when they complete a course. You may choose to assign these courses to participants before a training meeting, use them as a prerequisite for certain roles or committee appointments, or deliver them as webinars during the Rotary year. The Learning Center [course catalog](#) lists the available courses.

Customizing your agenda

Build your agenda using the sessions listed below. Several breakout sessions are offered to give you the flexibility to meet the participants' needs. Consider surveying your participants beforehand to see which sessions interest them.

Depending on space and the number of trainers, you can hold more than one session at a time and repeat certain sessions to maximize attendance. If your resources are limited, choose the sessions that are most relevant to participants.

Though many sessions are designed to last 60 minutes, you can adjust their length. Allot enough time to complete each part and include breaks so participants can network between sessions.

Consider converting any sessions that do not fit in your agenda into an assignment or webinar to be completed before or after your training event.

Think about these tips when crafting your program:
- Use examples from your region to illustrate points.
- Apply culturally appropriate training techniques.
- Vary the format of the sessions to maximize learning and maintain participants' interest.
- Have participants change seats so they can work with a number of people if you have a large group.
- Leave time at the end of each day to address participants' questions or discuss additional topics.

Sample agenda

Here's an example of an agenda for a full-day training seminar.

	Session	President	Secretary	Treasurer	Adminis-tration Chair	Member-ship Chair	Public Relations Chair	Rotary Founda-tion Chair	Service Projects Chair
08:15-08:45		Registration							
08:45-09:15	Opening	Welcome remarks and presidential theme							
09:20-09:50	1	Networking Speedmeet							
09:50-10:00		Break							
10:00-11:00	2	Public Speaking	Your Role	Your Role	Your Role	Your Role	Your Role	Your Role	Your Role
11:00-11:10		Break							
11:10-12:10	3	Leadership	Developing Goals	Developing Goals	Developing Goals	Developing Goals	Developing Goals	Develop-ing Goals	Develop-ing Goals
12:10-13:00		Lunch							
13:00-14:00	4	Case Studies	Case Studies	Case Studies	Case Studies	Case Studies	Case Studies	Case Studies	Case Studies
14:00-14:10		Break							
14:10-15:10	5	Club Goals							
15:10-15:20		Break							
15:20-15:50	6	District Business							
15:55-16:25	Closing	Summary and closing remarks							

Slides

If you'll use PowerPoint slides, use the template in this guide, and work with the trainers to build the content. Keep the text brief, with no more than seven lines on a slide. Use photos or other images to help participants connect with the content. Consider adding district photos, more slides, and text to make the presentation more relevant to participants.

Getting started

After reviewing this guide, decide who will facilitate the breakout sessions. You might meet with them before the event to settle the logistics and details. Rotary offers other training resources, too.

Find experts to lead your panels or technical sessions, then give them the session guides and slides early enough to allow them sufficient time for planning.

Be sure to encourage participants to evaluate the sessions they attended. (See sample evaluation form.) Finally, have fun!

Questions?

If you have questions or comments about this guide, contact Rotary's Learning and Development staff at learn@rotary.org or +1-847-866-3000.