

Training Library

2021 PRE-PETS Information

[General Course Schedule](#) – [Click here to download the 01/31/2021 Updated Course Schedule \(doc\)](#) (ATTACH #1)

November 20, 2020 – Ready for Lift-Off

[Welcome to PEs \(doc\)](#)

[Preparing for LIFTOFF \(doc\)](#)

[LEAD YOUR CLUB \(pdf\)](#)

[Rotary Code of Policies & Procedures – 09/2020 edition \(pdf\)](#)

[Social Media – District 7610 \(doc\)](#)

[RLI – Leadership \(doc\)](#)

[Rotary Learning Center Course Catalog \(pdf\)](#)

December 1, 2020 - LEADERSHIP

[Coverletter \(doc\)](#)

[Article - How Leaders Prepare for the Next Phases of COVID \(pdf\)](#)

[Article - Leadership \(doc\)](#)

December 8 Zoom

[12/06 Zoom Reminder \(pdf\)](#)

District 7610 WELCOME with a few words on our topic, Leadership, from District Governor Harry Henderson

https://youtu.be/-ud57p7G_o

PP Presentation - [Dr. Deborah Jackson – Leadership \(pdf\)](#)

Zoom recording - <https://youtu.be/a8Njc-XO14>

[How to Clear Cookies and Cached Images \(pdf\)](#)

[Dr. Deborah Jackson - Former high-school principal to lead McLean Rotary \(doc\)](#)

December 10 – LEADING ROTARIANS THROUGH CHANGE

[NEXT Learning Section 2. LEADING ROTARIANS \(pdf\)](#)

Interview With Dr. Bentley Gibson - https://www.youtube.com/watch?v=1Dz5mds_JHk

[Rotary International announces Diversity & Equity Committee \(pdf\)](#)

Please view: <https://www.youtube.com/watch?v=e-55H9nVdss>

[Rotary Community Assessment Tool \(pdf\)](#)

Additional Resources:

[Assess Your Capacity for Innovation \(pdf\)](#)

[Your Most Important Measurement: IMPACT \(pdf\)](#)

[Leadership in Action \(pdf\)](#)

December 21 Zoom – Leading Change

Rotary District 7610 AG Rene Law bio - [Click here to download Rotary District 7610 AG Rene Law bio \(doc\)](#)

Rene's slides.

(Attach #2)

The CHAT Box comments

(Attach #3)

<https://youtu.be/EnMkabuXt7Q> - This is the recording of our 12/21 PRE-PETs session. Please note there was a bit of a glitch. The camera stayed on a participant for some time. You can still hear the full discussion, so please listen.

Resource documents for this subject area and Zoom are:

Leading Rotarians in Change – (attach 4)

Rotary Leadership in Action – (attach 5)

Rotary Community Assessment Tool – (attach 6)

Empathy is and Essential Leadership Skill - (attach 7)

Handling Change in YOUR Rotary Club (attach #8)

Outline of Transformative Leadership (attach #9)

Rotary Learning Center – Leading Change (attach #10)

SWAT Exercise (attach #11)

Rotary Strategic Planning Guide (attach #12)

January 5, 2021 ZOOM – How to Run YOUR Meetings & How to Run YOUR Club

Slide dec of the presentation (attach #2)

ZOOM link – <https://youtu.be/ERqPs3abUEk>

Example of an ACTION RY calendar to develop (attach #3)

WHY incorporate your club (attach#4)

Rotary Club FACT SHEET – IRS (attach #5)

VA State Corporation Commission ABC (attach #6)

Please note to review the related section of Chapter 2 in

[Rotary Code of Policies & Procedures – 09/2020 edition \(pdf\)](#)

Effective Board Meeting Minutes (attach #7)

Diligent Taking of Minutes (attach #8)

Infographic TIPS on Minutes (attach #9)

SAMPLE Rotary Club Minutes (attach #10)

Sample Bord Agendas (attach #11)

Suggested sample ROTARY CLUB Board agenda (attach #12)

Rotary Dues Process (attach #13)

5 Fundamental Steps to Create Operating Manuals (attach #14)

Infographic Effective & Interesting Rotary Meetings (attach #15)

Tips on Effective Meetings (attach #16)

Example of exciting newsletter format & basic information on Rotary.Works (attach #17)

January 19th Zoom – Membership

Slide Deck of PP of presentation (attach #2)

Zoom Link of the presentation - <https://youtu.be/2nF9gTTrwys>

Rotary Guide to Satellite Clubs (attach #3)

Rotary Satellite Club FAQ (attach #4)

District 77750 Successful Membership events (attach #5)

Example of Satellite Club brochure (attach #6)

Caused-based Rotary Clubs (attach #7)

Rotary Survey Questions #1 (attach 8)

Rotary Member Survey Questions #2 (attach 9)

Rotary District 7710 Club Development (attach 10)

Engaging Rotary Voices (attach #11)

Mobilizing Members (attach #12)

Taking Business Concepts into Rotary

Community Brand & Member Wants (attach #13)

How to Surprise & Delight in Virtual Ways (attach #14)

Membership Onboarding (attach #15)

Three Ways Virtual Networking (attach #16)

DISTRICT 7610 PRE-PETS MAIN Course Schedule and Content

(edition 01/31/2021)

ALL Zoom Meetings have the same access information!

District 7610 Pre-PETs Tuesday, January 5th Join Zoom Meeting

<https://us02web.zoom.us/j/84152015286> Meeting ID: 841 5201 5286

Dial by your location Meeting ID: 841 5201 5286

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Section 1 December 1- PLANNING YOUR YEAR



READ: LEAD YOUR CLUB - Rotary Club President Manual
Chapter 1 – Planning Your Year

MyRotary LEARNING CENTER MODULE:



- Enroll in Club President Basics - There are 11 sections to this module. We will note the number of the sections assigned to each lesson plan.
 - Get Ready Club President - #2
 - Leading Change - #7
 - Rotary Club Resources - <https://my.rotary.org/en/manage/club-district-administration>
 - Go through the Club Planning Assistant online

ACTION

- REVIEW Rotary Updated Mission & Strategic Plan - <https://my.rotary.org/en/learning-reference/about-rotary/strategic-plan>
- **Read** - Article entitled “LEADERSHIP” AND ASAE Article - How Leaders Can Prepare for the Next Phase of the COVID-19 Crisis
- Review Rotary’s Club Strategic Planning guide - & complete pages 1-3
- Leadership encourages thinking differently. Watch this video looking at what is possible for Rotary membership in *your town*...
<https://www.youtube.com/watch?v=e-55H9nVdss>



ZOOM Lesson in Leadership - December 8 @ 6:30 – 7:30 pm –
Topic = LEADERSHIP – Dr. Deborah Jackson, Director of District 7610 Leadership & Club Development

Section 2 December 10 - LEADING ROTARIANS...

To and Through CHANGE

NOTE: Zoom DATE CHANGE TO MONDAY 12/21/2020

Rotary attracts members who are leaders in their communities and professions. However, leading leaders isn’t always easy! The best way is to be prepared by reviewing this week’s materials.



READ: Chapter 2 - Leading Rotarians

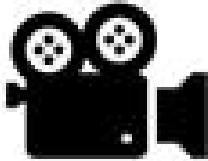
LEARNING CENTER MODULES:

- [Club Administration Committee Basics](#) (learning Plan 30 min)
- [Building a Diverse Club](#) (45 min)
- [Preventing and Addressing Harassment](#) (45 min)
- [Leading Change](#) – refresh

Leading change requires leaders **to know** (not assume, presume or guess).

Please review: https://www.youtube.com/watch?v=1Dz5mdu_JHk

ATTACH #1 – Rotary International announces Diversity & Equity Committee



Please view: <https://www.youtube.com/watch?v=e-55H9nVdss>

ATTACH #2 – Rotary Community Assessment Tool

Additional Resources: Attach 3 – Assess Your Capacity for Innovation, and Attach 4 – Your Most Important Measurement: IMPACT

ACTION – This week: As a result of your viewings and readings in this program Section 2, make notes to the following questions:



- Do you know what change you want to make in your club? What and why?
- Do you know what changes members of your club believe are needed? What and why?
- Do you know what changes are *truly* necessary to make in order for your club to remain a community leader? What and why?
- How might you begin to better **KNOW** the answers to these questions before acting?
- HOW will you begin to lead these changes?
-
- Find out who your club's *current* Assistant Governor is.
- Review [Rotary's Leadership in Action](#) material (ATTACH #5)– could you use this to develop leadership skills in your club?
- Review changes in club's directors and/or committee chairs that you know will take place moving into next year. Have new people been appointed by election or appointment by the Board/member vote?
- What changes in your club's directors and committees would you like to make July 1?
- How do you want your administration's committees to help achieve of action plans set out for the year?



ACTION



ZOOM Lesson in Leadership – MONDAY - December 21, 2020 @ 6:30- 7:30 pm – Topic: Change/Diversity

DATE CHANGE TO: Monday 12/21/2020

Section 3 A & B - December 23 - LEADING ROTARIANS – A two-part assignment.

Segment A: RUNNING YOUR MEETINGS

Managing time is a precious and needed talent to develop. Rotarians want to know that any meeting that they must attend will have a stated purpose that's accomplished in good and timely order. It may seem easy, but running your meetings takes some work. Get a head start by reviewing this week's materials. Have some fun looking at the YouTube video done by an Indian Rotary club– and remember, not all clubs work the same way!



READ: Chapter 3 - Running Your Meetings



LEARNING CENTER MODULES:

- [Practicing Flexibility and Innovation](#) (60 min)
- Go to YOUTUBE and watch [How to Conduct a Rotary Meeting](#)



ACTION

- Review how your club schedules Club Programs
- Visit other clubs

Segment B : RUNNING YOUR CLUB

If you haven't had experience as a club secretary or treasurer, put yourself in their shoes this week and understand their roles within your club. Knowing this will help you appreciate the type of talent that you need to select for these positions, as well as the nature of follow-up you need to develop to be sure things are moving ahead correctly and on time.



READ: Chapter 4 - Running Your Club



LEARNING CENTER MODULES:

- These Modules in the [Club Secretary Basics](#) Learning Plan:
 - [Get Ready: Club Secretary](#) (15 min)
 - [Club Administration Club Secretary](#) (30 min)
 - [Managing Club Finances](#) (15 min) [Or take the full Treasurer course]
- [Protecting Youth Participants](#) (30 min)

ACTION

- Have you presided over a meeting? How are agendas set?
- Does your club hold Assemblies? See page 22 of Lead your Club
- Review your club committee structure
- Is there a succession plan in place for committee chairs and members
- Have your Club officers been reported to the District and Rotary International
- Talk to current club president, secretary, treasurer to determine finances are in order and a budget for your year in place
- Search out appropriate training like RLI



[ZOOM Lesson in Leadership](#) – January 5, 2020 @ 6:30-7:30 pm – Topic: Club Operations

Membership is the hardest problem facing Rotary Clubs. But you have to decide the balance between focusing on retaining members, getting new members, and keeping everyone engaged.



READ: Chapter 5 Strengthening Your Membership



LEARNING CENTER MODULES:

- [Online Membership Leads](#) (60 min)

Take one of the following:

- [Is Your Club Healthy?](#) (60 min)
- [Your Membership Plan](#) (60 min)

ACTION

- Review online [Resources & References for Membership](#) – identify where the focus for your year will be
- Talk to your current Membership Committee Chair and committee and get their input



ZOOM Lesson in Leadership – January 19, 2020 @ 6:30-7:30 pm Topic: Membership

Section 5 – BEGIN January 20: PROMOTING ROTARY – PI ZOOM – Tuesday, February 2nd @ 6:30 pm

<https://us02web.zoom.us/j/84152015286> Meeting ID: 841 5201 5286

What does Rotary mean to you and how can you tell others about Rotary? Take an outsider's look at your club materials and website and see what you can do to refresh your image. Also, know the fundamentals about DACdb and MyRotary/ClubCentral which you will be using regularly for many purposes.



READ: Chapter 6 - Promoting Rotary

LEARNING CENTER MODULES:




- Club Public Image Committee Basics (learning plan 45 min)
- ADD basic DACdb module & ClubCentral module
- Club President Basics - #3 - My Rotary: Club Administration (15 min)

ACTION



- Review Brand Center with PR committee and see what can be updated
- Start making your communication plans – how can you better promote Rotary within your club?
- Complete membership training if not done

	ZOOM 02/02 @ 6:30-7:30 pm – Topic: PI https://us02web.zoom.us/j/84152015286 Meeting ID: 841 5201 5286
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PLEASE NOTE: *The session on ABCs of DACdb/CLUBCENTRAL will be rescheduled as a free-standing Zoom. This is an introductory program. You need this in order to POST your Membership, and Foundation goals for your year as club president and BEFORE we get to C-PETS. You will also need this so that you will be able to fully participate in the C-PETS major session in this area.*

Do you know what is so important about February 23rd? It's Rotary's Birthday! Celebrate by learning more about the Rotary Foundation and sharing it with your Rotarian members and a few of your friends.



READ: Chapter 7 - The Rotary Foundation



LEARNING CENTER MODULES:

- [Rotary Foundation Basics](#) (45 min)
 - I recommend you download the [Rotary Foundation Reference Guide](#) for future use!

ACTION

- Support Rotary Foundation by [giving online](#)
- Check if your club giving is on target
- Are Foundation Giving Goals set in Rotary Club Central for your year.
- Explore the [Rotary Giving website](#)



ZOOM Lesson in Leadership – February 16, 2020 @ 6:30-7:30pm Topic: Foundation Basics & Setting Goal

Section 7 February 17: YOUR PROJECTS

Strong projects within your club are essential, after all it is what Rotary does. Having a well-organized service projects and a year-long plan for them will boost membership, participation, giving to the foundation, AND makes it easier to promote your club. Review your projects and get everyone involved.



READ: Chapter 8 - Your Projects



LEARNING CENTER MODULES:

- [Club Service Projects Committee Basics](#) (learning plan 45 min)
- [Rotary's Areas of Focus](#) (60 min)

ACTION



- Review club's existing projects – do they fall in at least one area of focus?
- Have a conversation about [Rotary Youth Exchange, Interact, RYLA, Rotaract](#)
- Find out about [International Projects](#) and [Rotary Friendship Exchanges](#)



ZOOM Lesson in Leadership – February 23, 2020 @ 6:30-7:30pm Topic: YOUR PROJECTS in AREA Discussions

***NOTE: The Zoom on DACdb & MyRotary, along with setting Membership Goals and Foundation Goals for your year will be scheduled a day during this schedule (02/24 to March 1)**

Section 8 - February 24 – March 1

(Schedule TBD)– We will schedule a series of Zoom meetings in smaller group sizes (e.g., 2 areas together) to provide more time for you to engage with your PE colleagues, and together with your current and incoming AGs, as the facilitators, ask questions, discuss ideas, share suggestions and identify actions to further your Rotary Leadership planning.

ACTION

- Why relationships matter: The power of your network.
- A sum of small moments; Reflections on everyday leadership.



Concluding Zoom Lesson in Leadership – March 2, 2020 @ 6:30-7:30 pm Topic C-PETS Briefing – What to Expect

UPCOMING C-PETS – March 5-6, 2020 – March 4th is for DGN & DGND Training, and AG Training. Due to COVID, this too will be virtual, but more information will be forthcoming.

DISTRICT 7610 PRE-PETS MAIN Course Schedule and Content

edition 12/10/2020

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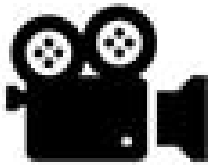
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	ZOOM Lesson in Leadership – January 5, 2020 @ 6:30-7:30 pm – Topic: Club Operations
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Section 4 January 6 - STRENGTHENING YOUR MEMBERSHIP

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Section 5 - January 20: PROMOTING ROTARY – PI & ABCs of DACdb/CLUBCENTRAL

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	ZOOM 02/02 @ 6:30-7:30 pm – Topic: PI & ABCs of DACdb/ClubCentral
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Section 6 February 3: THE ROTARY FOUNDATION

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DRAFT



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- A sum of small moments; Reflections on everyday leadership.



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