**TIPS FOR PLANNING A VIRTUAL PETS OR DISTRICT TRAINING ASSEMBLY**

The way you prepare to hold a virtual training event should be quite different from the way you plan an in-person event. Here are some tips and ideas to consider.

**VIRTUAL EVENTS PLATFORM**

Will you host a presidents-elect training seminar (PETS) or district training assembly online in 2021? If so, have you considered using a virtual events platform? These platforms offer registration, general sessions, roundtable discussions, a virtual house of friendship, networking, and more. Websites that compare training event platforms can be found in [the District Trainer Best Practices learning topic](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/dashboard/channel/64).

Members have used these virtual event platforms:

* [BigBlueButton](https://bigbluebutton.org/)
* [Merestone](https://www.merestone.com/)
* [RingCentral](https://www.ringcentral.com/)
* [vFairs](https://www.vfairs.com/)
* [Virbela](https://www.virbela.com/?utm_source=google&utm_medium=cpc&utm_campaign=brand&gclid=Cj0KCQiAhZT9BRDmARIsAN2E-J3FWcnqNVxILIoVTyDrFD1s25oyTVpHnzzbhxJO7ZoC5V0oeavVLIQaAnhREALw_wcB)

If you plan to use a training event platform, start looking at the various systems now so you can begin building your site before the meeting.

**VIRTUAL CONTENT**

Think about your training as having two parts: “advance work” (learning that participants do before meeting online) and live online sessions. Review the [Presidents-elect Training Seminar Leader’s Guide](https://my.rotary.org/en/document/presidents-elect-training-seminar-leaders-guide) and the [District Training Assembly Leader’s Guide](https://my.rotary.org/en/document/district-training-assembly-leaders-guide) to find more information on topics to include in your online training.

How you choose to organize any online training will depend on you and your participants’ access to software, the internet, and conferencing tools. See the [Conducting Online Training](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/1093/test-conducting-online-training) course and the [Offering Training Online](https://learn.rotary.org/members/share/asset/view/415) document in the Learning Center for more information.

Consider your audience’s availability and communicate your expectations for their participation in synchronous learning sessions early. We recommend hosting the sessions on the same day of the week and at the same time each week for no longer than a month. Sessions should be no more than 90 minutes. Participants may not learn or remember content from longer sessions very well.

Ask participants to join the meeting 15 minutes before the start of the session to make sure their audio and video are working and have some time to network. For breakout sessions, consider using activities that participants can do in small virtual breakout rooms and asking one participant from each group to report what they discussed to the larger group. Leave time in each session to answer participants’ questions, which you can do via chat, computer audio, or by phone, if you have a smaller group.

**Presidents-elect Training Seminar Sample Agenda**

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| --- | --- | --- |
| **Time frame** | **Topic** | **Format** |
| A month before the first virtual meeting | Club president basics | Learning plan (participants complete it individually in the Learning Center) |
| Day 1, 30 minutes | Opening and Rotary’s Action Plan | Video messages from the governor-elect, senior Rotary leaders, or other speakers |
| Day 1, 60 minutes | Planning your term | Small group discussions |
| Day 2, 90 minutes | Engaging and attracting members | Small group discussions |
| Day 3, 60 minutes | Running your club | Small group discussions |
| Day 4, 90 minutes | Goals and closing | General session |

**District Training Assembly Sample Agenda**

|  |  |  |
| --- | --- | --- |
| **Time frame** | **Topic** | **Format** |
| A month before the first virtual meeting | Club officer basics | Learning plan (participants complete the one for their role individually in the Learning Center) |
| Day 1, 30 minutes | Opening and Rotary’s Action Plan | Video messages from the governor-elect, senior Rotary leaders, or other speakers |
| Day 1, 60 minutes | Role-based sessions | Small group discussions |
| Day 2, 60 minutes | Club goals | Small group discussions |
| Day 3, 60 minutes | District business | Small group discussions |
| Day 4, 30 minutes | Closing | General session |

**ADVANCE WORK**

Ask participants to go to Rotary’s Learning Center and complete the learning plans for their roles:

* [Club President Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/2/club-president-basics)
* [Club Secretary Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/6/club-secretary-basics)
* [Club Treasurer Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/lp/7/club-treasurer-basics)
* [Club Membership Committee Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/8/club-membership-committee-basics)
* [Club Public Image Committee Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/5/club-public-image-committee-basics)
* [Club Rotary Foundation Committee Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/10/club-rotary-foundation-committee-basics)
* [Club Service Projects Committee Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/11/club-service-projects-committee-basics)
* [Club Administration Committee Basics](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/9/club-administration-committee-basics)

Asking participants to complete all the courses in their learning plans before your live session will allow them to have more meaningful discussions during the event. Get [access to the reports](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/504/access-to-learning-center-reports) from the Learning Center so you can track participants’ progress in their learning plans to make sure that they finish before the discussion. (Write to [learn@rotary.org](mailto:learn@rotary.org) if you have any questions about this.)

Review the learning plan courses yourself and plan discussion sessions that build on their content.

If you want participants to complete additional courses, we can create a customized learning plan for your district. Review the [Learning Center Courses](https://my.rotary.org/document/learning-center-course-catalog) and write to us at [learn@rotary.org](mailto:learn@rotary.org) to customize a learning plan.

**LIVE SESSIONS**

Adapting content for virtual training requires flexibility and innovation. If you’ve given this training in the past, read through all of your notes or your presentations and think about how any activities or discussions might work differently in online training. Make adjustments as needed.

To help you motivate your participants as a keynote speaker at an in-person training session would, these senior Rotary leaders have recorded messages that you can use in the opening or closing session of a virtual training event for club officers:

* 2021-22 RI President Shekhar Mehta
* 2021-22 Rotary Foundation Trustee Chair John F. Germ
* 2022-23 RI President Jennifer Jones

These videos will be available in January in the PETS 2021 learning topic. International Assembly videos, such as President-elect Mehta’s theme speech, will be available after the assembly takes place 1-11 February.

Here are some suggestions for covering the topics in the sample agendas.

* **Rotary’s Action Plan**
  + Ask participants to take the [Rotary’s Action Plan and You](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/980/rotarys-action-plan-and-you) course.
  + Give the [Action Plan presentation](https://my.rotary.org/en/document/action-plan-presentation) during a general session.
  + Send the [Action Plan flyer](https://my.rotary.org/en/document/action-plan-flyer) to participants to review before your virtual training meeting.
* **Planning your term**
  + Ask participants to take these courses:
    - [Is Your Club Healthy?](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members%3Fr%3Dsite/sso%26sso_type%3Dsaml%26id_course%3D107)
    - [Leading Change](https://learn.rotary.org/members/learn/course/551/leading-change)
  + Ask participants to review their club data in [Rotary Club Central](https://my.rotary.org/en/secure/13301) before the session.
  + During your session on this topic, identify and discuss their club’s strengths and weaknesses to determine how they can improve.
* **Engaging and attracting members**
  + Ask participants to take these courses:
    - [Best Practices for Engaging Members](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members%3Fr%3Dsite/sso%26sso_type%3Dsaml%26id_course%3D94)
    - [Strategies for Attracting New Members](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members%3Fr%3Dsite/sso%26sso_type%3Dsaml%26id_course%3D95)
    - [Committing to Diversity, Equity, and Inclusion](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/679/committing-to-diversity-equity-and-inclusion)
    - [Online Membership Leads](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members%3Fr%3Dsite/sso%26sso_type%3Dsaml%26id_course%3D104)
  + During your session on this topic, identify ways to increase attraction and engagement in their clubs.
* **Running your club**
  + Ask participants to take these courses:
    - [My Rotary: Club Administration](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/102/my-rotary-club-administration)
    - [Using a Club Management System](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/103/using-a-club-management-system)
  + During your session on this topic, discuss using My Rotary and other online tools to manage their clubs.
* **Role-based sessions**
  + Ask participants to take the courses for their roles.
  + Hold a virtual meeting to discuss the role.
* **Goals**
  + Ask participants to take the [Rotary Club Central Resources](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/course/internal/view/elearning/8/rotary-club-central-resources) course (available in 20 languages).
  + Host a virtual session to review the requirements and process for the [Rotary Citation](https://my.rotary.org/en/document/rotary-citation-goals-and-instructions-2020-21). Explain that:
    - All citation activity will be tracked in Rotary Club Central.
    - Clubs who enter at least half of their clubs’ goals in Rotary Club Central and achieve those goals will be awarded the Rotary Citation. This approach allows clubs to choose the goals that are the most relevant and the most achievable for their clubs.
    - There is no longer a Rotary Citation brochure. ​

Write to [learn@rotary.org](mailto:learn@rotary.org) with any questions you have about the Learning Center or for more curriculum ideas.