

**DISTRICT 3310 TEAM TRAINING SEMINAR & TRAIN-THE-TRAINER WORKSHOP  
HOSTED BY RC PUTERI LAGOON  
1-2 MARCH, 2014**

**Saturday 1 March:**

Start	Finish	Suggested Duration	Program Activity	Session Topics
0800	0830	30 min.	Registration	
0830	0845	15 min.	<b>Opening Plenary Session</b> Welcome address & introduction to District Training Committee by District Trainer 2014-15 DGN Philip Chong	Objective of DTTS & TTT
0845	0930	45 min.	Opening remarks by Incoming Governor Haji Andre Suharto	RI Theme, RI President 2014-15 Song, Best Class, Presidential Citation, District Goals & Strategies (incl. regrouping), Communications & Accessing Report from RI Website
0930	0945	15 min.	Refreshments & subsequently adjourn to parallel tracks for AG & District Committee	
1500	1515	15 min.	Refreshments	
1515	1545	30 min.	Achieving RI Presidential Citation by PDG Fong Hoe Beng	Sharing of ideas how to help clubs to achieve Presidential Citation
1545	1615	30 min	Recognitions for AGs & District Officers by Incoming Governor Haji Andre Suharto	Criteria for recognitions
1615	1715	60 min.	<b>Closing Plenary Session</b> Open Discussion Forum & Closing remarks  Moderator: DGN Philip Chong Panelists: DG Chew Ghim Bok Incoming Governor Haji Andre Suharto PDG Fong Hoe Beng AG Abdul Halim Egoh AG Henry Tan PP Dr. Ho Loon Shin PP Tan Kay Hui PP June Jonet	To share experiences and address key issues
1715	1730	15 min.	<b>Evaluation &amp; Group photo</b>	
1730	1830	60 min	<b>DISC Report by PP Kenneth Leow</b>	
1900	2130	150 min	<b>Fellowship dinner</b>	

**Dress code:**

1. Jacket & tie for all training sessions at DTTS & Train-The-Trainer (TTT) workshop
2. TTT is strictly for facilitators only and by selection of the district training committee
3. Casual smart dress code for dinner

## ASSISTANT GOVERNOR TRACK

Start	Finish	Suggested Duration	Program Activity	Session Topics
0945	1045	60 min.	<b>Session 1:</b> Role and Responsibilities by PP Dr. Ho Loon Shin	Role and Responsibilities, Goals, Effective Clubs and District Leadership
1045	1145	60 min.	<b>Session 2:</b> Working with Clubs by AG Henry Tan	Club Leadership Plan, Helping Clubs Operate Effectively, Governor's Official Visit, Communicating with Clubs, Creating a Key Message
1145	1200	15 min.	Role of the Spouse by Phyllis Fong	The Role of the AG's Spouse and the President's Spouse
1200	1245	45 min.	<b>Session 3:</b> Resources by PP Dr Ho Loon Shin	Working Together, Resources
1245	1330	45 min.	Lunch (combined)	
1330	1430	60 min.	<b>Session 4:</b> Sharing of experiences by AG Abdul Halim Egoh	Best Practices of an AG.
1430	1500	30 min.	<b>Session 5:</b> Performance Management by Incoming Governor Haji Andre Suharto	Regular reporting requirements & KPIs'
<b>Return to attend combined session</b>				

## DISTRICT COMMITTEE TRACK

Start	Finish	Suggested Duration	Program Activity	Session Topics
0945	1045	60 min.	<b>Session 1:</b> Role and Responsibilities by PP Tan Kay Hui	Role and Responsibilities, Goals, Effective Clubs and District Leadership
1045	1145	60 min.	<b>Session 2:</b> Working with Clubs by PDG Fong Hoe Beng	Club Leadership Plan, Helping Clubs Operate Effectively, Governor's Official Visit, Communicating with Clubs, Creating a Key Message
1145	1245	60 min.	<b>Session 3:</b> Resources by PP Datuk Lee Chuen Wan	Working Together, Resource
1245	1330	45 min.	Lunch (combined)	
1330	1400	30 min.	<b>Session 4:</b> Performance Management by Incoming Governor Haji Andre Suharto	Regular reporting requirements & KPIs
1400	1430	30 min.	<b>Session 5:</b> Creating long lasting positive impression by PP Tan Kay Hui	To share experiences and address key issues
1430	1500	30 min	<b>Session 6:</b> Contributing Your Vocational Talents in Serving Community Needs by PP June Jonet	To share experiences
<b>Return to attend combined session</b>				

### **Important Notes:**

All incoming Assistant Governors and District Officers **are required** to read their respective manuals **prior** to attending the DTTS and bring them along. Printed copy of the manuals are no longer provided by RI but you may download them from the following links (also available on the district website <http://www.rotarydistrict3310.org.my/index.php/resources/2014-15-resources/>)

Assistant Governor's Manual: <http://www.rotary.org/RIdocuments/en.pdf/244en.pdf>

District Committee Manual: <http://www.rotary.org/RIdocuments/en.pdf/249en.pdf>