

Saturday, 28 February

District Team Training Seminar

08:00-08:30 Registration

08:30-09:30 **Plenary Session 1**

08:30-08:45 Welcome Address **DGN Michael Yee**

1. Welcome participants to the seminar and explain the purpose.
2. Review the seminar agenda and explain the day's logistics.

08:45-09:30 Opening Address **Incoming District Governor Philip Chong**

1. Rotary's Strategic Plan and how district and club activities align with it.
2. The 2015-16 Rotary International Theme and the requirements of the 2015-16 Presidential Citation.
3. The District Governor's goals for the district and how the 2015-16 district team can help achieve them.

09:30-10:00 **PP Leong Chee Woh:** "Build the Future: A Sustainable Model for a Rotary Club"

10:00-10:15 Coffee Break

10:15-11:00 **Plenary Session 2**

SPEEDMEET: Making Connections

FACILITATOR: **DG Hj Andre Suharto**

The **Speedmeet** session allows for a series of timed one-on-one conversations in which participants share ideas and network. This helps build team self-awareness, empathy, and respectfulness—steps to developing really great teams.

Learning objectives

1. Network and share ideas for strengthening the district.
2. Build relationships with your district team.

11:00-12:00 **Plenary Session 3**

PANEL: Know Your Resources

FACILITATOR: **PP Dr Ho Loon Shin**

Panels work best when the objective is to convey information through personal stories, expert-led demonstrations, or visual presentations. Three topics will be covered:

1. The district's support team.
2. Rotary's materials and online resources.
3. Rotary's social business tools.

Learning objectives

1. Know how to direct Rotarians to appropriate resources.
2. Learn how to use Rotary's online tools to enhance your impact.

EXPERIENCE SHARING: Know Your Resources

PANELISTS: **PDG Fong Hoe Beng:** Working with the district's support team.

DGND Datuk Lee Chuen Wan: Using Rotary's Learning Center/Brand Center.

PP Dr Senthil Doraisamy: Effectively utilizing Rotary's social business tools.

12:00-13:00 Lunch

13:00-14:00 **Breakout Session 1A: Assistant Governor Track**

WORKSHOP: District Goal Setting

FACILITATOR: **Incoming District Governor Philip Chong**

13:00-14:00 **Breakout Session 1B: District Officer Track**

WORKSHOP: District Goal Setting

FACILITATOR: **PDG Datuk Hj Zainie Abdul Aucasa**

Workshops work best when the objective is to teach participants a skill by having them practice it, or to give them new understanding through an interactive activity.

Learning objectives

1. Identify our district's strengths and weaknesses.
2. Set goals to capitalize on the strengths and address the weaknesses.
3. Create an action plan for each goal.
4. Identify ways that Rotary Club Central can help our district set goals.
5. Set membership and club extension goals.
6. Set Rotary Foundation goals.
7. Share ideas on how to help clubs achieve the 2015-16 Presidential Citation.

14:00-15:00 **Breakout Session 2A: Assistant Governor Track**

IDEA EXCHANGE: Assistant Governor: Role and Responsibilities

FACILITATOR: **PP Henry Tan**

Idea exchanges work best when participants have experience with the topic. The training leader facilitates discussion, ensuring that all participants have a turn to speak and that no one dominates the conversation. The trainer can include an activity in which participants can apply the ideas discussed.

Learning objectives

1. Define the role and responsibilities of assistant governors.
2. Identify ways to help clubs achieve their goals.
3. Learn responsibilities related to Rotary Club Central.

14:00-15:00 **Breakout Session 2B: District Officer Track**

IDEA EXCHANGE: District Committee: Role and Responsibilities

FACILITATOR: **PP Dr John Chan**

Learning objectives

1. Learn the role and responsibilities of district chairs and committees.
2. Identify ways to help clubs achieve their goals.
3. Understand how to organize a meeting.

15:00-15:15 Coffee Break

15:15-16:15 **Breakout Session 3A: Assistant Governor Track**

IDEA EXCHANGE: Assistant Governor: Supporting Clubs

FACILITATOR: **PP Alex Eow**

Learning objectives

1. Learn how to coach clubs.
2. Communicating with clubs.
3. Preparing for the governor's visit.
4. Helping clubs meet their goals.
5. Connecting clubs with each other.
6. Marketing your role to clubs.
7. Helping clubs work through challenges.
8. Giving feedback to clubs.
9. Qualities of a successful and vibrant club.
10. Develop a plan for being a good resource for your clubs.
11. Using the Rotary Club Central to identify club issues.
12. Attendance reporting and Rotary's semiannual returns.

EXPERIENCE SHARING: Assistant Governor Best Practices

PANELISTS: **AG Brown Pereira:** Best practices for producing vibrant clubs.

AG Khushroo Dastur: Best practices for achieving club goals.

AG Tan Chee Seng: Best practices for clubs requiring special attention.

15:15-16:15 **Breakout Session 3B: District Officer Track**

IDEA EXCHANGE: District Committee: Supporting Clubs

FACILITATOR: **AG Simon Sim**

Learning objectives

1. Learn how to coach clubs.
2. What information should be communicated to clubs?
3. How will information be communicated?
4. How can district chairs collaborate with each other to support clubs effectively?
5. Helping clubs meet their goals.
6. Connecting clubs with each other.
7. Marketing your role to clubs.
8. Helping clubs develop service projects and utilizing district and Rotary resources.
9. Helping clubs work through challenges.
10. Giving feedback to clubs.
11. Qualities of a successful and vibrant club.
12. Develop a plan for being a good resource for clubs.

16:15-17:15 **Plenary Session 4**

WORKSHOP: How to Talk About Rotary

FACILITATOR: **DGN Michael Yee**

Workshops work best when the objective is to teach participants a skill by having them practice it, or to give them new understanding through an interactive activity.

Learning objectives

1. Learn how to present the work of your club and all of Rotary so that people understand what we do.
2. Learn about Rotary's new visual identity to help streamline Rotary's look and increase its appeal.
3. Identify ways to live Rotary's values yourself.

17:15-17:30 **Plenary Session 5**

Closing Remarks **Incoming District Governor Philip Chong**

17:30 Group Photograph

19:00-21:30 Dinner Fellowship