

Sunday, 1 March

Train the Trainer Seminar

08:00-08:30 Registration

08:30-09:00 **Opening Plenary Session**

The opening plenary session is an opportunity for the district trainer to set the tone for the training meeting. It should inform, motivate, and inspire the training leaders.

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

08:45-09:00 District Trainer's Remarks **DGN Michael Yee**

09:00-09:45 **Session 1: Rotary Training Meetings**

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

Rotary training meetings prepare Rotarians for new leadership roles and provide continuing education for existing members. Each event has a specific purpose, RI Board-recommended topics to cover, resources for the convener and participants, and a recommended time frame.

Learning objectives

1. Learn about Rotary training meetings, their purposes, and recommended time frames.
2. Know which training meetings are held in Rotary District 3310 and when.

09:45-10:00 Coffee Break

10:00-11:00 **Session 2: Training Rotarians**

FACILITATOR: **DGN Michael Yee**

Trainers should remember that Rotarians are volunteers whose time is valuable. Training effectively requires an understanding of the basic principles of adult learning theory.

Learning objectives

1. Understand the characteristics of an adult learner.
2. List the ways that adults best retain information.
3. Understand how to use different training methods.

11:00-12:00 **Session 3: Facilitated Learning**

FACILITATOR: **PP Henry Tan**

Trainers should be facilitators—neutral individuals who guide discussions. In facilitated discussions, participants respond to questions that draw on their knowledge and experience. This training method emphasizes learner expertise and experience while minimizing lecturing by the trainer.

Learning objectives

1. Describe the characteristics of a good facilitator.
2. Explain different techniques used in facilitated discussion.

12:00-13:00 Lunch

13:00-13:45 **Session 4: Public Speaking**

FACILITATOR: **PP Iskandar Ahmad**

Good leaders have strong communication skills. Your success as a leader also requires the ability to articulate your thoughts clearly. We will study the principles of public speaking and critically examine our own and others' speeches through interactive practice.

Learning objectives

1. Discuss the unique traits of oral and written communication.
2. Focus on the key parts of an argument and drafting clear and concise arguments.
3. Critically examine our own and others' speeches.

13:45-14:30 **Session 5: Nonverbal Communication**

FACILITATOR: **DGND Datuk Lee Chuen Wan**

Trainers should be aware of their own nonverbal communication and the meanings that certain gestures or tones convey to participants. They should also read their participants' nonverbal cues to determine when to clarify a point or ask for questions.

Learning objectives

1. Discuss the different types of nonverbal communication.
2. Describe how to adapt your training with respect to nonverbal communication.

14:30-15:15 **Session 6: Time Management**

FACILITATOR: **PP Alex Eow**

Because Rotarians attend training meetings on their personal time, trainers should make sure to manage their allotted time well and keep sessions on schedule.

Learning objectives

1. Identify techniques for managing time.
2. Identify materials you need in a training room.

15:15-15:30 Coffee Break

15:30-16:30 **Session 7: Interactive Training Activities**

FACILITATOR: **PP Dr Ho Loon Shin**

Training leaders can choose to incorporate interactive activities into sessions to refocus attention and maintain interest. Interactive activities provide an opportunity for participants to get to know each other and often allow for them to get up and move, which increases blood flow to the brain. Including interactive activities creates an atmosphere in which participants can express their ideas and apply what they have learned in the session.

Learning objectives

1. Understand the benefits of using interactive activities.
2. Identify techniques for making training interactive.

16:30-17:00 **Closing Plenary Session**

16:30-16:45 District Trainer's Remarks and Evaluations **DGN Michael Yee**

16:45-17:00 Closing Remarks **Incoming District Governor Philip Chong**

17:00 Group Photograph