

## CLUB OFFICER TRAINING

Topics/Sessions:		Time (minutes)	Facilitators / Trainers:
<input type="checkbox"/>	Creating a Quality Club (1313A)	120	
<input type="checkbox"/>	Club Officer Role Breakouts (1313 2B-H)	60	
<input type="checkbox"/>	Leading the Club to Success (1313I)	120	
<input type="checkbox"/>	Building a Healthy Team (1331)	60	
<input type="checkbox"/>	Enhancing Evaluations (1332)	60	
<input type="checkbox"/>	Building on Achievement for Continued Success (1333)	90	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>Session Format:</b>		<b>Date:</b>	<b>Location:</b>
1	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
2	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
3	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
<b>Committees / Staff / Volunteers</b>			
Training Coordinator:		Training Programs Chair:	
Finance Chair:		Site Selection Chair:	
Arrangements/Hospitality Committee Chair:		Registration Committee Chair:	
Committee Members:		Committee Members:	
Promotions Committee Chair:		Other ( _____ ) Committee:	
Committee Members:			
<b>Other Notes:</b>			

## AREA AND DIVISION DIRECTOR TRAINING

Topics/Sessions:		Time (minutes)	Facilitators / Trainers:
<input type="checkbox"/>	Develop Successful Teams	60	
<input type="checkbox"/>	Enhance Club Quality	90	
<input type="checkbox"/>	Establish and Support New Clubs	60	
<input type="checkbox"/>	Conduct Quality Speech Contests	75	
<input type="checkbox"/>	Enhancing Evaluations (1332)	60	
<input type="checkbox"/>	Thrive in the District Recognition Program	75	
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
Session Format:		Date:	Location:
1	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
2	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
3	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
4	<input type="checkbox"/> Traditional <input type="checkbox"/> TLI		
Committees / Staff / Volunteers			
Training Coordinator:		Training Programs Chair:	
Finance Chair:		Site Selection Chair:	
Arrangements/Hospitality Committee Chair:		Registration Committee Chair:	
Committee Members:		Committee Members:	
Promotions Committee Chair:		Other ( _____ ) Committee:	
Committee Members:			
Other Notes:			

**Resources:** Calendar of district events; *Training Club Leaders* (Item 217); *Prepare for Training Area and Division Directors* (Item 206AG); Club Officer Training materials; *From Speaker to Trainer* (Item 257); *Training Basics: Getting it Right, Making it Work* (Item 102); Distinguished Club Program and Club Success Manual (Item 111); Club Leadership Handbook (Item 1310)