

Recommended Rotary International Leadership Development Training Cycle

Training Meeting/ Timing	Topics	Convener/ Audience	Materials
Regional Membership Development Seminar January - June	<ul style="list-style-type: none"> • Membership development • Emphases of current RI president's membership development program • Resources • Membership development strategies appropriate to zones/geographic areas <i>(Rotary Code of Policies 26.070.9)</i>	Convener: Regional Rotary International membership coordinator Audience: Past, current and incoming governors, current and incoming district membership development and extension chairs, current and incoming district leaders	For trainers: <i>Regional Rotary International Membership Coordinator Manual</i>
Governors-elect Training Seminar (GETS) August - December in conjunction with Rotary institutes	<ul style="list-style-type: none"> • Role and responsibilities • Developing and managing a functional organization structure for the district • Sustaining and growing Rotary's membership base • Developing effective leaders • The Rotary Foundation • Administration requirements of RI • International Assembly preview <i>(Rotary Code of Policies 19.040.5)</i>	Convener: Rotary International director or immediate past director (sessions presented by GETS training team) Audience: Governors-elect	For trainers: <i>Governors-elect Training Seminar Leaders' Guide</i> For participants: <i>District Governor's Training Manual (233)</i>
Regional Rotary Foundation Seminar (zone-level) September - December (usually as adjunct meeting to Rotary institutes)	<ul style="list-style-type: none"> • Foundation programs • Foundation goal setting • District organization: The Rotary Foundation committee • Conducting district Foundation seminars • Fundamental elements of fund development <i>(Trustee decision 156, March 1997)</i>	Convener: Regional Rotary Foundation coordinator Audience: Governors, district Rotary Foundation chairs, and interested Rotarians	For trainers: <i>Regional Rotary Foundation Coordinator's Resource Manual</i> For participants: <i>District Rotary Foundation Seminar Manual (438)</i>
International Assembly prior to 15 February	<ul style="list-style-type: none"> • Sustaining and growing Rotary's membership base • Successful service projects • The Rotary Foundation • Administration requirements of RI • Annual RI theme and presidential message <i>(Rotary Code of Policies 58.050.1)</i>	Convener: Rotary International president and president-elect (sessions presented by RI training leaders) Audience: Governors-elect	For trainers: <i>International Assembly Leaders' Guide</i> For participants: <i>International Assembly Governor-elect Workbook</i> <i>District Governor's Training Manual (233)</i>

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District Team Training Seminar February	<ul style="list-style-type: none"> • Presentation of the annual theme • District administration • Role and responsibilities • Working with clubs • Resources: where they are and how to use them • Planning for the year • Communication <p><i>(Rotary Code of Policies 23.050.3)</i></p>	Convener: Governor-elect Audience: Assistant governors, district committee chairs and district committee members	For trainers: <i>District Team Training Seminar Leaders' Guide (247)</i> For participants: <i>Assistant Governor's Training Manual (244)</i> <i>District Committee Manual (249)</i>
Presidents-elect Training Seminar (PETS) March	<ul style="list-style-type: none"> • Presentation of the annual theme • Role and responsibility of club president • Goal setting • Selecting and preparing club leaders • Club administration • Membership • Service projects • The Rotary Foundation • Public relations • Resources • Annual and long-range planning <p><i>(Rotary Code of Policies 23.030.3)</i></p>	Convener: Governor-elect Audience: Club presidents-elect	For trainers: <i>Presidents-elect Training Seminar Leaders' Guide (243)</i> For participants: <i>Club President's Manual (222)</i>
District Assembly April or May (preferably following PETS)	<ul style="list-style-type: none"> • Presentation of the annual theme • Roles and responsibilities • Policies and procedures • Selecting and training your team • Resources • Case study • Practical application: building a plan • Problem solving <p><i>(Rotary Code of Policies 23.020.3)</i></p>	Convener: Governor-elect Audience: Club leaders and committee chairs	For trainers: <i>District Assembly Leaders' Guide (828)</i> For participants: <i>Club President's Manual (222)</i> <i>Club Secretary's Manual (229), which includes a section for the club treasurer*</i> <i>Club Committee Manual (226)</i>

* In 2009-10, the *Club Officers' Kit* will include the *Club Treasurer's Manual (220)*.

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District Membership Seminar Preferably April or May, following the district assembly	<ul style="list-style-type: none"> • Overview of the importance of membership • Retention • Recruitment • Organizing new clubs • Role and responsibilities • Resources (<i>Rotary Code of Policies 23.060.3</i>)	Convener: Governor-elect Audience: Incoming club and district leaders whose duties relate to membership, assistant governors, and all interested Rotarians	For trainers: <i>District Membership Seminar Leaders' Guide (242)</i>
District Leadership Seminar Immediately prior to or after the district conference	<ul style="list-style-type: none"> • Leadership and motivational techniques • Leadership Opportunities • District meetings • Building an international service project • RI and TRF programs (elective sessions) (<i>Rotary Code of Policies 23.040.3</i>)	Convener: Governor Audience: Rotarians who have served as club president or in a club leadership role for three or more years	For trainers: <i>District Leadership Seminar Leaders' Guide (248)</i>
District Rotary Foundation Seminar July - November	<ul style="list-style-type: none"> • Programs of The Rotary Foundation • Setting and achieving Foundation goals • Responsibilities of club Foundation committee • Use of District Designated Fund (DDF) • Others as determined by needs of the district 	Convener: Governor Audience: Club leaders, Rotary Foundation committee members and other interested Rotarians	For trainers: <i>District Rotary Foundation Seminar Manual (438)</i>
Leadership Development Program Determined by the club	<ul style="list-style-type: none"> • Communication skills • Leadership styles • Leading and motivating volunteers • Mentoring • Time management • Goal setting and accountability • Strategic planning • Ethics (The Four-Way Test) • Building consensus • Team work 	Convener: Club president or governor (determined by organization) Audience: All club members (determined by program)	For trainers: <i>Leadership Development: Your Guide to Starting a Program (250)</i>