

Welcome Leaders!



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# Train the Trainer

Tools for Planning and Executing  
Effective Club Officer Training

Toastmasters International Resource: Training Club Leaders

<https://www.toastmasters.org/Resources/Resource-Library?c=%7b5DDAB023-91F8-40E5-898C-EC02074AA20A%7d&page=3>



# Objectives

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Provide club officers with the tools to be empowered to provide the best member experience to all members!

# Training Club Officers



Understand requirements for training club officers



Two training sessions per year:

Round 1: June 1- Aug 31

Round 2: Nov 1 – Feb 28



Minimum of 4 Club Officers trained each session for training credit

# Round 2 Club Officer Training

Download materials:

<https://www.toastmasters.org/Resources/Resource-Library?c=%7b5DDAB023-91F8-40E5-898C-EC02074AA20A%7d>



Learn expectations for Round 1 & Round 2 Training Sessions

## Building on Achievement for Continued Success in Club Officer Breakouts

This training has club officers reflect on their clubs' challenges and opportunities. Briefly go over role. What is going well, list 3 challenges and discuss solutions, Discuss DCP status. How can the district help.

## DCP

This training teaches club officers the importance of quality feedback and using evaluation criteria based on objectives from manuals, as well as providing steps to effective coaching in an evaluation.

## Pathways

Pathways Basics and Base Camp Manager Basics



Learn expectations for  
Round 1 & Round 2  
Training Sessions

# Round 2 Club Officer Training

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## Succession Planning

Start thinking about who to groom for next year's officer team.

## Speech Contests

This training teaches club officers what is necessary to hold a club speech contest

# Round 2 Club Officer Training

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Benefits:



Club officers have an opportunity to discuss any problems they may be having



District officers have the opportunity to follow up with performance challenges.



Club officers have the opportunity to meet with officers of other clubs and share best practices for improving their own clubs.



To provide opportunities for club officers to discuss problems and network with other officers.

# Trainer Techniques



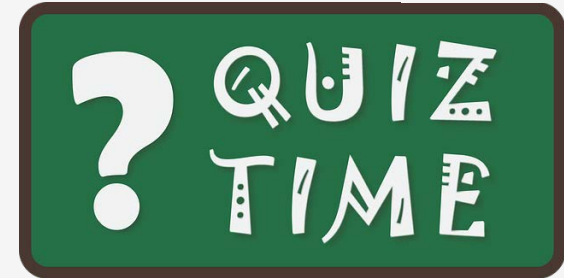
Learn about a variety of training techniques

- Be Organized and on time
- Engage them right away – set a positive tone
- Use learning objectives – what can the learner expect to learn?
- Check learning often – ask them if they got what they needed
- Choose a variety of training techniques that engage participants
- Create participatory learning situations – hands on, small group break outs, table topics
- Use a variety of presentation styles, media, exercises and activities to keep interest
- Change pace/activity every 30 minutes
- Change location of seating arrangements if possible
- Use examples that participants can relate to their jobs/club/situation
- Encourage participants to contribute their experiences, successes, ideas





# Training Techniques



- Trivia/Quizzes
- Games – adapt to training objectives
- Round table discussions (with topic/facilitator)
- Panel of Experts with Q&A
- Creative Brainstorming – choose a topic and let the group go
- Small group share – capture ideas on post-it notes, flip chart or white board
- Demonstration - example: “how to ask a guest to join the club”
- Role Play – Leading a Club Officer meeting or Club Business Meeting
- Personalize powerpoint slide decks
- Case Studies/Stories
- Ask open ended questions “What questions do you have? Or “What are your ideas?”



# Planning & Logistics

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Planning and  
communicating Club  
Officer Training sessions  
to your clubs



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# Planning Your Club Officer Training

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## Plan

Work with Division Director and other Area Directors in your Division to offer a variety of dates & locations

Will your session be live, virtual or a combination?

Assign planning roles & follow up



## Communicate

Communicate training dates to clubs multiple ways & follow up to assure they register and share with club officers



## Prepare

Plan for audiovisual needs, flip charts & printed materials as necessary

Read & understand training materials and Club Officer Manual  
Prepare Agenda with objectives



## Keep

Keep it simple: light refreshments  
Use signage to direct people

Contact District Finance Manager for Budget allotment, if any



## Event Day

Greet people with enthusiasm.  
Take attendance: name, club & officer role

Start on time, end on time!



Planning and communicating Club Officer Training sessions to your clubs

# Advertise Well in Advance



Planning and  
communicating Club  
Officer Training sessions  
to your clubs



Get the word out early & often. Send update if extra sessions are scheduled. Create a sense of curiosity and urgency.

Use email to connect with incoming club officers giving them information about the training. Follow up with reminders.

Get the word out on social media...Instagram, Facebook, LinkedIn and more. Ask for RSVPs

Publish training information on the District Calendar on the District web site.

Personal telephone invitations often can be the deciding factor in a new officer's decision to attend training.

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# Final Steps

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Planning and  
communicating Club  
Officer Training sessions  
to your clubs

- Present attendance sheets immediately to Division Director
- Attendance sheet: [link](#)
  - They will ensure credit is given
- Get immediate feedback from attendees before they leave: Ask “What did you learn?”; “What will you take away?”; “How will you apply this to your role”
  - Great way to learn & improve for next time
- Recognize your trainers & other assistants



# Resources & Links



The screenshot shows the Toastmasters International website. The header includes the logo, the tagline "WHERE LEADERS ARE MADE", and navigation links: "About", "Pathways", "Education", "Membership", "Leadership Central", "Resources", "Magazine", "Events", and "Shop". A search bar and a "FIND A CLUB" button are also present. The main content area features the heading "CLUB OFFICER TRAINING MATERIALS" and a paragraph of text: "Club leaders are best served by consistent, professional training that supports the brand, enhances member experience, and helps them grow as leaders. The materials provided by Toastmasters International are the standard of quality and consistency that should make up the core of district-sponsored club officer training. Visit our Club Officer Training resources page to view club officer training materials. The core sessions of club officer training can be supported by additional Training Activities. Though not all topics must be covered in each round of club officer training, always include the Club Officer Role Breakouts. Use Training Club Leaders (Item 217) as a resource for planning."

- TI Resource Library – Training slide desks, manuals
- <https://www.toastmasters.org/Resources/Resource-Library?c=%7b5DDAB023-91F8-40E5-898C-EC02074AA20A%7d>
- Pathways - overview & a wealth of videos & training
- <https://www.toastmasters.org/pathways-overview>
- District 6 Toastmasters – Club Officer Training – **SOON** to be updated for new year 2020-2021
- <http://www.d6tm.org/cot-training-2019-2020/>
- Questions?
- Deb Luu, DTM – Program Quality Director
- Pat Croal, DTM or Kari Barlas, DTM – District 6 Training Directors

**Thank you for attending “Train the Trainer”**  
**Go forth & present awesome training to your clubs!**

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**Certified Trainer 10/17/2020**



# Upcoming Events & Timeline

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- VPE Exchange 10/19 7 pm
- Club Speech Contest Training 10/26 7 pm
- Club Speech Contest Training 11/11 7 pm
- Monthly Motivation 11/12 7 pm
- Club Speech Contest Training 11/18 7 pm
- Area Director Club Visit Reports Due by 11/30