

Welcome Leaders!



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



Understand requirements for training club officers



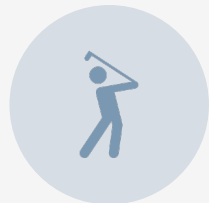
Learn expectations for Round 1 & Round 2 Training Sessions



Learn how to choose trainers and engage them in planning.



Learn about a variety of training techniques



Planning and communicating Club Officer Training sessions to your clubs

Training Club Officers



Understand requirements for training club officers



Two training sessions per year:

Round 1: June 1- Aug 31

Round 2: Dec 1 – Feb 28



Minimum of 4 Club Officers trained each session for training credit

Round 1 Club Officer Training Sessions

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

<https://www.toastmasters.org/leadership-central/club-officer-tools/club-officer-tutorials>



Learn expectations for Round 1 & Round 2 Training Sessions

Minimum for COT credit is top two sessions – plan for 2-hour sessions



Creating a Quality Club – **required session**

~ 1 hour

This training teaches club officers about the importance of the member experience, the Toastmasters brand, Moments of Truth and the Distinguished Club Program.



Club Officer Breakouts – **required session**

~ 1 hour

Club officers learn about their role within the club. Then, they identify the responsibilities of their role within club and club executive committee meetings. To conclude, club officers find specific resources to help them fulfill their responsibilities.



Leading the Club to Success - optional

~ 1 hour

The purpose of this session is to teach club officers the skills they need to lead their club to goal achievement.



Building a Healthy Team - optional

~ 1 hour.

This training teaches club officers the traits of a healthy team, how to identify behavioral styles and how to build trust.



Membership Building “Finding New Members for your Club”

<https://www.toastmasters.org/resources/finding-new-members-for-your-club>

Pathways – Overview and more! <https://www.toastmasters.org/pathways-overview>

Round 2 Club Officer Training

Download materials:

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



Learn expectations for Round 1 & Round 2 Training Sessions



Building on Achievement for Continued Success

This training has club officers reflect on their clubs' challenges and opportunities for Moments of Truth and their Club Success Plan.



Enhancing Evaluations

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.



Club Officer Breakouts

Club officers learn about their role within the club. Then, they identify the responsibilities of their role within club and club executive committee meetings. To conclude, club officers find specific resources to help them fulfill their responsibilities.

Select the Training Format



Learn how to choose trainers and engage them in planning.

Traditional

- One to two trainers train all club officers as a group, session length 3-4 hours
- Typically delivered by Area and Division Directors
- Planning is required for sessions & training activities
- Suitable for make-up training sessions

Toastmasters Leadership Institute (TLI)

- Multiple presenters with larger audiences, larger facility
- Great way to have concurrent sessions
- Club Officers can choose electives
- Can supplement TI programs with other sessions
- Schedule offers more flexibility
- Advance planning required

Choosing Trainers



Learn how to choose trainers and engage them in planning.

Who your trainers are is just as important as the training curriculum.

You want trainers who are:

- Experienced. Ideally, trainers should have outstanding presentation skills and some experience in training.
- Knowledgeable. Trainers should have special skills or expertise in some area, such as an accountant who has served as club treasurer or a past club president who led the club to President's Distinguished Club.
- Entertaining & positive!
- Committed to using the Toastmasters International training materials.
- Able to personalize the training and engage the audience
- Past District Officers, Past Club Officers

Trainer Techniques



Learn about a variety of training techniques

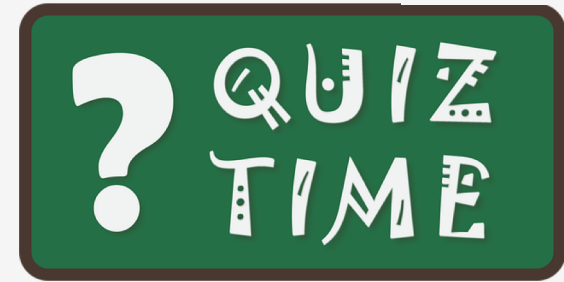
- Be Organized and on time
- Engage them right away – set a positive tone
- Use learning objectives – what can the learner expect to learn?
- Check learning often – ask them if they got what they needed
- Choose a variety of training techniques that engage participants
- Create participatory learning 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



Planning and
communicating Club
Officer Training sessions
to your clubs



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Planning Your Club Officer Training



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



District newsletter : Provide information on dates, places and the schedule of courses offered. Publish it in at least the two issues prior to the training.

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.

Provide information and details during district executive committee meetings and during visits to clubs.

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

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Resources & Links



The screenshot shows the Toastmasters International website. The header is dark red with the Toastmasters International logo on the left, which includes a globe and the text 'TOASTMASTERS INTERNATIONAL'. To the right of the logo is the tagline 'WHERE LEADERS ARE MADE'. Further right, there is a navigation menu with links for 'About', 'Pathways', 'Education', 'Membership', 'Leadership Central', 'Resources', 'Magazine', 'Events', and 'Shop'. Above the navigation menu, there is a search bar with the text 'Search' and a magnifying glass icon. Below the navigation menu, there is a breadcrumb trail: 'Home / Leadership Central / District Leader Tools / Training / Club Officer Training Materials'. The main content area has a white background with a dark red vertical bar on the left. The title 'CLUB OFFICER TRAINING MATERIALS' is in large, bold, dark red letters. Below the title is 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!



Certified Trainer 5/22/2020

Upcoming Events & Timeline

