

Recommended Rotary International Leadership Development Training Cycle

Training meeting	Time frame	Topics addressed	Audience	Convener	Materials
Governors-elect Training Seminar (GETS)	September-December in conjunction with Rotary Institutes	<ul style="list-style-type: none"> • Sustaining and Growing Rotary's Membership Base • Successful Service Projects • The Rotary Foundation • Developing Effective Leaders • Administration Requirements of RI • Presentation of Annual RI Theme and Presidential Message • International Assembly Preview • The Role of the Secretariat <i>(Rotary Code of Policies 19.040.3)</i> 	Governors-elect	Rotary International Director/ sessions presented by GETS Training Team	<i>Governors-elect Training Seminar Leaders' Guide</i> (for the GETS Training Team) Governors-elect Training Seminar handout booklet (For governors-elect)
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> 	Governors, district Rotary Foundation chairpersons and interested Rotarians)	Trustee of The Rotary Foundation. Sessions presented by Regional Rotary Foundation Coordinator	Regional Rotary Foundation Coordinator's Resource Manual <i>District Rotary Foundation Seminar Manual</i> (438)
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> 	Governors-elect	RI President	<i>District Governor's Training Manual</i> (233) (Distributed to Governors-elect along with the <i>Rotary Foundation Handbook</i>)
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 <i>(Rotary Code of Policies 58.050.1)</i> 	Assistant governors, district committee chairpersons and district committee members	Governor-elect	<i>District Team Training Seminar Leaders' Guide</i> (247)* (distributed to Governor-elect for the district trainer) <i>Assistant Governors Training Manual*</i> (for assistant governors) <i>District Chairpersons Guide*</i> (for District Committee Chairpersons)

*Available beginning in 2001-02.

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Presidents-elect Training Seminar (PETS)	During the month of 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 Recruitment and Orientation • Effective Service Projects • The Rotary Foundation • Resources- Where They Are and How To Use Them • Planning for the Year <i>(Rotary Code of Policies 23.030.3)</i>	Club presidents-elect	Governor-elect	<i>Presidents-elect Training Seminar Leaders' Guide (243)</i> (distributed to Governor-elect for the district trainer) <i>Club President's Manual (222)</i> (For Presidents-elect)
District Assembly	1 April-30 April (preferably following PETS)	<ul style="list-style-type: none"> • Roles and Responsibilities • Guiding Principles- Policies and Procedures • Selecting and Training Your Team • Resources • Practical Application: Building a Plan • Problem Solving <i>(Rotary Code of Policies 23.020.3)</i>	Club leaders and committee chairpersons	Governor-elect	<i>District Assembly Leaders' Guide (828)</i> (distributed to Governor-elect for the district trainer) <i>Club Secretary's Manual (229)</i> (including a section for the club treasurer) Club Committee Manual
District Leadership Seminar	Immediately prior to or after the district conference	<ul style="list-style-type: none"> • The District Leadership Plan • Leadership and motivational techniques • Building an international service project • Planning a district meeting • Opportunities in the district and beyond <i>(Rotary Code of Policies 23.040.3)</i>	Rotarians who have served as club president, or have served for three or more years in a leadership role in the club.	Governor	<i>District Leadership Seminar Leaders' Guide (248)*</i> (for district trainers)
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 	Club leaders, Rotary Foundation committee members and other interested Rotarians.	Governor	District Rotary Foundation Seminar Manual (438) (distributed to district Rotary Foundation Chairpersons)

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