

# Club Officer Training for Area G2 & G3

*Theme: The Challenge of Leadership*  
*Discover the Keys to Successful Leadership*



Date: 18 June 2011 9:30-15:00

Venue: Bohusrummet, Bohusgatan 3, Göteborg ([map](#))

## Agenda

Start	End	Activity	Who
9:30	10:00	Registration & Mingle (with coffee/tea)	All
10:00	+0:20	Opening comments; Introduce yourselves	Area G2&G3 Governors, Division G Governor
10:20	+0:30 (or longer)	<b>Charting a course to club success:</b> The DCP Program & planning - Why DCP is important at each member's level	Volunteer from a club
10:50	+0:15	<b>Achieving success as a club officer:</b> club officer roles – a brief introduction	Elizabeth?
11:05	+0:45	Split up into groups depending on club officer role: Key activities & sharing experiences & best practice. WITH COFFEE	Experienced club officers lead each group
11:50	+0:40	*** LUNCH ***	
12:30	+0:15	<b>Achieving success as a club officer (summary)</b>	Elizabeth?
12:45	+0:30	Leadership session I (Motivation & Team work)	Subhasha?
13:15	+0:30	Sharing success & failure stories	Michael
13:45	+0:15	*** Coffee break ***	
14:00	+0:45	Leadership session II (Motivating Achievement - with a little bit of TM)	Hardy or Pierre?

		educational program)	
14:45	15:00	Summary and Closing	Div. and Area Governors

**Achieving Success as a Club Officer.** Includes scripts and standards for each officer.

For reference only (not include in final agenda)

**“Standard” content of COT**

Outlines, Slide Text, Handouts (PDF)

President

Vice President Education

Vice President Membership

Vice President Public Relations

Secretary

Treasurer

Sergeant at Arms

Slides (PowerPoint)

President

Vice President Education

Vice President Membership

Vice President Public Relations

Secretary

Treasurer

Sergeant at Arms

**Attracting New Members to Your Club.** Teaches club officers how to build membership in their clubs.

Script, Slide Text, Handouts (PDF)

Slideshow (PowerPoint)

**Charting a Course for Club Success.** Explains the Distinguished Club Program and motivates club officers to achieve goals using the Club Success Plan.

Script, Slide Text, Handouts (PDF)

Slideshow (PowerPoint)

**Motivating Achievement.** Familiarizes participants with the opportunities for growth available through the Toastmasters International Communication and Leadership tracks and membership programs.

Script, Slide Text, Handouts (PDF)

Slideshow (PowerPoint)

**Speech Contest Judges Training.** Establishes new judges with the information to judge effectively and refines the skills of those who have already judged a speech contest.

Outline (PDF)

Slideshow (PowerPoint)

