

**2019-2020**  
**District 39 Club Officer Training Standards**

1. Distinguished Club Officer Training Credit

Clubs receive credit towards Goal #9 in the Distinguished Club Program when a minimum of four officers from the club train during BOTH the June to August Training Period

For the 2019-2020 Summer Training Period, the requirement to be considered trained by the District is the following:

- Attend at least two hours of District-sponsored training
- The two hours must include, at a minimum:
  - 40 minutes related to specific club officer duties
  - 30 minutes related to Membership Building
  - 30 minutes related to the Distinguished Club Program and the Club Success Plan

For the 2019-2020 Winter Training Period, the requirement to be considered trained by the District is the following:

- 40 minutes related to specific club officer duties OR 40 minutes of a Leadership Elective
- 30 minutes related to Membership Building
- 30 minutes related to the Distinguished Club Program and the Club Success Plan

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2. District Sponsored Training

3 types of District Sponsored Training are allowed this year:

i. Toastmasters Leadership Institute:

3-hour minimum length (suggested 4 hours or longer)

Includes a General Session on Membership Building

Includes a General Session on Distinguished Club Program and Club Success Plan

Includes at least 1 hour of enrichment sessions

Summer: Includes 1-hour officer breakout sessions

Winter: Includes 1-hour Officer breakout sessions OR 1-hour General Session on

Officer Duties (Executive Committee) OR a 1-hour Leadership Elective

ii. Club Officer Training

2-hour minimum length. The two hours must include, at a minimum:

- 40 minutes related to specific club officer duties
- 30 minutes related to Membership Building
- 30 minutes related to the Distinguished Club Program and the Club Success Plan

iii. Alternative Club Officer training

Must be taught by an Area Director, Division Director, or trainer approved by the Division Governor or Program Quality Director

Total Training must be two hours in length. The two hours must include, at a minimum:

- 40 minutes related to specific club officer duties
- 30 minutes related to Membership Building
- 30 minutes related to the Distinguished Club Program and the Club Success Plan

To accommodate club officers with all schedules and availabilities, Alternative Club Officer Training can be delivered in one, two, or three sessions.

District sponsored TLI, COT and Alternative COT sessions are cross-compatible – meaning that a club officer can take any of the three parts at any event and receive credit.

As an example: X is the President of his club. He attends TLI but can only stay for the general session on Membership and DCP/Club Success. He attends an officer training breakout at a COT to receive credit.

If an officer attends a full TLI or COT, they will only need to sign in once at the event for credit. However, if they are only attending part of the training, they should note that on the training sheet. Division or Area directors will note when the training is complete. This is on the honor system.

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3. Source Material for Club Officer Training and Toastmasters Leadership Institute

Toastmasters International has developed a core curriculum of 12 modules, which includes a one-hour module for each officer position and 5 stand-alone modules. It is recommended that this core curriculum is to be the foundation for all TLI and COT requirements. For training in District 39, the modules for each section should be based on the following Core Curriculum modules:

**Club officer duties:**

Officer breakouts for all 7 offices:

[President](#)

[Vice President Education](#)

[Vice President Membership](#)

[Vice President Public Relations](#)

[Secretary](#)

[Treasurer](#)

[Sergeant at Arms](#)

OR

[Creating A Quality Club](#)

(This module is an overview of all the club officer positions, how they interact together and a review of Moments of Truth. It is excellent for advanced officers or for a large group presentation of officer duties when instructors or venue space are limited.) As a bonus, DCP is also included in this presentation, so you can use less time on the DCP module directly.

Membership Building

Some information in [Creating a Quality Club](#)

Another Great resource [Finding New Members](#)

**Distinguished Club Program and Club Success Plan**

DCP Information - [Creating A Quality Club](#) pages 23-26;

Club Success Plan Information - [Building on Achievement...](#)

[DCP and Club Success Plan](#) manual

**Leadership Elective**

For Winter training, District 39 will allow a Leadership Elective in place of club officer duties training. The elective should be approved by the Program Quality Director and the Division Governor whose Division is sponsoring the TLI or COT.

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Acceptable Electives Include:

Any module from the core curriculum:

[Building a Healthy Team](#)

[Building on Achievement for Continued Success](#)

[Creating a Quality Club](#)

[Enhancing Evaluations](#)

[Leading the Club to Success](#)

A leadership keynote by a well-known speaker that is of general interest and is helpful to Toastmasters club officers.

A Pathways presentation that is helpful for Club Officers

The sky is the limit. If you have an idea, run it by the Division Director and PQD.

4. Ideas for Enrichment

In addition to the District 39 core requirements, training that is called a TLI should have at least one additional hour, preferably more, of enrichment sessions.

When planning enrichment sessions, consider the size of your audience and the effort of the presenters. For example, if you have 15 people in attendance and 3 enrichment presenters, it is better to offer the enrichment sessions in 3 one-hour general sessions than to offer 3 concurrent sessions for one hour. If, on the other hand, you have 60 people attending, the opposite is true!

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What can you offer for enrichment:

- Any module from the Core Curriculum is an acceptable enrichment module
- A Pathways-related presentation that is helpful for Club Officers
- Any module from the [Successful Club Series](#)
- Any module from the [Better Speaker Series](#)
- Any module from the [Leadership Excellence Series](#)  
These modules are required presentations for people looking to finish the Advanced Communicator Silver (ACS) or the Advanced Leader Bronze (ALB). You can help a lot of people looking to fill these requirements by including these presentations as an enrichment choice. Since they are 15 minutes each (usually), one of my favorite ways is to offer them in a 3-presentations-to-an-hour TED like format.
- Any Module from the [Success/Communication or Success/Leadership Series](#)  
These modules are required presentations for ACG, so you can help a lot of people by offering these modules as an enrichment choice. As designed, they are very long – so presenters will need to conduct condensed versions of the modules. They are very good topics.
- Speaking Technique presented by a well know speaker
- Leadership presentation by a well-known leader
- Judges' Training
- Contestant Training
- Judges and Contestant Training
- Building New Clubs
- General Interest Toastmasters Topics
- Toastmasters On Demand Content (Live or Past World Championships of Public Speaking and past Educational Sessions from International Conventions.

Enrichment should be approved by a Division Governor or the PQD to avoid sales-pitch or otherwise inappropriate presentations.

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5. Sample Agendas

This section contains sample agendas that meet the 2019-2020 District 39 Training Requirements. They are meant to show you how you can structure training creatively to use your people, space and other resources most effectively. Whether you have one room or 10, whether you have one instructor or 20, you can make it work and provide effective training.

TLI requires a minimum of one hour of enrichment. You may want to add as many as 5 or 6 if you have the demand for both instructors and participants.

These agendas are not meant to limit what is offered, but rather to stimulate thought and creativity. If you have an idea for a different agenda that you think works great, please share it.

### **TLI (with 7-10 instructors and 7 rooms)**

**DCP and Club Success Plan - 30 Minute General Session in largest room**  
**Membership Building – 30 Minute General Session in largest room**  
**Club Officer Breakouts – 1 hour in individual rooms**  
**Enrichment Hours (1 to 3 sessions in 1 to 3 rooms)**

### **TLI (with 4 instructors and 3 rooms)**

**DCP and Club Success Plan - 30 Minute General Session in largest room**  
**Membership Building – 30 Minute General Session in largest room**  
**Club Officer Breakouts – 1 hour (President/VPEd/SAA Combined, VPM and VPPR combined, Secretary/Treasurer combined) in individual rooms**  
**Enrichment Hours (1 to 3 sessions in individual rooms)**

### **COT (3 instructors and 1 rooms)**

**DCP and Club Success Plan - 30 Minute General Session**  
**Membership Building – 30 Minute General Session**  
**Club Officer Breakouts – 1 hour (President/VPEd/SAA Combined, VPM and VPPR combined, Secretary/Treasurer combined)**

After the general sessions, you would break into 3 corners of the room

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### **Alternative COT (1 instructor and 1 rooms)**

**Creating A Quality Club Module – 90 minutes**

**Membership Building – 30 Minutes**

The Creating A Quality Club Module covers all 7 offices and how they work together in the Executive Committee as well as the DCP and Club Success Plan. It is an excellent resource to use if you are short on training resources.

### **Alternative COT (1 instructor, 1 room, 3 40-minute lunch sessions)**

**Creating A Quality Club Module, Part I: The Executive Committee –40 minutes**

**Creating A Quality Club Module, Part II: DCP and Club Success Plan– 40 minutes**

**Membership Building – 40 Minutes**

The Creating A Quality Club Module covers all 7 offices and how they work together in the Executive Committee as well as the DCP and Club Success Plan. It is an excellent resource to use when short on training resources and it can easily be split in half for shorter sessions.

### **Alternative COT (1 instructor, 1 room, 2 60-minute lunch sessions)**

**Creating A Quality Club Module, Part I: The Executive Committee –60 minutes**

**Creating A Quality Club Module, Part II: DCP and Club Success Plan; Membership Building–60 minutes**