



General sessions

- Opening Session
- Closing Session

Breakout sessions

- Increasing Your Impact
- Expanding Your Reach
- Enhancing Participant Engagement
- Increasing Your Ability to Adapt

Purpose

The District Vibrant Club Workshop is a chance for members to learn about how membership, public image, and The Rotary Foundation work in unison to help us fulfill Rotary's strategic plan, which is known as our [Action Plan](#). The District Vibrant Club Workshop Leader's Guide is written for you — the organizers and trainers — to tailor to your training needs.

Planning

The District Vibrant Club Workshop can be held anytime and ideally lasts half a day. The district membership, public image, and Foundation committees should consult with the district governor and district trainer when planning the workshop.

When you are selecting a venue, choose one that has a strong wireless internet connection so you can use the online participant activities suggested in this leader's guide.

If you're conducting this training virtually, read the Offering Training Online document in this zip file for suggestions on how to structure it. Each session also includes directions, which are highlighted in yellow, for how to alter the activity for an online training event.

Participants

Workshop attendees can include:

- Club officers
- The district governor-elect
- The district governor-nominee
- Assistant governors
- Other members who are interested

Participant materials

Encourage participants to take these courses in the [Learning Center](#) to prepare for the workshop (they'll be asked to sign in to their My Rotary accounts):

- [Rotary Basics](#)
- [Rotary Foundation Basics](#)
- [Is Your Club Healthy?](#)
- [Practicing Flexibility and Innovation](#)

- [The Rotary Brand](#)
- [Building Rotary's Public Image](#)

Also ask participants to take the [Rotary Club Health Check](#), which is part of the Is Your Club Healthy? course. It will be part of an activity during the Opening Session and the Increasing Your Ability to Adapt session.

You can also help participants prepare by sharing these documents before the training:


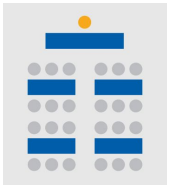
- [Action Plan flyer](#)
- Action Plan Glossary in this zip file
- Session descriptions in this zip file
- [What Clubs Can Do flyer](#)

Ask participants to bring their laptops, tablets, or other mobile devices to the workshop if they'll need them during training.

Sessions

Most training events have general sessions with information for all participants and breakout sessions to discuss specific topics.

- **General sessions** can be used to motivate and inspire participants. They typically include:
 - New information or updates on topics that are relevant to a large audience
 - Details about the breakout sessions
 - Discussion of district business
 - Multimedia presentations
- **Breakout sessions**, which use a workshop format, allow participants to:
 - Learn about a specific topic
 - Ask more detailed questions
 - Discuss ideas with their peers
 - Participate in activities

<p>WORKSHOP</p> 	<ul style="list-style-type: none"> • Best for learning practical skills or giving participants a new understanding of a concept through an interactive activity • Led by experts • Room arranged for groups to collaborate, with space for the facilitator to move freely among participants 	<p>ROOM SET-UP</p> 
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Tips for using the leader's guide

This guide is flexible for organizers, trainers, and participants. The sessions are written for you to tailor to your participants' needs, and you should review them in advance to allow time for planning and rehearsal. Most sessions include these sections:

- **Relevance statement** explains why the session is important.
- **Learning objectives** list the intended outcomes of the session.
- **Before the session** suggests how to prepare. Review all content and plan how you'll use the speaking points, discussion questions, and activities that you find relevant for your audience.
- **Resources** are materials that you may want to use to learn more about the topic or recommend to participants.
- **During the session** recommends how to lead the session and what information to include. The facilitator will decide the details of the session. Activities are integrated into the discussion and you can adjust them to your participants' needs.

Customizing your agenda

Build your agenda using the sessions listed in the table below. Four breakout sessions are offered to give you flexibility. You might survey participants beforehand to see which sessions interest them.

Depending on your space and number of trainers, you could hold more than one session at a time and repeat certain sessions to maximize attendance. If your resources are limited, choose the sessions that are most relevant to participants.

Though many sessions are designed to last an hour, you can adjust the length. Allot enough time to complete each part and include breaks so participants can network between sessions.

Consider converting any sessions that meet participant needs but don't fit in your agenda into an assignment or webinar that participants can complete before or after your training event.

Think about these tips when you develop the program:

- Add examples from your region to illustrate discussion points.
- Use culturally appropriate training techniques.
- If your group is large enough, have participants occasionally change seats so they can work with a variety of people.
- Leave time at the end of each session or the day to answer questions or discuss additional topics.

Sample agenda

The sample agenda below shows a half-day seminar. Other options include:

- Condensing the four breakout sessions into just two separate sessions and conducting them consecutively, so participants learn about all four topics
- Holding this as a full-day seminar and offering each session consecutively

If you're offering concurrent sessions, consider sending the session descriptions (located in this zip file) to participants before the training to help them decide which ones to attend.

START	FINISH	DURATION	SESSION
		45 min	Opening Session
		60 min	Concurrent sessions (choose one to attend) Increasing Your Impact Expanding Your Reach
		30 min	Break
		60 min	Concurrent sessions (choose one to attend) Enhancing Participant Engagement Increasing Your Ability to Adapt
		45 min	Closing Session

Getting started

After reviewing this guide, decide who will facilitate the breakout sessions. You might meet with those people before the event to finalize the logistics and details. Here are some resources you and the facilitators can use to prepare:



- [Action Plan page](#) on My Rotary
- Action Plan Glossary in this zip file
- [Trainers page](#) on My Rotary
- [An Introduction to Adult Learning](#) course
- [Becoming an Effective Facilitator](#) course
- [Managing a Training Session](#) course

Find experts to lead your sessions, then give them the session guides early enough that they have sufficient time for planning.

Remember to encourage participants to evaluate the sessions they attend (see the sample evaluation form). And, finally, have fun!

Questions?

If you have questions or comments about this guide, contact Rotary's Learning and Development staff at learn@rotary.org or +1-847-866-3000.