

SOUTHERN DIVISION CLUB OFFICER TRAINING DAYS FEBRUARY 2012



Members, don't just sit there thinking about it, hop into a Southern Division Club Officer Training Session in February and become enlightened on the various executive roles within your club plus be part of the many interactive sessions with experienced and dynamic presenters including the 2009 World Champion of Public Speaking **MARK HUNTER**

For your convenience you have the choice of training venue and date

TRAINING FOR NORTHERN CLUBS	TRAINING FOR SOUTHERN CLUBS
Date: 18 February 2012	Date: 25 February 2012
Location: Coombabah State High School Pine Ridge Road Coombabah Qld	Location: Lennox Head Community Centre Corner Park Lane and Mackney Lanes, Lennox Head
Time: 8.30am QLD time Registration 9.00am Welcome & Opening	Time: 8.45am NSW time Registration 9.15am Welcome & Opening
Cost: \$15.00	Cost: \$15.00

COOMBABAH QLD



LENNOX HEAD NSW



**SOUTHERN DIVISION CLUB OFFICER TRAINING QLD
COOMBABAH STATE HIGH SCHOOL, PINE RIDGE ROAD COOMBABAH QLD
SATURDAY 18 FEBRUARY 2012**

QLD Times

8.30	<u>Registration and Cuppa</u>						
	Area 6 Gov - Alison Andrew		Area 17 Gov - Jeff Clout				
	Area 23 Gov - David Lockie		Area 24 Gov - Ron Gallen				
	Area 30 Gov - Esther Button		Area 34 Gov - Beverley Bradbery				
	Area 35 Gov - Shirley Williams		Sthn Div Treasurer - Di Doig				
9.00	<u>Opening & Welcome</u> by Southern Division Governor Training program explained by TLI Coordinator						Janet Coleman Janet Douglas
9.10	<u>Risk Management</u>						David Lockie
9.25	<u>Club Officer Roles</u> (will break into separate groups for this session only) Brief overview of the role +discussion on what worked and what hasn't to date and why						
	Interactive Sessions						
	President	VPE	VPM	VPPR	Secretary	Treasurer	SAA
	Phoebe Greening	Janet Coleman	Rose Smith	Tarja Kelly	Janet Douglas	Catherine Taylor	Ian McLaren
	(Treasurer session may run slightly longer as it is 'computerising the treasurer')						
10.00	<u>What's Ahead for the Remainder of The Club Executive's Term?</u>						Bruce George
	<ul style="list-style-type: none"> ➤ What do the Club Executive need to do during the next 4 months? ➤ The Distinguished Club Program and how we are going to implement it successfully ➤ Finding your Successor. (All Interactive Sessions) ➤ Rebranding - What's New, What's available and Where to get it from 						
11.00	Morning Tea						
11.20	<u>Creating The Best Club Climate</u> (Interactive session)						Mark Hunter
	<ul style="list-style-type: none"> ➤ Are We Giving the Best Customer Service? ➤ Achieving our Goals-Keeping the Commitment-Member Retention-What Does It Take? 						
12.20	<u>Empowering the Evaluator as Well as the Presenter</u> Effective Feedback the good, the bad & the ugly (Interactive Session)						Donna Kildea
1.00	Lunch						
1.30	<u>Build Your Thinking Power - Constructing an Effective Speech</u>						Terry Lavelle
2.10	<u>Leadership</u> (Interactive Session)					Carl Taylor & Kathryn Sefton	
	<ul style="list-style-type: none"> ➤ An Effective Leadership Team ➤ Facilitating Discussion/ Resolving Conflict ➤ Delegate to Empower 						
3.10	Presentations and thanks by TLI Janet Douglas						
3.15	Close 2nd round of COT Training Southern Division Governor Janet Coleman						

If attending please register ONE WEEK prior to training day either with your Area Governor or TLI Janet Douglas 07 55642661 (Northern) or Francesca Thorn 07 55451294 (Southern)

**SOUTHERN DIVISION CLUB OFFICER TRAINING NSW
CULTURAL AND COMMUNITY CENTRE CORNER PARK LANE & MACKNEY LANES LENNOX HEAD NSW
SATURDAY 25 FEBRUARY 2012**

NSW Times

8.45 Registration and Cuppa

Area 6 Gov - Alison Andrew	Area 17 Gov - Jeff Clout
Area 23 Gov - David Lockie	Area 24 Gov - Ron Gallen
Area 30 Gov - Esther Button	Area 34 Gov - Beverley Bradbery
Area 35 Gov - Shirley Williams	Sthn Div Treasurer - Di Doig

9.15 Opening & Welcome by Southern Division Governor **Janet Coleman
Training program explained by TLI Coordinator **Francesca Thorn****

9.25 Risk Management **David Lockie**

**9.40 Club Officer Roles (will break into separate groups for this session only)
Brief overview of the role +discussion on what worked and what hasn't to date and why**

Interactive Sessions

President	VPE	VPM	VPPR	Secretary	Treasurer	SAA
Phoebe Greening	Janet Coleman	Rose Smith	Tarja Kelly	Janet Douglas	Catherine Taylor	Ian McLaren

(Treasurer session may run slightly longer as it is 'computerising the treasurer')

10.15 What's Ahead for the Remainder of The Club Executive's Term? **Presenter TBC**

- What do the Club Executive need to do during the next 4 months?
- The Distinguished Club Program and how we are going to implement it successfully
- Finding your Successor

11.05 Morning Tea

11.25 Creating The Best Club Climate (Interactive Session) **Mark Hunter**

- Are We Giving the Best Customer Service?
- Achieving our Goals-Keeping the Commitment-Member Retention-What Does It Take?
- Rebranding - What's New, What's available and Where to get it from

12.35 Empowering the Evaluator as Well as the Presenter **Alison Cleaver
Effective Feedback the good, the bad & the ugly (Interactive Session)**

1.15 Lunch

1.45 Build Your Thinking Power - Constructing an Effective Speech **Terry Lavelle**

2.25 Leadership (Interactive Session) **Kathryn Sefton & Amica Sanday**

- An Effective Leadership Team
- Facilitating Discussion/ Resolving Conflict
- Delegate to Empower

3.25 Presentations and thanks by TLI Francesca Thorn

3.30 Close 2nd round of COT Training Southern Division Governor Janet Coleman

**If attending please register ONE WEEK prior to training day either with your Area Governor or
TLI Janet Douglas 07 55642661 (Northern) or Francesca Thorn 07 55451294 (Southern)**