



November 2007

Updates to the *Club Officers' Kit*

This month, the Club Officers' Kit (225-EN) was mailed to district governors-elect. It includes:

- [*Club President's Manual*](#) (222-EN)
- [*Club Secretary's Manual*](#) (229-EN), including Club Treasurer section
- [*Club Administration Committee Manual*](#) (226A-EN)
- [*Club Membership Committee Manual*](#) (226B-EN)
- [*Club Public Relations Committee Manual*](#) (226C-EN)
- [*Club Service Projects Committee Manual*](#) (226D-EN)
- [*Club Rotary Foundation Committee Manual*](#) (226E-EN)

The manuals for club presidents and secretaries include updates from the 2007 Council on Legislation. If you didn't receive the updated versions, contact your Club and District Support representative.

District leadership seminars

Show Rotarians why they should get involved in Rotary beyond their own clubs by promoting your district's leadership opportunities during the district leadership seminar. The RI Board recommends holding this meeting in conjunction with the district conference. Download these support materials to conduct this seminar:

- [*District Leadership Seminar Leaders' Guide*](#) (248-EN)
- [Slides](#)

December is Family Month

Celebrate Rotary's commitment to [family](#) in December! Bring together the mothers, fathers, children, grandparents, aunts, uncles, cousins, and other members of your Rotary family to learn more about the organization. Consider having a special club event for family members to talk about the service opportunities in the community.

Rotary International Interactive

If you like to learn about Rotary and Rotarians' service around the world, [Rotary International Interactive](#) is a great resource for you. This multimedia newsletter presents stories about Rotarians and allows readers to interact with others in the family of Rotary. In each issue, you can send questions to RI President Wilf Wilkinson, e-mail a Rotarian expert for personalized advice, and check out popular Web links. Highlight these features at your next training seminar, and [subscribe now!](#)

Training Tip

While facilitating a discussion, don't be concerned if participants don't speak up right away. Consider rephrasing the question, giving an example to make sure they understand what you're asking, or having them discuss the question with a partner. In addition, some participants need time to consider the question before they're ready to respond. As a general rule, wait at least a minute before answering the question yourself.

Looking for more training tips? Find a [collection](#) on the Training page.

Training Tools

An icebreaker is an activity to help participants get to know each other and become more comfortable in the session. Whether you're leading the first session of a training seminar or facilitating a discussion right after lunch, this is one way to keep your participants energized.

The following icebreaker is ideal for a group of 8-10 people. First, ask participants to stand up. Give a coin to each person, and make sure the year on each coin falls within the last decade. Have participants look at their coin's year and share a significant event or story about themselves that happened that year. Each participant can sit down after sharing a story. This icebreaker will help people get to know something unique about each other.

[Tell us](#) about icebreakers that have worked during your training sessions.

Questions or Comments?



Your questions and comments about *Rotary Training Talk* are always welcome. Send them to training.talk@rotary.org. Use the "Forward e-mail" link below to send this message to a fellow Rotarian.