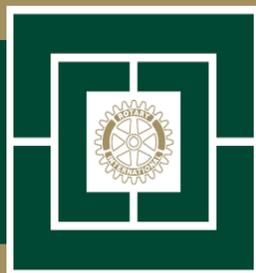


2007 年國際講習會 領導人指南



2007 INTERNATIONAL ASSEMBLY
28 January-3 February 2007 | San Diego, California, USA



Leaders' Guide

2007 年國際講習會訓練領導人前總監許勝傑 PDG Archi 翻譯

2007/Feb./5

敬愛的台灣地區扶輪領導人及社友.

2007 國際研習會除了有九次的全體會議外,另有 10 節分組討論,分組討論是以英文為主要語言,台灣七位地區總監當選人是被分派於英文組,授課方式採取互動式教學,每間討論教室有 20 位來自全世界不同地區的總監當選人,大家針對每一章節的各項題目,共同參與討論並交換意見,分享經驗,

在研習會期間總監當選人每人有一份的工作手冊,每一章節皆有許多已標示問題之空白表格,當討論問題進行至各該題目時,講師會請學員將討論後之重點摘要寫在壁報上,或由各組簡要報告討論內容,這時總監當選人可將討論之重點或可供自己地區參考之寶貴意見抄錄在他的手冊裡,以便進行每日回顧與繳交報告之用,監當選人之工作手冊更可供日後回到地區,舉辦會議或執行計畫之參考。

現將已翻譯好的 10 節分組討論課程主要中文內容,公佈於 RRFC DENS 的網站提供各位參考,希望有助於台灣扶輪的發展。

許勝傑 敬上

2007 國際研習會訓練領導人

Session 1: 2007-08 RI Theme

第一節: 2007-08 RI 年度主題

日期: 2007 年 1 月 29 日

時間: 1045-1205

(80 分鐘)

Learning Objectives

1. Discuss the 2007-08 RI theme and its application in the coming year
討論 2007-08 RI 年度主題以及如何在下年度運用
2. Communicate to clubs the resources available to support the theme
傳授各社一些有用的資源以支持年度主題
3. Identify the 2007-08 Presidential Citation and resource groups
明確認定 2007-08 社長獎以及資源小組
4. Communicate the requirements of 2007-08 Presidential Citation
傳授 2007-08 社長獎的必備條件

Introduction 自我介紹

(20 分鐘)

- 姓名 Name
- 地區編號 District Number
- 城市國家 Town / Country

2007-08 Theme Bag**2007-08 主題袋**

(10 分鐘)

- ◆ Are there any questions about the resources you have just received?
對於您剛收到的資料有什麼其他的問題嗎?

2007-08 RI Theme**2007-08 年度主題**

(30 分鐘)

- How will you use the 2007-08 theme?
您如何運用 2007-08 年度主題?
- How can the theme be made relevant to your district activities ?
年度主題與您地區的那些活動有關?
- How can the 2007-08 RI theme be incorporated into projects in your districts?
如何將 2007-08 年度主題與您地區的計劃相結合?
- How will you use these resource groups to support the emphases?
您將如何運用資源小組來支持這些重點工作?

2007-08 Presidential Citation (2007-08 社長獎)

(15 分鐘)

- How will you use the Presidential Citation to motivate clubs in your district?
您如何使用社長獎來激勵您地區的扶輪社?
- Who will assist you in processing the Presidential Citations in 2007-08?
誰會幫助您處理 2007-08 國際扶輪社長獎?

Review 回顧

(5 分鐘)

Session 2: 2007-08 President's Emphases

第二節:2007-08 年度社長重點工作

日期: 2007 年 1 月 29 日
時間: Part 1: 1515-1615
Part 2: 1635-1720
(105 分鐘)

Learning Objectives

1. Identify what issues exist in districts within the scope of the emphases:
Literacy, water, health and hunger and the family of Rotary
確定在重點工作的範疇下地區有什麼樣的問題:
識字,水,健康與飢餓,扶輪家庭
2. Develop strategies for addressing the emphases within the district
展開策略在地區裡宣達這些重點工作
3. Develop effective goals that will address the emphases.
開展有效的目標以宣達這些重點

Introduction 簡介

(5 分鐘)

Group Exercise:

團體演練

(40 分鐘)

Conduct Needs Assessment and Define Solution

實施需求評估計畫並擬定解決方法

1. What issues exist in your district related to:
什麼樣的有關問題存在於您的地區:

Literacy ? 識字教育

Water ? 水資源

Health and hunger? 健康與飢餓

Family of Rotary? 扶輪家庭

2. What are some strategies to access your district's needs?

什麼樣的策略可以接近地區的需求?

3. Which populations do these issues affect?

那些人口受到這些議題影響?

Group Exercise:

團體演練

(30 分鐘)

Conduct Needs Assessment and Define Solution

實施需求評估計畫並擬定解決方法

Goal 目標

(10 分鐘)

- What goals will you set for your year to support these emphases?

您的年度裡，您設定什麼樣的目標來支持年度工作重點

Review 回顧

(5 分鐘)

Daily Summary and Evaluation

每日總結與評估

(10 分鐘)

Session 3: Membership Recruitment and Retention

第三節: 吸收新社員及防止流失

日期: 2007年1月30日

時間: 0955-1055

(60分鐘)

Learning Objectives

1. Discuss the functions of recruitment, retention, and organizing new clubs and how to overcome common obstacles to membership issues.

討論吸收新社員,防止流失以及籌組新社的機能,並如何克服通常發生社員問題的一些障礙

2. Identify ways to motivate clubs to implement education strategies for current members.

確立激發各社為現有的社員實施教育策略

3. Discuss diversity in membership.

討論社員的多樣性

Introduction 簡介

(10分鐘)

- What has been done in your district to increase membership?
您的地區為了增加新社員,有那些是已經做過的?
- How will you communicate the importance of growth to individual Rotarian in your district?
您將如何對於社員成長的重要性傳達給貴地區的扶輪社友?
- How are these results consistent with membership trends in your district?
這些努力成果如何與地區社員發展的趨勢一致?

Recruitment, Retention and Organizing New Clubs (20 分鐘)

吸收新社員, 防止流失及成立新扶輪社

- How will you work with your clubs to achieve the President-elect's membership goal of one net member per club by 31 March 2008
您如何與各社工作來達成 2008 年 3 月 31 日前每社社員淨成長一名的目標?
- How can you tell if an area will be able to support a new club?
假若有一個地區能輔導一個新社,您將如何告訴他們?

Member Education and Involvement

(10 分鐘)

新社員教育與參與扶輪活動

- What are some ways clubs and districts can deliver information to members?
扶輪社及地區可以經由那些方法將信息傳遞給新社友?
- Describe successful member education efforts in your district.
請敘述貴地區成功新社員教育的成果
- How can you help clubs establish a plan for the education of their members?
您如何幫助各社建立一套新社員教育的計畫

Diversity in membership

(10 分鐘)

社員的多樣性

- What characteristics define diversity in your area?
什麼樣的特色訂定了您地區的多樣性 ?

- Do clubs in your region work towards a more diversified membership?
您地區的扶輪社是否朝向更多種多樣的扶輪社員方向努力?
- Do clubs in your district reflect the diversity of qualified business and professional leaders in the community?
您地區的扶輪社是否可反映出他們是社區各種夠格的商業及專業領導人?
- What information can clubs use to gain a more accurate understanding of the demographics of their community?
扶輪社可以從什麼樣的地方來了解更精確的社區人口統計的訊息?
- How will you motivate clubs to target their recruitment efforts towards a more accurate representation of their community?
您如何鼓勵扶輪社對於增加新社員的努力目標方向,朝向更能代表他們的社區?
- What challenges do you have in your district with respect to diversity?
對於社員的多樣性方面,在您的地區有何挑戰?
- How will you work with your districts to overcome diversity challenges?
您如何與地區合作克服社員多樣性的挑戰?

New Member Sponsor Pin

(5 分鐘)

- Who has invited a new member to his or her Rotary club since 1 July 2006?
自 2006 年 7 月 1 日起,有誰已經介紹過一位新社友?

Review 回顧

(5 分鐘)

Session 4: Public Image

第四節: 公共形象

日期: 2007 年 1 月 30 日

時間: 1120-1220

(60 分鐘)

Learning objectives

1. Understand Rotary' s global public image campaign *Humanity in motion*, and how it can be used by clubs and districts.

了解國際扶輪全球公共形象的運動, ”人道計畫的行動 *Humanity in motion*” , 如何在各社及地區使用

2. Discuss how to promote public relations efforts among clubs and within the district.

討論如何提升扶輪公共形象包含在各扶輪社以及地區

4. Understand strategies for working with media.

了解與媒體合作的一些策略

Introduction 簡介

(10 分鐘)

● How does the public image of Rotary affect the organization?

扶輪的公共形象會如何影響這一組織?

Humanity In Motion Campaign

(10 分鐘)

人道計畫的行動

● What other resources are available to help promote Rotary' s public images?

有那些其他資源可以提升扶輪的公共形象

Public Relations in Club and Districts

(10 分鐘)

扶輪社與地區的公共關係

- What public relations efforts have your district found to be successful in the past?

什麼樣的公共關係努力,過去在您的地區您認為是成功的?

- Who will assist you in improving Rotary's public image within your district?
誰能協助您改進您們地區的扶輪公共形象?

- How can you motivate clubs to initiate public relations efforts?
您如何激勵扶輪社推動公共關係的努力?

- Who in your community can you partner with to enhance Rotary's public images?
在您的地區有那些人可以合作來提升扶輪的公共形象?

Working With The Media

(20 分鐘)

與媒體共事

- What other tips or successes can be added to this list?
還有其他好點子或成功的方法可以加入表列的項目嗎?

- What are the biggest challenges with working with the media?
與媒體共事最大的挑戰是什麼?

- How has your district overcome these challenges to work with the media?
您的地區如何克服與媒體共事的挑戰?

- How can you take a proactive approach to building a good relationship with the media?
您如何採取主動接觸並與媒體建立良好的關係?

Review 回顧

(5 分鐘)

Session 5: Our Foundation Goals For 2007-08

第五節: 我們扶輪基金會 2007-08 年目標

日期: 2007 年 1 月 30 日

時間: 1520-1620

(60 分鐘)

Learning objectives

1. Identify The Rotary Foundation goals for the 2007-08 year.
確立扶輪基金會 2007-08 的目標
2. Define strategies to achieving The Rotary Foundation goals for 2007-08
明確達成扶輪基金會 2007-08 目標的策略
3. Establish a plan for supporting the 2007-08 Foundation goals in the district.
在地區裡建立一項計畫以支持扶輪基金會 2007-08 的目標

Introduction 簡介

(10 分鐘)

- What are the goals that Chair-elect Rattakul identified during his presentation?
什麼是扶輪基金會保管委員會主席當選人陳裕財先生在全會時所說的目標?
- Which goal is most relevant in your district?
那一項目標是與貴地區最相關?

Strategies For The Goals

(40 分鐘)

目標設定的策略

- Who will you involve to address these goals within your district?
誰將會與您共同在地區講述這些目標?
- How will you promote these goals in your district?
您將如何推廣貴地區的扶輪基金目標?

Session 6: Supporting Our Rotary Foundation

第六節: 支持我們的扶輪基金會

日期: 2007 年 1 月 31 日

時間: 1010-1110

(60 分鐘)

Learning objectives

1. Discuss the impact of Ambassadorial Scholars
討論大使獎學金演講內容對聽眾的衝擊
2. Examine strategies to encourage giving
研究鼓勵捐獻的策略
3. Understand his/her role in coordinating the club goal setting process
了解每人在協調在各社設立目標的程序

Introduction 簡介

(5 分鐘)

- What did you take away from Steve Hollingworth's speech?
您從史蒂夫的演說中得到甚麼?

Impact of The Rotary Foundation

(10 分鐘)

扶輪基金會的影響

- What Ambassadorial Scholar success stories do you have to share from your district?
您的地區有那些成功的大使獎學金受獎人故事可以分享?
- What impact do Foundation scholars have on your communities?
大使獎學金受獎人對您的地區有何影響?
What impact will they have in the future as alumni?
當他們未來成爲前基金會前受獎人時有何影響?

- How can your district foster a long term relationship with Ambassadorial Scholar alumni?
您的地區如何發展出一套長期與前基金會受獎人的關係?

Developing Strategies to Encourage Giving

(10 分鐘)

發展鼓勵捐贈的策略

- What are the main reasons that Rotarians contribute to The Rotary Foundation?
什麼是扶輪社友捐錢給扶輪基金會的最大理由?
- What are some reasons that Rotarians do not contribute to The Rotary Foundation?
什麼是扶輪社友沒有捐錢給扶輪基金會的一些理由?

Coordinating Clubs' Goal Setting

(20 分鐘)

整合社的目標設定

- What specific strategies will you use to encourage every club to contribute during your year?
在您擔任總監的年度裡您將使用什麼特別的策略鼓勵各社捐贈?
- Why is it important that clubs set their own goals for Annual Programs Fund and Permanent Fund giving?
為什麼各社設定他們自己的年度計畫捐獻及永久基金捐獻的目標是重要的?
- How many of your clubs are working on their 2007-08 goals?
您們有多少社已經開始進行 2007-08 年度目標設定?
- How will you help clubs meet their goals?
您如何幫助各社達成他們的目標?
- What can you do to encourage clubs who have never contributed to The Rotary Foundation?
您如何鼓勵從未捐贈給扶輪基金會的社?
- What will you follow up with clubs after goals have been set?
當各社設定好他們的目標後,您如何繼續下去?

Review 回顧

(5 分鐘)

Session 7: Humanitarian Programs

第七節:人道計畫

日期: 2007 年 1 月 31 日

時間: 1540-1640

(60 分鐘)

Learning Objective

1. Demonstrate how The Rotary Foundation's humanitarian programs can apply to the 2007-08 Presidential Emphases
說明扶輪基金的人道計畫如何能夠運用在 2007-08 社長工作重點上.
2. Apply stewardship best practices within the district
在您的地區運用最佳執行的行政管理
3. Recommend a district structure that will ensure proper stewardship of all Rotary Foundation funds
推薦一個地區的組織架構,它將能確保對所有的扶輪基金獎助金做好最適當的行政管理

Group Exercise: 團體演練 (20 分鐘)

Applying Humanitarian Programs to The Presidential Emphases

朝向社長重點工作申請人道計畫

- What type of funding can your district seek to support these potential projects?
您的地區可尋求什麼樣的財源,來支持這些有可能的計畫?
- Who will you involve in your district to implement these projects?
您的地區包含那些人會執行這些計畫?
- How will you motivate these individuals to undertake these projects?
您將如何激發這些人承辦這些計畫?

Importance of Stewardship

(20 分鐘)

- What is meant by stewardship of Foundation funds?
扶輪基金獎助金的行政管理是指什麼?
- What are other best practices that ensure strong stewardship of funds?
還有其他的手段能確保扶輪基金獎助金更有效的行政管理嗎?
- What are effective partnerships?
什麼是有效率的夥伴?
How can you ensure clear and open lines of communication with project partners?
您如何確保彼此相互了解並建立與計畫夥伴自由溝通的管道?
- Why is reporting so important?
報告為什麼那麼重要?

Working With Your Team

(10 分鐘)

與您的團隊合作

- As governor, what will be your stewardship responsibilities?
擔任地區總監，您的行政管理責任是什麼?
- How does your district share responsibility for Foundation matters?
您的地區如何分擔扶輪基金事務的責任?
- Why is a team approach beneficial?
為什麼團隊探討是有益的?
- Why is continuity important for committee assignments?
對於委員會的連續指派為什麼很重要?

Review 回顧

(5 分鐘)

Session 8: Protecting Our Youth

第八節: 保護我們的青年

日期: 2007 年 2 月 1 日

時間: 1545-1645

(60 分鐘)

Learning Objective

1. Communicate the benefits of Youth Exchange and other Rotary youth programs
傳達青少年交換及其他與扶輪有關的青年活動的好處
2. Identify benefits of and strategies for developing and maintaining abuse and harassment prevention within the district
確立在地區內開發出並能防止虐待及騷擾之策略的好處
3. Identify strategies for communicating and maintaining these policies and procedures within the district
確立在地區內要有溝通並維護這項政策的方法

Introduction 簡介

(5 分鐘)

- How many districts represented in this room participate in Youth Exchange?
在這間教室裡有多少個地區有參與青少年交換計畫?
- In addition to Youth Exchange, what are some of the other programs Rotary offers to youth?
除了青少年交換計畫外,扶輪還提供給青年其他的一些計劃嗎?
- What are some the benefits identified in the plenary session about the importance of Rotary's youth programs?
在全會時關於青少年計畫的重要還有一些什麼好處被指出?

Physical

Sexual emotional

Abuse and Harassment Prevention

(20 分鐘)

防止虐待及騷擾

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarian, Rotarian's spouse and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

國際扶輪力求為所有參加扶輪舉辦之活動的青少年創造並維持一個安全的環境，扶輪社友、社友寶眷、其他夥伴及義工需盡他們最好的能力並且必須安全照顧這些小孩以及青年朋友，經由連絡並保護他們能免於身體的、性的以及情緒的虐待。

- What specific actions can you take to support this statement?
您用什麼樣明確的行動來支持這項聲明?
- What actions has your district already implemented in support of protecting youth program participants?
您的地區已經執行什麼樣的行動來保護青少年計畫的參加者?
- What are the benefits of abuse and harassment prevention policies?
防止虐待及騷擾的政策有什麼樣的益處?

Supporting Our Youth

(30 分鐘)

- What will be your responsibilities as governor to maintain your district's Youth Exchange certification status?
當您擔任總監時對於維持您地區的青少年交換計畫資格證明，您的責任是什麼?
- In the event that problems occur within your district, how will they be handled?
如果這樣的事情發生在您的地區，您將如何處理?

- If an incident were to occur, who would you communication with in your district?
假若發生事情, 在您的地區您將與誰溝通?
- What will you do to ensure the continuity of the youth protection procedures your district has implemented?
您如何確保您的地區持續的執行此項青年保護行動?
- Who can help you review and evaluate your youth programs?
誰可幫助您審查及評估您的青少年計畫?
- What are some strategies for working cooperatively with district chair on maintaining current policies?
在維護新的政策下, 有哪些策略方針可以與地區主委合作?
- What are the key resources to assist you with implementing these policies?
有什麼的主要資源可以協助您執行這些政策?

Review 回顧

(5 分鐘)

Session 9: Leadership

第九節: 領導

日期: 2007 年 2 月 2 日

時間: 100-1120

(80 分鐘)

Learning Objective

1. Identify the elements of effective leadership and ethical behavior
確立有效領導與道德行為的要素
2. Discuss strategies to identify and motivate ethical leaders to serve Rotary beyond the club and provide them with opportunities for service
討論策略用以確定及激發有道德的領導人服務於超越社以上層級並提供他們服務的機會
3. Understand how to address and resolve possible ethical issues
了解如何去宣佈並解決可能的道德問題

Elements of Effective Leadership

(20 分鐘)

有效領導的要素

- How do you define leadership?
您如何定義領導?
- Take a minute to think about a leader you admire. How does this individual inspire others?
利用一分鐘思考一位您所欽佩的領導人,他們個人是如何影響他人?
- Describe a situation where you felt you were most effective as a leader. What was the key to your success?
請描述在哪些情況您覺得自己是一位非常有效率的領導者,您的成功要鍵式什麼?
- Why are effective leaders important for Rotary?
為什麼有效的領導對於扶輪是很重要的?

Motivating Future Leaders

(15 分鐘)

激勵未來領導人

- What motivated you to serve beyond the club level?
什麼因素激勵您願意在扶輪社的階層以上服務?
- What are some considerations to keep in mind while working to motivate volunteers?
當要激勵義工時,在您心中有哪些需要思考?
- How is motivating volunteers different from motivating employees?
為什麼激勵義工與激勵公司員工不同?
- How will you have the opportunity to assist club officers?
您有什麼機會可以協助各社的職員?
- What can you do to encourage Rotarians to serve beyond the club level?
您如何鼓勵扶社友在扶輪社的階層以上服務?

Encouraging Ethical Behavior

(20 分鐘)

鼓勵合乎道德的行爲

- How do you define ethics?
您如何定義道德?
- Are all Rotarians, by definition, ethical?
是否所有的扶輪社友皆能界立一個道德標準?

- What are some examples of ethical behaviors?
有哪些是模範的道德行爲?
- How do you demonstrate high ethical standards in Rotary and your profession?
您如何表示在扶輪與您職業的高道德標準?
- How can Rotary's high ethical standards influence our public image?
扶輪的高道德標準如何影響我們的公共形象?

Case Studies

(25 分鐘)

案例探討

Review 回顧

(5 分鐘)

Session 10: Plan For Success

第十節: 做好成功的計畫

日期: 2007 年 2 月 2 日

時間: 1420-1535

(75 分鐘)

Learning Objective 學習目的

1. Identify their personal definition of success in the district
在地區確立個人對於成功的定義
2. Draft district goals to discuss with the district team at the district team training seminar
在地區團隊領導會議時提出地區目標的草案並與地區團隊討論
3. Help clubs formulate their goals at PETS and the district assembly
在社長訓練會與地區講習會時幫助各社整理規劃他們的目標
4. Discuss the new ideas learned during the International Assembly and integrate them into a plan for success
討論在國際研習會所學習到的新觀念並將其結合在成功的計畫上

Setting Goals For Your District

(25 分鐘)

設定地區的目標

- What is your vision of success for your district?
對於您的地區,什麼是您的成功願景?

- What have you heard here at the International Assembly that you will incorporate as a goal for your district?
在國際講習會這裡您所聽到的,您會將什麼結合在您地區的目標裡?

- What other areas will you consider when setting your district goals?
還有其他哪些方面, 在您設定地區目標時會考慮的?

Helping Clubs Set Goals

(25 分鐘)

協助扶輪社設定目標

- How will you involve clubs in the goal setting process for your district?
您如何將社的目標設定過程包含在您的地區?
- What specific goals will you ask clubs to set to support district goals?
什麼樣的特殊目標,您會告訴各社需要設定以支持地區的目標?
- What new information from the International Assembly will you communicate to encourage clubs to support goals in those areas?
從國際講習會裡有什麼樣的新訊息,您將會與各社溝通並鼓勵他們支持這些範圍的目標?
- How can you monitor club progress toward goals?
您如何追蹤各社達成目標的進度?
- What challenges might you have in working with clubs on their goals, and how will you address those challenges?
當您和各社一起設立目標時會有什麼樣的挑戰,您將如何應付這些挑戰?

- How will you address goal setting at PETS and the district assembly?
在社長當選人研習會及地區講習會時您將如何宣示目標的設定?

Achieving Success

(10 分鐘)

獲得成功

- How will you motivate people in your district?
您如何激勵您地區的人?
- How will you measure progress toward your goals?
您如何各社達成目標的進度?
- What will you do to recognize clubs for meeting club and district goals?
將如何去表彰那些已達成社與地區目標的扶輪社?

Review 回顧

(5 分鐘)



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