

**2007 Kuala Lumpur Rotary Institute**  
**Pre-Institute District Trainers' Training Seminar**  
**Shangri-La Kuala Lumpur, Seminar Room : Johore Room**  
**Thursday, November 29, 2007**  
**Program**  
(draft as of 11-07-2007)

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| 0800 – 0830 | Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 0830 – 0836 | Opening Ceremony                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 0836 – 0840 | Call to Order and Opening Statement - RIPD Noraseth Pathmanand Convener                                                                                                                                                                                                                                                                                                                                                                                                  |
| 0840 - 0845 | Welcome Remarks - PDG Dr R T Arasu Institute Chairman                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 0840 - 0845 | Overview - PDG Dr Paul C K Lee Training Team Leader, DTTS                                                                                                                                                                                                                                                                                                                                                                                                                |
| 0845 – 0945 | <p style="text-align: center;">Session I – PDG Natalia Soebagjo– Training Team Member, DTTS</p> District Trainer's Role and Responsibilities (District Trainers Manual "DTM" pages 4-5)<br>Leadership Development Training Cycle (DTM page 7)<br>Board recommended Guidelines (DTM pages 8-20)<br>Determining District's Needs (DTM pages 22-26)<br>Selecting Training Leaders (DTM pages 28-30)                                                                         |
| 0945 – 1045 | <p style="text-align: center;">Session II — PDG Guillier Tumangan - Training Team Member, DTTS</p> Preparing Training Leaders (DTM pages 31-35)<br>Characteristics of Adult Learners (DTM page 36)<br>Facilitating Learning (DTM page 38)<br>Guiding Discussion (DTM page 39)<br>Questioning Techniques (DTM pages 40-41)<br>Nonverbal Communications (DTM page 46)                                                                                                      |
| 1045 – 1115 | Tea Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1115– 1215  | <p style="text-align: center;">Session III – PDG Jason C. H. Yeung – Training Team Member, DTTS</p> Training Methods (DTM pages 42-43)<br>Methods of Conveying Information (DTM pages 47-48)<br>Room Setup (DTM pages 49, 64-65)<br>Training Tools and Equipment (pages 60-62)<br>Participant Materials (DTM pages 52, 62, 72)<br>Time management Techniques (DTM pages 50-51)<br>Evaluating Training Meetings (DTM pages 53-54)<br>Training Resources (DTM pages 70-71) |
| 1215 - 1330 | Lunch Break                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1330 - 1600 | <p style="text-align: center;">Session VI – Practice Sessions</p> (DTTS registrants (District Trainers) to conduct a 20-minute practice session focusing on techniques and skills, followed by 5 minutes of constructive feedback.<br>DTTS registrants shall be divided into 3 groups; each led by a DTTS Training Team member)                                                                                                                                          |
| 1600 – 1630 | Tea Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1630 - 1700 | <p style="text-align: center;">Session V – Open Forum</p> To be conducted by DTTS Training Team :-<br>PDG Dr. Paul C. K. Lee, PDG Guillier E. Tumangan,<br>PDG Natalia Soebagjo and PDG Jason C. H. Yeung<br><br>Evaluation of the District Training Program<br>– by PDG Dr. Paul C. K. Lee – Training Team Leader, DTTS                                                                                                                                                 |
| 1700        | Adjournment                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## **GOVERNORS-NOMINEE SEMINAR**

**29<sup>TH</sup> November 2007 (Thursday)**

|                      |                                                                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>0830 – 0930</b>   | <b>Registration</b>                                                                                                                                             |
| <b>0930 – 10.00</b>  | <b>Welcome by Chairman Kuala Lumpur<br/>Institute PDG Dr. R T Arasu</b><br><br><b>Opening Remarks by<br/>Convener PRID Noraseth</b>                             |
| <b>10.00 – 11.00</b> | <b><u>Session 1:</u><br/>Roles &amp; Responsibilities of a Governor<br/>Nominee<br/>PDG Hoe Beng Fong<br/>GETS Team Leader</b>                                  |
| <b>11.00 – 11.30</b> | <b>Coffee Break</b>                                                                                                                                             |
| <b>1130 – 1230</b>   | <b><u>Session 2:</u><br/>District Leadership Plan<br/>PDG Jason Hsu</b>                                                                                         |
| <b>1230 – 1330</b>   | <b>Lunch</b>                                                                                                                                                    |
| <b>1330 – 1430</b>   | <b><u>Session 3:</u><br/>The Importance of Rotary's Public Image<br/>PDG Pauline Leung<br/>Assistant General Coordinator<br/>RI Public Image Resource Group</b> |
| <b>1430 – 1530</b>   | <b><u>Session 4:</u><br/>PR Grant: An Overview and Some Success<br/>Stories<br/>PDG Jason Yueng<br/>Zone 4 Coordinator<br/>RI Public Image Resource Group</b>   |
| <b>1530 –1600</b>    | <b>Coffee Break</b>                                                                                                                                             |
| <b>1600 – 1800</b>   | <b>“Synergy &amp; Continuity in Leadership”<br/>A forum for Current, Incoming and future<br/>Leaders ( DGs, DGsE and DGsN)</b>                                  |