

Toastmasters International **District 81 | Region 8**

Club Officer Training Guidelines | Round 1

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Programme Quality Director - Elect | Programme Quality Team 2022-2023

Topics of Focus

- What is COT?
- Who attends COT?
- Is COT Mandatory?
- What about COT and the DCP?
- Round 1 Training Topics + Time
- Multiple Roles this year?
- Schedule Clashes?
- Requirements for COT Facilitators
- Looking for Resources?
- Who to contact for more info?
- Acknowledgements



MARK YOUR CALENDARS
DISTRICT 81 TRAINING COT
JUNE 1 - AUGUST 31 | ROUND 1

WHAT YOU NEED TO KNOW



LEARN



LEAD



EVOLVE

What is COT?

Club Officer Training (COT) is an integral part of the club leadership experience and helps elected club officers learn about their roles and responsibilities and how they can excel as leaders in their clubs and in their professional lives.

This Training is Sponsored by the District and organized by Division and Area Directors focusing on specific topics and cases to represent real life situations a Club leader may face and strategies to address same.

It occurs twice per year : Round 1 (June 1 – August 31) | Round 2 (November 1 – February 28)

Who attends COT?

Newly Elected Leaders

Club Officer Training is for all Club Officers/Executives

(Presidents, Vice Presidents Education, Vice Presidents Membership, Vice President Public Relations, Secretary, Treasurer, Sergeant at Arms)

&

Non-Executive Members

Club Members can also attend COT especially if they plan to serve as a Club Officers in future.



Is attending COT Mandatory?

Yes, it is. COT is mandatory for all Club Officers. Trained officers are better able to perform their roles and enhance the membership experience for all the members of the clubs they serve in.

What about COT and the DCP?

- A club gains credit from COT attendance when at least 4 members of the Club Executive attend the COT sessions for both Rounds.
- Our District will award clubs for which all 7 members of the executive attends training.

(Minimum Time Accepted for attendance: 4 hours)



Training Topics for Round 1?

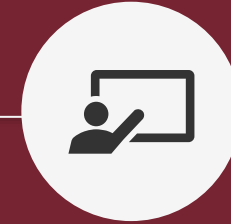


Club Officer Roles

Focus:

- *Roles & Responsibilities, Alignment to Club Goals*
- *Common Challenges and Solutions to Address (Breakout Sessions to support)*
- *Tricks of the Trade*

Minimum Time (80 mins)



Club Officer Essentials

Focus:

- *Building a Healthy Team (min. 60 mins)*
- *Club Success Plan (min. 80 mins)*
- *Dashboard 101 (min. 20 mins)*

Minimum Time (160 mins)

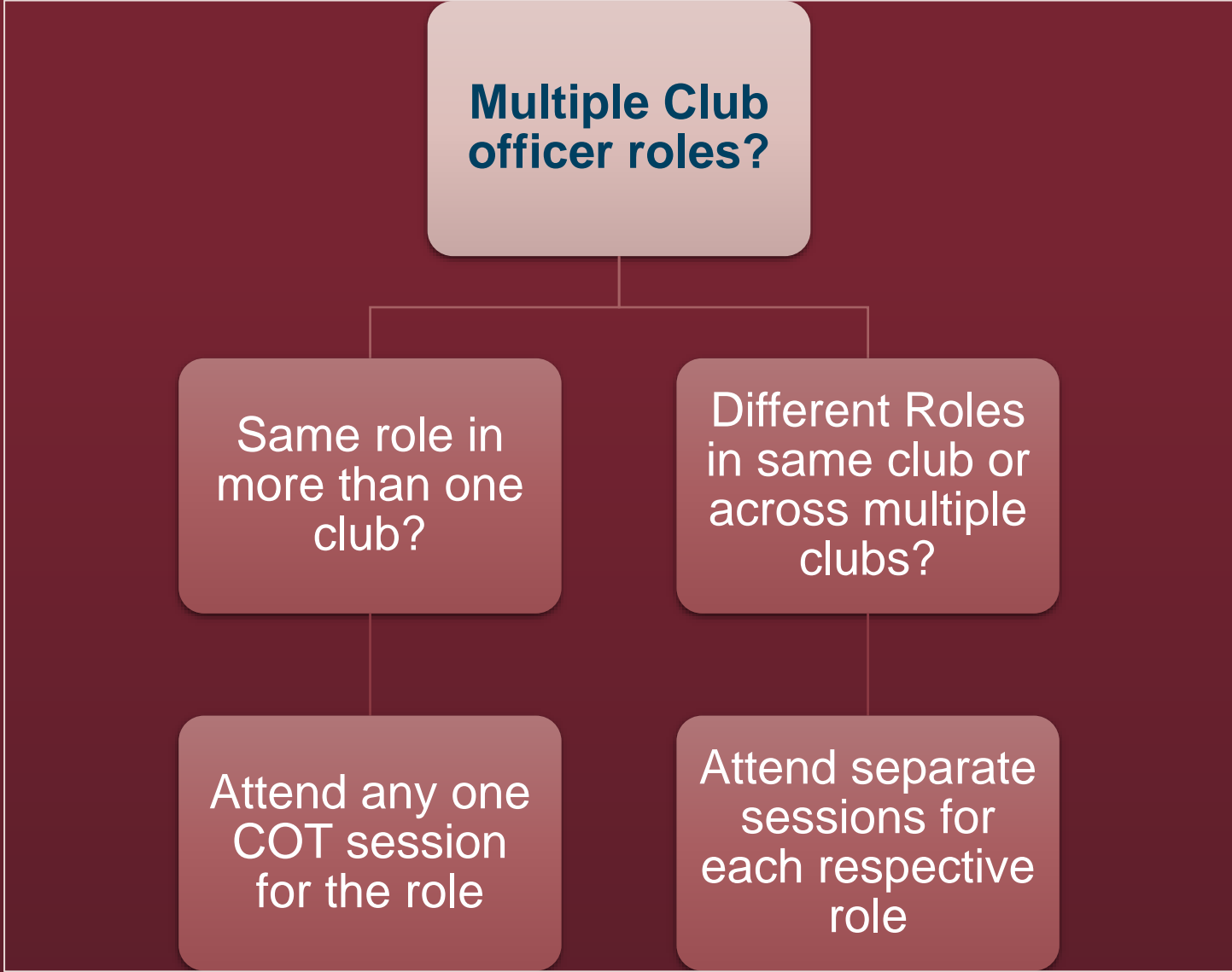
+ Any of the following sessions the Division Team sees fit to further align with Club Officer  Needs during COT (see overleaf)

Other Sessions for Consideration

- **Marketing**
- **Prospective Member Engagement**
- **Quality Club Meeting**
- **Leading the Club to Success**
- **Moments of Truth**
- **Member Engagement & Retention**
- **Effective Meetings**
- **Creating a Quality Club**

Club Officer Training Resources

Multiple Club Officer Roles? Here's what to do...





Schedule Clashes?

You can attend any District Sponsored Training across District 81 that best suits your schedule. This includes training organized by other Divisions or Areas.

****COT Schedules will be shared across different D81 platforms for ease of reference once dates are confirmed.***

Requirements for COT Facilitators

Qualifications for COT Trainer:

- *Currently Serving as an International Officer or District Leader* **OR**
- *Served as an International Officer or District Leader* **OR**
- *Served as Club Officer for the role in question* **OR**
- *D81 Train the Trainer Graduate* **OR**
- *Served Prior as a COT Trainer* **OR**
- *Distinguished Toastmaster or minimum education achievement of Level 5 of any Path or Advanced Leader or Communicator in the Legacy Program*

**Must be signed up for at least one path on the Pathways Education Program*

Success Factors

- *Conduct orientation with Trainers to set expectations*
- *Trainers should:*
 - *Use Toastmasters Training Material as core of content in training delivery*
 - *Review the Training Guide : **Training Basics – Getting it Right, Making it Work***
 - *Review the COT Facilitator Guide and Training Materials prior to Training*

Looking for Resources?



[Club Officer Roles](#)

[Club Officer Essentials](#)

[Other Recommended Sessions](#)

[COT Building Blocks](#)

[Training Basics](#)

Click to access resources organized by Training Topics for the ease of convenience →



For more information, contact:

Sonya Forrester, DTM
Training Programme Chair

D81 Programme Quality Team 2022-2023

Acknowledgements:

- 1. Efforts/Approach inspired by my Strong Tower and Provider**
- 2. Content Inspired by:**
 - 1. Toastmasters International Resources**
 - 2. Feedback from D81 members**
 - 3. Personal Knowledge and Experience as a District Leader and Club Officer**
 - 4. Experience working with current and former PQDs and other District 81 Executives**
- 3. Template Inspired by Coach Ayan Pal, DTM**
- 4. Edits provided by personal Board of Directors, Training Programme Chair and wider Programme Quality team**