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	MODULE	FACILITATOR	ASSISTANT GOVERNOR ELECT	PRESIDENT ELECT	SECRETARY ELECT	TREASURER ELECT	YOUTH SERVICE	FOUNDATION	MEMBERSHIP	CLUB ADMINISTRATIO	SERVICE PROJECTS	PUBLIC IMAGE	FUNDRAISING
8 FEBRUARY 6PM	<ul> <li>1. AGs &amp; Presidents Orientation</li> <li>District Goals</li> <li>How to be an effective AG</li> <li>Promoting the District's Agenda</li> <li>Monitoring Clubs</li> <li>Preparing for the DG's visit</li> </ul>	DGE Sonya Alleyne	٧	٧									
11 FEBRUARY 6PM	<ul> <li>2. Determining your club's health</li> <li>The importance of conducting a SWOT analysis prior to taking office</li> <li>Are club members conducting meaningful service activities?</li> <li>Is the club achieving membership growth and retention of members?</li> <li>Does the club execute effective internal and external communication?</li> <li>Are club events held regularly and are positive and meaningful?</li> <li>Do club officers participate in leadership training?</li> <li>Does the club maintain good standing and report regularly as required?</li> </ul>	PDG Roger Bose	٧	٧	٧	٧	٧	√	√	√	٧	√	√
18 FEBRUARY 6PM	<ul> <li>3. Leading Your Team</li> <li>Running a club successfully - The do's and don'ts to plan for a successful year;</li> <li>Setting goals</li> <li>Building consensus and collaboration</li> <li>Management of your Club's finances</li> <li>Effective minute taking - Turning minutes into your club's history</li> <li>Rotary Protocols</li> </ul>	PDG Lara Quentrall- Thomas	٧	٧	٧	٧	٧	٧	٧	√	V	√	√







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25 FEBRUARY 6PM	<ul><li>4. Diversity, Equity &amp; Inclusion</li><li>Eliminating biases and discrimination</li></ul>	To Be Decided	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
4 MARCH 6PM	<ul> <li>5. Project Design &amp; Implementation</li> <li>The importance of appointing project champions and conducting needs assessments</li> <li>Effective project monitoring;</li> <li>Implementing legacy projects</li> </ul>	PP Katrina Sam	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
11 MARCH 6PM	6. Navigating Club Central and RI's website	CDS Marni Nixon	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
15 MARCH 6PM	<ul> <li>7. How to develop a 5-year Strategic Plan for your Club</li> <li>Understanding the strategic planning process</li> <li>Presentation of a sample framework for clubs to utilize</li> </ul>	PP Katrina Sam	٧	٧	٧	٧	٧	٧	٧	٧	٧	√	٧
18 MARCH 6PM	<ul> <li>8. Updating your club Constitution and Bylaws</li> <li>Periodic review to accommodate the changing environment</li> <li>Ensure step by step approach provided to address critical issues such as sexual harassment, discrimination, racism etc;</li> </ul>	PP Ronald Burch- Smith	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
22 MARCH 6PM	<ul> <li>9. Recruitment &amp; Retention</li> <li>Strategies to attract new members</li> <li>New members orientation</li> <li>How to effectively engage and nurture members</li> </ul>	PDG David Edwards	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧





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25 MARCH 6PM	<ul> <li>10. Working as a team</li> <li>Developing a shared mindset</li> <li>Resolving conflicts within the club</li> <li>Achieving goals &amp; outcomes and working for the good of the club</li> </ul>	PP Elisabeth Cox	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
29 MAR 6PM	<ul> <li>11. Sexual Harassment in Rotary</li> <li>What constitutes proper/improper conduct at Rotary meetings/events (inappropriate jokes or comments, obscene gestures or insults and inappropriate touching)</li> <li>Inappropriate communication (i.e., emails, phone calls, text messages, or messages through social media).</li> <li>The importance of every Club having an expressed policy on sexual harassment in place</li> </ul>	PP Carlotta Walcott	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	√
1 APRIL 6PM	<ul> <li>12. Working with Youth</li> <li>What is considered to be appropriate/inappropriate Conduct?</li> <li>Effective mentoring</li> <li>Ensuring a safe and protected environment at Rotary events</li> <li>Protecting our youth: behavior, parental permission etc</li> </ul>	To Be Decided	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
5 APRIL 6PM	<ul> <li>13. Rotary Foundation/District Grant Applications</li> <li>Overview of the types of grants available</li> <li>What the application should contain: the do's and don'ts</li> <li>The importance of drafting a project justification to show impact and sustainability.</li> <li>Why is monitoring &amp; Evaluation important</li> <li>Step by step instructions on how to complete a grant application</li> </ul>	PDG Milton Inniss	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧







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8 APRIL 6PM	<ul> <li>14. Enhancing Public Image &amp; Awareness</li> <li>Role and responsibilities of the PI Chair         <ul> <li>Developing a PI Action Plan &amp; setting goals</li> <li>Creating awareness of club activities among club members, media and the general public</li> </ul> </li> <li>Promoting/Enhancing your club's image         <ul> <li>Enhancing projects and activities to make them more appealing to the media</li> <li>Helping to create a public image conducive to membership development</li> </ul> </li> <li>Navigating the brand center and awareness of RI's PI resources</li> <li>Effective use of the Rotary Brand</li> </ul>	PDG Marshall Butler DPIC Sean Paddy	V	٧	V	V	٧	<b>√</b>	✓	V	V	<b>V</b>	√