

## District Trainers' Training Seminar

地區訓練師訓練會 (DTTS)

Room #105, 1<sup>st</sup> Floor (一樓105室)

Thursday, Oct. 16, 2008

0800-0830 **Registration** 會議註冊

### Opening Ceremony 揭幕儀式

0830-0836 **Call to Order and Opening Statement**

宣佈會議開始及揭幕說明

RI Director Jackson Hsieh

Convener

0836-0840 **Welcome Remarks** 致歡迎詞

PDG Micro S C Lin

Institute Chair

0840-0845 **Overview** 整體說明

PDG Dr Paul C K Lee

Training Team Leader, DTTS

0845-0945 **Session I** 第一次會議

PDG Pauline Leung

Training Team Member, DTTS

### Role & Responsibilities 角色及責任 :

District Trainer & District Training

Committee (DTM pages 3-4)

Leadership Development Training Cycle

(DTM pages 5-13, 39, 44-46)

Resources (DTM pages 14-15)

### Session Outlines & Handouts :

會議大綱及講義 :

- Leadership Development Training Cycle

(DTM pages 39, 44-46)

- Training Rotarians

(DTM pages 40, 47-49)

- Training Methods (DTM pages 41, 50-52)

0945-1045 **Session II** 第二次會議

Peter Kam To Wan

Training Team Member, DTTS

### Designing Training 1:

設計訓練 I :

Needs Assessment (DTM pages 16-20)

Modifying the Agenda (DTM pages 21-22)

Training Room Setup (DTM page 22)

Meeting Time and Place (DTM page 23)

Budget (DTM pages 24-25)

### Session Outlines & Handouts :

會議大綱及講義 :

- Time Management Techniques

(DTM pages 43, 57)

- Training Tools and Equipment

(DTM pages 58-59)

- Training Room Checklist (DTM page 60)

1045-1115 **Tea Break** 休息

1115-1215 **Session III** 第三次會議

PDG Guiller Tumangan

Training Team Member, DTTS PDG

### Designing Training II :

設計訓練 II :

Training Leaders (DTM pages 26-29)

Meeting Materials (DTM pages 30-31)

Promoting Attendance (DTM page 31)

Evaluation (DTM pages 31-33)

Training Checklist (DTM pages 34-36)

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**Session Outlines & Handouts**

會議大綱及講義：

- Facilitating Learning  
(DTM pages 41-42, 53-55)
- Nonverbal Communication  
(DTM pages 42, 56)

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1215-1330 **Lunch Break** 午餐休息  
Chinese Dining Room (Lobby Floor)  
柏壽廳 (正樓大廳)

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1330-1600 **Session VI – Practice Sessions**

第四次會議—練習會議

Room #105 (105室)

Room #101 (101室)

Room #102 (102室)

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(DTTS registrants (District Trainers) to conduct a 10-15 minute practice session focusing on techniques and skills, followed by 5 minutes of constructive feedback.

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DTTS registrants shall be divided into 3 groups; each led by a DTTS Training Team member)

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1600-1630 **Tea Break** 休息

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1630-1700 **Session V – Open Forum**

第五次會議—開放論壇

Room #105 (105室)

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**To be conducted  
by DTTS Training Team :**

由地區訓練師訓練會訓練團隊實施：

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PDG Dr. Paul C. K. Lee,  
PDG Peter Kam To Wan,

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PDG Guiller Tumangan

PDG Pauline Leung

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**Evaluation of the District Training Program**

評估地區訓練計畫

by PDG Dr. Paul C. K. Lee  
Training Team Leader, DTTS

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1700 **Adjournment** 散會

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