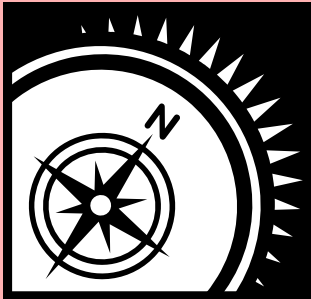




Breaking News For This Month's Compass



Welcome to the second edition of the Compass. Pat Martin, our District Governor, reported to the editors of the Compass that our first edition was well received and the Division Governors are looking forward to their next issue. We also reached out to a number of past DEC members to write articles for this publication, and got a

pretty good response. This helps all of us stay connected and know we're helping out the current officers. We thank you for your support!

One very important piece of breaking news to report to you is a collaboration of Mike Raffety, PDG, DTM and Jason Akai, DTM. Jason created the Division Governor's report which is very detailed and informative, but time consuming to keep up to date. Mike has some incredible skills in programming and together we're going to automate the Division Governor Report Data collection. We'll be working on this through

August and should have more information for you by the September issue.

This Month's two new writers had a lot to say—but, conveniently the "Pressing Things This Month" section is right below:

1. Scheduling and completing your Officer Training Make Up Sessions
2. Promoting the Ralph E Smedley Membership Contest
3. Preparing for the Area/Division Contests
4. Host the Division Council Meeting

COMPASS POINTS

- ◆ Planning for your Officer Training Make Up sessions
- ◆ The Area Governor Visit
- ◆ Planning for the Area and Division Contests
- ◆ Division and Area Council Meetings



The Division Governor Report—what it all means Part 1

The Division Governor report, which should be completed by the Wednesday before every DEC meeting and emailed to the District Secretary, Top Three, other Division Governors, and your Area Governors, is a comprehensive look at your Division. Half of the report is numbers, and the other half is updates.

The most popular questions are "how are the DCP and DAP numbers derived?" The DCP numbers are based on the number of clubs in the Division and if they achieved

everything they could in the DCP in each category—the formula for the CC's for example are 4 x number of clubs in the Division.

The DAP is the total number required for every area to achieve the goal for the Distinguished Area Program. If your division has 6 areas, and they each need 8 CC's, then the DAP goal would be 6x8, or 42.

You'll see how the numbers change over time, for example:

- ◆ The membership numbers tend to drop at dues months (Oct/Apr), then pick up about the 3rd month out (Dec, June).

- ◆ CC's tend to go slowly in this District, but AC's and CL's are steady.

It's important to keep up with clubs that are losing membership—particularly charter strength clubs that drop 10 or more members. You can't have a club coach assigned unless the club is at or below 12 members and they agree to it, but you can influence your Area Governor to be a pseudo-Coach and ensure the club is getting on track.

In next month's Compass, we'll talk about the updates on new clubs, Division updates and Goals.

Creating Valuable Officer Training Sessions

Kim Taylor, CC/CL

It's that time of year again – Toastmaster's International Officer Training Sessions. So, what are you going to do this year to ensure that your training sessions are interesting and provide valuable information to your attendees? While you may be more concerned about how to get people to attend than how to create the content for sessions themselves, my experience has been that the ability to get people to attend is directly correlated to the planning that takes place before the sessions.

Perhaps you've heard the following comments with respect to attending officer training...

- ◆ "I don't need to attend training, as I've been an officer before."
- ◆ "I can read the officer training manual to get the information I need for my particular role."
- ◆ "Officer training is a waste of time, there is no new information at these things."

We've all heard these statements, or similar, when it comes to getting people to attend the officer training sessions. While some people readily embrace the training, there are others which may require a bit of encouragement and motivation to attend. The typical issues we face in getting people to attend the training sessions revolve around two primary things – 1) people think it is optional; 2) people think it won't be valuable. Let's look at how to address both of these points.

Issue #1 – "Optional" Officer Training

Despite the fact that taking an officer role in Toastmaster's International is a volunteer activity, it is still an obligation for which people sign up. That being the case, we need to gently remind our officers that training is mandatory and is part of the activity set they agreed to undertake when they were elected, and chose to serve, as officers in their club. While we don't want to aggressively or negatively challenge people to attend the training, we do want to inspire them to fully embrace their leadership role.

As you send out your officer training announcements, respectfully remind our leaders of the value and benefit of attending the training sessions. You may want to mention such things as:

It is a mandatory activity for those accepting officer roles;

Attendance will aid their club in attaining Distinguished Club Points. Non-attendance

will negatively impact the club's progress in being the best club they can be; Members appreciate club officers who are engaged and actively embrace the role they have been elected to; The officers can meet others in the same role, thereby increasing their Toastmasters contacts and friendships as well as increasing their ability to perform their duties efficiently and effectively.

Again, key thing to remember here is to respect and motivate rather than denigrate!

Issue #2 – Value Added Training Sessions

This is where the responsibility falls upon us, as organizers of the training sessions, to create educational sessions which are tailored to the needs of the attendees. If we want people to attend, we owe it to them to ensure that the sessions are well organized, properly "staffed", and contain valuable information and opportunities for sharing experiences and ideas.

One way to ensure the sessions are valuable, is to distinguish between the first set of officer training sessions (June – August and the second set of sessions (December – February). If you give the same training information for both training periods, people will not attend the second (mid-year) session, as they "already have been trained." As a general rule, the initial training should be geared towards providing people with information on how to get started in their role, while the mid-year session should be more focused on exchanging ideas and information on what's working and what's not working for the officers. Below are some ideas you may find helpful in planning your initial and your mid-year training sessions.

Initial Officer Training Sessions

- ◆ Plan for "first timers" in the new officer roles. They need information on what the role is, how to get organized for success, what resources they can use and where to find them.
- ◆ Think about what you wished you had known when you were in that role – that's what your content needs to be.
- ◆ You have to use the Toastmasters International officer training materials but DO NOT use them verbatim. These materials are supplements to your tailored content which you have designed to engage people. Avoid delivering "rote" training sessions and strive to add your own creativity to get attendees interested and in-

involved.

- ◆ Create a handout with resources and bring sample materials they might want to use in their club.
- ◆ Allocate at least 15 minutes of the session for questions and answers. Don't feel you need to fill up 60 minutes with you talking. Interaction is key for success.

After you have outlined the role and how to be successful in the role, etc., participants will undoubtedly have questions so create ample time for a dialogue between all participants. Some of your attendees will have been in the role before and will have valuable insights and experiences to share with the others. This will make for a dynamic, interesting and interactive session where people don't feel like they are being talked at, but rather they are participating in the exchange of knowledge.

Mid-Year Officer Training Sessions

Plan these sessions as a mid-year "sanity check", NOT a repeat of the initial training session. Your attendees have now been in their officer role for 6 months and they are well versed in the basics. Now is the time for even more dialogue between you and the participants about what is working well, where they have found success, where they have experienced challenges, etc. Mid-year sessions should have a focus on sharing new, creative ideas and on resolving problems. Again, your participants need to have the opportunity to share their insights and their concerns. Think of this more as a facilitated discussion than a trainer-to-attendee educational session.

Provide additional resource information for attendees; find an article from the Toastmasters International website or magazine or stories from clubs, which you can share with attendees to supplement their current knowledge base.

If we are all committed to continuous improvement in our formal training sessions, be it TLI or officer training, our membership will see the value and will likely participate with us. As each of us strive for new levels of personal and professional development, we are challenged to engage our own creativity and resourcefulness in engaging others, inspiring others, and aiding others in their quest for development. As we share our best, we are at our best!

Getting to Know Your Clubs

Mike Raffety, PDG, DTM

Even though it's barely the end of July, Area Governors should already have begun visiting their clubs. The earlier they establish contact and build a rapport, the more time they have to influence and guide the club towards being distinguished.

Fall visit reports can be filed any time between July 1 and Nov. 30, though the district typically sets an earlier deadline, such as Sept. 30 or Oct. 31. The Spring visits start January 1 and last until May 30.

While the Area Governor should attend as many meetings of the clubs in their area as they can, the official formal club visit should be scheduled in advance with the club by ensuring that the president and VP-Ed know they will be there, and scheduling a few minutes on the meeting agenda. In fact, if time permits, this can be a manual speech or Successful Club Series module, explaining the role of the AG, the Distinguished Club Program (DCP), the educational program, or whatever's appropriate for the club. They should re-enforce their role as support and shepherd, but remember they do not have any authority over the club. The AG role is all about leadership influence without authority.

Before the visit, AGs should get a copy of the club's completed Club Success Plan (where the club officers put names and dates against the DCP goals). Club officers should complete this in July-August, and is first half of the visit form. (There's a template spreadsheet on the district web site.)

The AG serves as a two-way communications conduit -- not only are they informing the district about the club, but also, they should bring news to the club from the district about club officer training (TLIs) and district conferences, as well as reminding them of other upcoming calendar items (dues, elections, end of year, etc.).

Make sure the AGs bring a paper copy of the club report form to fill out during the meeting (they can use that to file the on-line report later). Im-

mediately after the meeting, the club officers should plan to meet with the AG for 10-20 minutes to go over this report. If they have a copy of the Club Success Plan, this will go quickly.

As soon as possible, the AG should go on-line and using the paper form as a worksheet, complete the club visit form. Go to <http://members.toastmasters.org>, click on "District Officer" at the left, "Conduct District Business", and then "Enter Area Visit report of club visit". Be careful to spell the member names accurately as the District Education Chair will use them to mail out letters of encouragement.

A copy of the completed on-line form will be automatically e-mailed to the club president, the AG, the Division Governor, and the Top Three. When you get the club visit form e-mail, take a few minutes to read through it. Make sure the AG filled out the educational awards section, as well as the rest. They should have included constructive comments about the club and the meeting.

For the first few visits each AG files, you may need to coach them on how to better complete the form. They should use the same principles as would be used in a speech evaluation -- note strong areas, while also providing constructive comments on areas for improvement, and leave the recipient feeling good. Make this lesson a focal point of your next Division Council meeting -- even if it is just for a few minutes at the next DEC meeting.

Use the second page of the Division Governor DEC Report to check off those reports you have received and follow up before the DEC meetings on those clubs who have not been visited officially.

A few items to note:

- ◆ It's a good idea to have a second AG help out a report for an AG in their home club. A fresh perspective is always a good way to truly evaluate the club
- ◆ While there is no specific rule that says the assigned AG is the one

who needs to fill out the evaluation form, you should strongly encourage them to do each club in their area. It helps build the connection and trust with the AG and the club. Only in limited circumstances -- like family emergencies or a lack of an AG in an area -- should you or someone else complete the report. The point here isn't numbers, it's club success.

- ◆ Another item to look for is cries of help. If the AG reports there is a need for a coach or the club has or is disbanding (which, they should still submit as an AG report by the way), these are things you need to take action on right away. Talk with the AG, then perhaps the club President, then look to the District for next steps. If the club has 12 or less members, be sure to get a club coach (or two) assigned as soon as possible.
- ◆ Keep track of the people the AG points out as good District resources and possible District officers. Get them involved in the Area and Division events, and invite them to Division or Area Council meetings.
- ◆ The single biggest thing an AG will say about not turning in a report is a lack of the club's DCP. You should encourage them to post the report anyway, and then update it when the DCP is available. They can update the report up to Nov 30 or May 30. You should also encourage them to help the club build their DCP.

The district leaders monitor the visit reports too, and will be checking into Divisions and Areas that seem to be lagging behind. The visits are a crucial indicator that the AG is engaged and active..

For more information, review the manual "Effective Club Service and Club Visits", included with the AG kit.

TOASTMASTERS DISTRICT 30

Want us to answer a question for the next issue of the Compass?

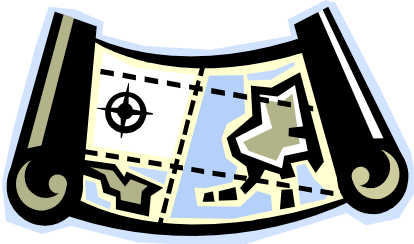
Do you have any thoughts about this issue?

Questions or Comments about the Compass can be sent to Jason Akai, DTM at jasonakai@yahoo.com

Web Pages you should bookmark:

TI members <http://www.toastmasters.org/members.aspx>
Region V <http://www.region5tm.org/>
District 30 <http://www.toastofchicago.org/>
District Reports http://reports.toastmasters.org/reports_new/reports.cfm?d=30
Raffety Reports <http://mikeraffety.com/reports/>
Division Directory <http://mikeraffety.com/Reports/Dir/DistDir-30.html>
Club Reports http://reports.toastmasters.org/reports_new/dcp.cfm
South Division <http://d30south.brinkster.net>

Alignment Committee Update



The alignment maps as of 7/15/08 are attached to this issue of the Compass. You'll find a map of your Division and the District. Also attached is the spreadsheet used to determine the mapping. Feel free to use this to help you determine your alignment issues.

Note that some clubs addresses in the spreadsheet are not the same as

what they have on TI's site. The hardest part about making maps is incorrect or incompatible addresses. So, we spend time making sure the addresses are correct.

If you have any questions on the alignment, please contact the Alignment Chair at jasonakai@yahoo.com for more information

Division and Area Council Meetings

If you haven't planned one yet, you should schedule time with your Area Governors to host your first Division Council Meeting. You should invite your Assistant Division Governors, Area Governors, and their assistants, and any one your Area Governors think should attend. Every Area must be accounted for.

If you haven't been to one before, a successful agenda would be:

- ◆ Opening includes reading of the District Mission.
- ◆ Talk about the Division events upcoming (training, contests, other

events).

- ◆ Talk about universal goals (membership contests, attending DEC and District meetings)
- ◆ Give each Area Governor a chance to report on their Area -- including successes and challenges.
- ◆ Have each Area Governor come up with a unique goal for themselves and their peers (and you) in a round robin after the Area Reports complete.

You should plan on hosting four of these meetings annually — one per quarter. Encourage your Area Gover-

nors to do the same. The Area Council meeting includes the President, VP Education and Membership, and anyone the club believes should attend.

Focus on giving everyone a chance to speak, and having fun. Give out awards or certificates, or anything to show you appreciate them and their work. After all, these are Toastmasters—they love feedback, support and a chance to talk! Rewarding your area governors—particularly with their peers—will reap benefits all year long.