

District 80, Divisions B & Z
Joint Club Officer Training 1

The Grassroots' Club

190 Ang Mo Kio Ave 8 (Multi-Purpose Hall - Level 1)

8 July 2006, Saturday, 1.30pm to 5.45pm

Time	Program	Duration	Appointment Holders
1.30pm	Registration & Fellowship	30 mins	<u>Division Z :</u> Jim Wong, ATM-S/CL Rajar Kumar, ATM-S/CL Clara Tan, ATM-S/CL <u>Division B :</u> Jalyn Tan, CL Belinda Woo
2.00 pm	Toastmaster of the Day Introduces Program and Appointment Holders	5 mins	Kyle Hor, ATM-B/CL
2.05 pm	Opening Address Division B Governor	3-5 mins	Tan May Yan, ATM-B/CL
2.15 pm	District 80 Governor's Opening Address	3-5 mins	DG80 Poh Kim Siong, DTM
2.20 pm	Working in a Team Environment Club Leadership : Achieving Success as A Club Officer	25 mins	LGET Michael Wee, DTM
	Ways of Conducting and Publicising Quality Meetings	8-10 mins	
2.55 pm	Mentoring System	8-10 mins	DG80 Poh Kim Siong, DTM
3.05 pm	Updates on Communication and Leadership Requirements	8-10 mins	DG80 Poh Kim Siong, DTM
3.10 pm	How to be a Distinguished Club	8-10 mins	AG Z2 Raja Kumar, ATM-S/CL
3.20 pm	Groups Discussion : - Overview and Objectives - Groups Formation for Club Officers - Briefings	10 mins	Christine Lim, ATM-G/CL
3.30 pm	Refreshment Break	15 mins	All
3.45 pm	Groups Discussion : Group A : Presidents, Vice President (Education) Group B : Vice President (Membership), Vice President (Public Relations) Group C : Secretary, Treasurer, Sergeant-At-Arms	45 mins	All
4.30 pm	Presentations on Groups Discussion :	30 mins	Groups A, B, C
5.00 pm	Questions and Answers	15 mins	Panel of Speakers
5.15 pm	Thank You and Closing Address Division Z Governor	5-7 mins	Chan Boon Hwee, DTM
5.25 pm	Lucky Draws / Announcements		Kyle Hor, ATM-B/CL