

orientation. While circumstances vary, it is best if the first Part I course is held within 30-90 days after the faculty orientation sessions to permit the new faculty members to be fully prepared to lead the discussion groups.

What will be the starting time for the first day? (In order to provide sufficient time, sessions should generally start no later than 10:00 a.m.)

What is the name and address of the hotel where the one or two person training team (and possibly spouses) will be housed and for what nights?

The division should confirm to RLI that the team will be met at the airport for transfer to the hotel, that the division will provide all meals, and that the team will be transferred to the airport for departure. The team will provide the local coordinator with flight information. When known, please provide the name(s) of the person(s) who will meet the training team at the airport.

The contact persons need to finalize the program that should be copied by the division organizers for distribution to each attendee and RLI should be informed of the expected number and names/offices of faculty members for the sessions. (See usual program next). **The DG, DGE and DGN should be in attendance at the sessions and should preferably be trained as faculty members for current or future activity.**

III. SAMPLE PROGRAM FOR NEW FACULTY ORIENTATION SESSIONS

The Plenary Sessions are held in one room of sufficient size to accommodate the entire group—faculty members, trainers, local officers observing the session, etc. The discussion skills sessions, (breakout sessions) are held in as many separate rooms as are necessary so that each breakout does not have more than 15-20 persons. The number of breakout rooms should be discussed with the contact persons, so that adequate breakout rooms are available.

Here is the usual Program: (After discussing the program with the Division contact, the RLI contact will send out the actual program to be used at the sessions.)

- 4- Student course outlines for Parts being taught—I, II or III. See www.rlifiles.com that has the student outlines in both Adobe and WORD formats.

C. SITE COORDINATOR RESOURCES AND TIPS:

The Internet – Rotary Websites are an excellent resource for everyone involved;

- 1- <http://www.rlifiles.com> posts all the RLI student outlines, course overhead slides, faculty outlines, training slides, etc. for the use of the member divisions only.
- 2- www.rotaryleadershipinstitute.org is the general website of RLI
- 3- www.rotary.org a wonderful resource for reference material as one prepares to be a faculty member.

International RLI Contacts: See RLI Website for full *list* of officers

- 1- ginlin@aol.com PRID David Linett, International Chairman
- 2- m.rabasca@comcast.net PDG Michael Rabasca, International Executive Director
- 3- frank.wargo@snet.net PDG Frank Wargo International Vice Chair, Training
- 4- knutjohnsen@att.net PDG Knut Johnsen, International Vice Chair, Operations
- 5- Mustapha@berk.com PDG Tam Mustapha, International Vice-Chair, Special Projects
- 6- Wardtv37@mac.com PDG Ward Vuillemot, International Secretary

- D. PRE-PLANNING** is the key to a successful program. It starts with the division faculty team. We recommend that active Past District Governors be considered initially along with District officers and committee members and knowledgeable past club presidents. Folks with good Rotary knowledge, good leadership skills and who have the respect of their fellow Rotarians usually make excellent facilitators/faculty members.

Participants are usually those newer members or those with a couple of years as club members and have an interest in becoming more involved. While some club presidents and district officers sometimes attend the program, they are not the target audience. The target audience is potential club leaders..

- E. PROMOTING RLI** is handled locally and should be an on-going, all year program in all participating Districts.

FOR FURTHER INFORMATION, SEE THE RLI WEBSITE AT
www.rotaryleadershipinstitute.org

SEE BIOGRAPHY FORM FOR FACULTY MEMBERS ON NEXT PAGE. The forms are retained by the division to assist in assigning faculty members to courses and specific sessions.

