



# THE ROTARY LEADERSHIP INSTITUTE

## NOTES FOR ORGANIZERS OF NEW DIVISION FACULTY ORIENTATION PROGRAMS

**Preliminary Note:** The International Training Team will, in addition to conducting the New Faculty Orientation Program, meet with Division leaders to discuss the logistics of holding future courses, etc. That meeting should preferably take place the late afternoon or evening before the day(s) of the faculty orientation, but if not possible, right after the completion of the faculty orientation. Notes for that meeting appear at the end of these NOTES.

### I. Introduction

The purpose of new faculty orientation programs is to provide background information about RLI, to acquaint new faculty members with the RLI curriculum and materials and to discuss the discussion leader/facilitator skills and techniques needed for successful future RLI courses. This program is NOT an RLI course, but is designed for the “faculty” members who will lead the discussion groups at future courses.

The faculty orientation sessions are extremely important to the future of an RLI Division because the quality of the faculty often determines whether a course day is successful. Because this is voluntary on the part of the participants, they will not return for a future Part if they do not have a good experience at a course.

It is the role of the District Governor and/or the RLI Division Chair to select the initial faculty members who will attend the orientation program. Prospective faculty members should be knowledgeable about Rotary, usually at least past club presidents, and have the ability to lead a lively discussion group **WITHOUT LECTURING**.

The orientation sessions for new divisions are conducted by trainers assigned by the International RLI. As long as the RLI budget permits, RLI will pay the transportation costs of the trainers to the first site in a division. The division is responsible for hotel accommodations for the one or two person team (usually three nights), all meals and airport transfers. Where there will be more than one orientation session in various locations within the Division, the RLI Chair or other RLI liaison officer should be consulted as to the intra-division travel costs.

The Division should inform the RLI liaison person assigned to the program as to who will be the contact person/coordinator for the Division for the orientation program.

### II. INITIAL ITEMS THAT MUST BE AGREED UPON BY BOTH RLI AND THE NEW DIVISION

**The respective contact persons need to discuss and agree on the following:**

What will be the site of the orientation sessions---with address?

Confirm whether the sessions will be the usual two days or one day. A two day session is strongly urged for first time faculty members in a new division in order to provide sufficient time for the faculty members to practice leading a session. (RLI will only provide a one day program where the two day session is clearly unfeasible). It is also important for the RLI training team to know whether the Division plans a Part I course the day following the completion of the faculty

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.)



# THE ROTARY LEADERSHIP INSTITUTE

## NEW DIVISION FACULTY ORIENTATION

\_\_\_\_\_ Division Dates: \_\_\_\_\_ Location: \_\_\_\_\_

Distribution of Faculty Course Materials, Brochures and Bio Sheets

### PLENARY SESSION I

- 1- WELCOME AND INTRODUCTIONS-(Division Chair)
- 2- REMARKS –
  - HOST DISTRICT GOVERNOR OR OTHER DISTRICT OFFICER
  - RLI INTERNATIONAL REGIONAL VICE-CHAIR, if available
- 3- HISTORY AND BACKGROUND OF RLI –

### BREAKOUTS I–(If only one section, no breakouts needed) SECTIONS A AND B

- SELF INTRODUCTIONS, IF NOT DONE EARLIER
- 4A – PRELIMINARY ITEMS-
- Why do you want to be a faculty member? Why are you here?
  - What can we, as faculty, accomplish through the courses?
  - Who is our audience? Target audience

PLACE RESPONSES ON FLIP CHART

### 4B REVIEW OF THE BASICS OF DISCUSSION LEADING-METHODS AND TECHNIQUES OF FACILITATION

Overhead slide program with interactive discussion

### PLENARY SESSION II *Participants should have faculty course outlines to follow*

- 5- REVIEW OF CURRICULUM – if available, distribute faculty outlines found on [www.rlifiles.com](http://www.rlifiles.com) .

### BREAKOUTS II

- 6- PRACTICE SESSIONS  
(TOPICS WILL BE SELECTED FROM COURSE OUTLINES)

### PLENARY SESSION III

Participants complete biography forms (form attached)

- 7- OPEN DISCUSSION
- 8- PRESENTATION OF CERTIFICATES AND RLI PINS TO NEW FACULTY MEMBERS
- 9- ADJOURNMENT



## CHECKLIST FOR NEW DIVISION FACULTY ORIENTATION AND FOR ANY SUBSEQUENT RLI COURSE

### A. MATERIAL AND EQUIPMENT NEEDS FOR THE FACULTY ORIENTATION SESSION:

*The Local Coordinator should see that each room (plenary room and breakout room) has:*

- 1- Flip chart or blackboard with markers, etc.
- 2- Screen
- 3- Table Podium
- 4- Overhead projector or Data Projector for PowerPoint (small table for projector and extension power cord) –Discuss with trainers what type of projector they need and who will bring the slides (they are posted on [rlifiles.com](http://rlifiles.com))
- 5- Name badges and a tent card for each participant.
- 6- Setup rooms in a **U-shape** Participants should be seated around the U. The open space in the U should remain open to enable the trainer to walk within the U.
- 7- The local Coordinator is asked to download the faculty course outlines, Parts I, II and III, from the RLI website for materials ([www.rlifiles.com](http://www.rlifiles.com)) and provide copies for each participant.
- 8- Each participant should be given a copy of the program for the day and the biography form attached to these Notes.
- 9- Pins will normally be brought to the site by the RLI Trainers for the first new division faculty orientation. Thereafter the Division may buy pins either from RLI by emailing [OrderPins@rotaryleadershipinstitute.org](mailto:OrderPins@rotaryleadershipinstitute.org) which buys the pins in bulk or directly from the Gerry White Pin Company, 4024 Keats Drive, Sarasota, Florida, 34241, tel.941-342-6060, fax. 941-377-5041. . A template for certificates for those completing faculty training is on the [rlifiles](http://rlifiles.com) website and the division should download sufficient certificates for all participants.

**NOTE:** *All the training materials should be printed and available several weeks before the program starts. Translating materials is the responsibility of each site and should be started as early as possible because the translation process usually takes time. RLI is gradually adding translations on the [rlifiles](http://rlifiles.com) website.*

### B. EQUIPMENT AND MATERIALS NEEDED FOR FUTURE PARTS I, II, III COURSES:

*Each classroom setup includes a flip chart, markers, an overhead projector and a screen.*

- 1- Number of breakout /classrooms – one room for up to a maximum of 20 participants, (ideally we recommend 15 per room) If space is limited discuss with RLI liaison person or the visiting Orientation Team Leaders
- 2- Setup room in a **U-shape** Participants should be seated around the U. Keep open space in U open to permit faculty member to walk within the space.
- 3- The following materials will need to be downloaded and copied for each participant in the courses:

- 4- Student course outlines for Parts being taught—I, II or III. See [www.rlifiles.com](http://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](http://www.rotaryleadershipinstitute.org) is the general website of RLI International
- 3- [www.rotary.org](http://www.rotary.org) a wonderful resource for reference material as one prepares to be a faculty member.

**International RLI Contacts:** See our Website, [www.rotaryleadershipinstitute.org](http://www.rotaryleadershipinstitute.org)

for full *list* of officers

- 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](http://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.



## NOTES FOR MEETING WITH DIVISION LEADERS ON LOGISTICS.

*(faculty members may also be present at the discretion of the division)*

THIS MEETING MAY TAKE PLACE THE LATE AFTERNOON OR EVENING BEFORE THE ORIENTATION SESSIONS START OR AFTER THE COMPLETION OF THE ORIENTATION SESSIONS. IT IS PREFERABLE THAT IT TAKES PLACE PRIOR TO THE SESSIONS.

(See also material in Handbook for Prospective Divisions, on website)

Note: The following items will be discussed briefly to alert the new Division to the necessary logistics of a successful program. The Trainer for this session may omit or revise some of the items depending on the prior communications with Division leaders and local conditions.

- 1- GETTING STARTED WITH RLI COURSES (starting slowly and adding course sites to eventually serve all/most of the division clubs)
- 2- LOGISTICS OF HOLDING COURSES-site selection, meals?, rooms, equipment, etc.
- 3- ORGANIZATION OF DIVISION – officers, executive committee, etc.
- 4- SELECTING AND TRAINING NEW FACULTY-ASSIGNMENTS OF FACULTY-TRAVELING TO OTHER DISTRICTS-IMPORTANCE OF QUALITY FACULTY
- 5- SETTING UP COURSE SITES-NUMBER OF SITES
- 6- CURRICULUM PARTS I, II, III (PARTS ADDED AS PRIOR PART COMPLETED) - GRADUATE PROGRAM-using materials on rlifiles.com
- 7- FINANCE- DISTRICT DUES, COURSE FEES, ETC. PAYMENT OF INTERNATIONAL RLI DUES RESPONSIBILITY OF DIVISION
- 8- PROMOTION OF PROGRAM--SOME SUGGESTIONS-brochures, division website, newsletters, email and written promotional materials, etc. See Promotion on RLI Website, “Resource Information for RLI Members”
- 9- USE OF AUDIO-VISUAL
- 10- VALUE OF ANNUAL DIVISION MEETING WITH OFFICERS AND FACULTY
- 11- SERVICES OF INTERNATIONAL RLI-
- 12- PROVIDING ANNUAL CURRICULUM---FACULTY AND PARTICIPANT OUTLINES, ETC.- Use outlines as is for a year or two before making minor changes to meet local conditions-value of a consistent program throughout the world.
- 13- MONTHLY EBULLETINS-names for international mailing list
- 14- WEBSITE -separate materials site- LINKS TO DIVISION WEBSITES
- 15- FACULTY ORIENTATION AND REORIENTATION
- 16- INTL. TRAINING TEAM—also need for local trainers
- 17- PINS see note below re pins and certificates
- 18- GENERAL ADVICE AND SUPPORT
- 19- ANNUAL BREAKFAST MEETING AT CONVENTIONS AND
- 20- ANNUAL MEETING OF DIVISION LEADERS
- 21- ENCOURAGE VISITS TO OTHER DIVISIONS,
- 22- SHARING INTERPRETATION IN OTHER LANGUAGES



**THE ROTARY LEADERSHIP INSTITUTE**

\_\_\_\_\_ **DIVISION**

**NEW FACULTY QUESTIONNAIRE**

**NAME:** \_\_\_\_\_

**PREFERRED MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE (INCLUDE COUNTRY CODE AND AREA CODE):**

**HOME:** \_\_\_\_\_

**OFFICE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ROTARY CLUB OF:** \_\_\_\_\_

**DISTRICT #:** \_\_\_\_\_

**YEARS AS (if applicable):**

**Club President:** \_\_\_\_\_ **RRFC** \_\_\_\_\_

**District Governor:** \_\_\_\_\_ **RRIMC** \_\_\_\_\_

**R.I. Director:** \_\_\_\_\_ **RI Training Leader:** \_\_\_\_\_

**PREFERRED SUBJECTS AS A DISCUSSION LEADER:**

**SPECIAL SKILLS AND/OR TRAINING EXPERIENCE (e.g. public speaking, newsletter editing/writing, promotion, etc.)**

**COMMENTS:**