



**Ellen Pieklo,
Program Quality Director**

District 65 Club Officer Remote Training Opportunities, Requirements, & Certification

Based upon feedback of our Toastmasters Community, we have identified a need to provide remote training sessions to our Toastmaster club officers. The benefits to taking this training remotely include:

- Your club officers will fully understand their roles and responsibilities
- Within the District, we will have a higher number of officers trained, providing improved quality within our clubs
- Each club can be successful in meeting the Distinguished Club Program (DCP) goal in training at least four club officers.

Receiving Remote Training Credit

To receive training using the remote-based training, the following must take place:

- Training will be provided only by the authorized list of District Officers who have attended the full TLI and who understand the intent of the remote-based training
- Training must include a review of all of the officer roles **and** one of the breakout sessions, using the materials provided and used at the TLI. This will provide training that will range from 2-3 hours of training
- Area and District Directors, who attend these sessions, will be eligible to attend the 2:30 Train the Trainer session. For those clubs, not able to attend the first dates, these directors will be authorized to meet with your clubs and/or areas to provide officer training to District 65 clubs. This training will be composed of the full modules of officer training sessions and one of the advanced training modules. To receive credit, the Area/Division Director must validate that training has been given and the club officers must attest to attending that training.
- All training must be completed by August 31, 2016, with verification sent to the Program Quality Director, Ellen Pieklo.
- The Area Director must provide a roster of the training, including:
 - o Date & time of training
 - o Length of time
 - o Presentations/sessions provided
 - o Name of the officer attending training, with signature/date
 - o Name of the Area Directors authorized and providing training with signature/date
- Submit this form within 15 days to the Program Quality Director at D65Trio@gmail.com.

**Certification of Remote Training Program
(Please complete one form per Club)**

Club Name: _____

Club Number: _____

Date of Training: _____

Location of Training: _____

Attendee Last name, First name (PRINT)	TI Member #	Officer Role Held	Signature
		President	
		VP Education	
		VP Membership	
		VP Public Relations	
		Secretary	
		Treasurer	
		Sargent @ Arms	

Trainer Certification

I certify that I have provided training to cover training for all officer roles to the above club officers. I certify that I covered material to educate on all seven 97) club officer roles and at least one of the breakout sessions offered during the full day TLI session.

Advanced Training Topic(s) Provided: _____

Name & Area Director Number

Signature

Date

NOTE: a copy of the completed form will be returned to the club President, upon request to the PQD. It will be returned after the TI website to reflect the training has been updated.

PQD To Complete

Date TI Website Updated	# Officer roles Recorded	CC to club?	Date CC Sent