



Suggested Future Leaders' Workshop
Agendas & Guidelines

SAMPLE 2ND QUARTER DISTRICT MEETING FUTURE LEADERS' TRAINING

**(Time: 1 ½ hours)
BY INVITATION**

Welcome by Governor-Elect

Ice-Breaker

How Do I Fit In? (You as a potential leader)

Evolution of where we are today (history)

Club & Organizational Structure

Member

Optimist International

Communications Skills

Opportunities

Club

District

International

Personal Benefits

Belonging

Fellowship

Personal Testimonials

Purpose

The “Catch A Rising Star” future leaders’ workshop was designed to help Identify, Encourage and Develop the future leaders of our organization. During this workshop, which should be offered at the 2nd quarter district meeting, attendees will learn of the benefits leadership provides in their daily lives and of the tremendous opportunities our organization can provide. This workshop is not a club or district recruitment drive, but rather an informative session that explains how opportunities at the club, district and international level can help in achieving personal goals. The workshop should be closely coordinated by the governor-elect and the District Leadership Development Committee. It should be held at the 2nd quarter district meeting and take approximately 1½ hours. The following guidelines have been developed to assist you in developing this exciting new district workshop.

Format

This session should be offered to a limited number of attendees who have been personally invited to attend. Invitations should be sent by the governor-elect after receiving names of potential future leaders from the club presidents. Every effort should be made to make this workshop a special event and the attendees made to feel special. A meal service, either breakfast or lunch, may be an option.

Identify the Attendees

The governor-elect should contact each club president (see sample letter to club presidents) and ask him/her to nominate up to two (2) members from the club who could benefit from a program designed to assist in developing their personal leadership skills. Encourage the presidents to find members who are not currently in a leadership position. After reviewing and selecting potential attendees, a personal invitation should be sent by the governor-elect (see sample invitation) and followed up with a phone call to answer any questions and identify those who will be attending.

Preparing For The Workshop

The governor-elect should set up a committee of four (4) to assist him/her in the preparation and presentation of the workshop. The committee should be composed of members of the District Leadership Development Committee and past governors. Each committee member should be assigned a section of the attached agenda based on his/her strength of knowledge and presentation abilities. Arrange with the governor for a meeting room for the workshop. Decide on the type of seating (round tables, classroom or theater) and any other equipment (flipcharts, overheads, slides, VCR, etc.) that you may need and if a meal is to be served (optional). The pace, information and skills of the presenters are critically important to the success of this workshop. Remember you are using this program and the committee as an example of what Optimist training can do for personal development and leadership skills. Take the time to make sure it exceeds the expectations of all of the attendees.

Using The Agenda

The following guidelines will help you set up each section of the session. Remember to use presenters who understand each section and the informational content to be addressed.

Welcome....Keep it simple and direct. Tell them how and why they were selected and what the meeting is about.

Ice-Breaker....Use something which will get everyone relaxed and in a positive mood; keep it simple and non-threatening. Don't make it "uncomfortable" for those new to this type of setting.

How Do I Fit In?....This is a chance to let them know they are not only wanted in our organization, but needed as well. Create a picture of how they can fit in as a potential leader and just some of the benefits of leadership they will experience.

Evolution of Where We Are Today....(History)....Many of our members do not realize the impressive history of our organization. Take a few minutes to explain how we got to this point, and mention some of the great people who have been Optimists. A good source of information is found in the book "Of Dreams and Deeds" the story of the founding and development of Optimist International. The International office has a press kit that has a highlight and timeline history of Optimist International which you may also find useful.

Club & Organizational Structure....Here again many of our members don't understand the structure of our organization. This is a chance to show them how we are a **MEMBER DRIVEN** organization. Take time to show how members elect club, district and international officers, how their club fits into zones, districts and regions, and how each is managed through **Volunteer Leadership**.

Communication Skills....Use this section to show how Optimist training for leadership positions at the club, district and international levels helps develop these life skills. Point out how using these opportunities of leadership, skills can be developed which will help them in their personal/professional lives at home and work. Don't pass up the opportunity to compare the cost of similar training outside our organization.

Opportunities....As you begin this section keep in mind this workshop is not a recruitment tool for club or district officers, but rather a chance to show that at each level (club, district and International) the different skills that are needed and taught at our training sessions. As one progresses through different levels of service he/she advances through the organization and builds confidence in the use of various life skills.

Personal Benefits....One benefit long overlooked in our organization is that as we reach out and work a little harder to make the programs we do for the kids better, we reach out and develop our own skills at the same time. The Optimist Club offers its members the unique opportunity to receive what many call the "Warm Fuzzies" of helping children in their communities while helping him/herself at the same time. Many of us have learned different lessons, skills and information while getting ready to do a club project. Additionally we share the warmth of fellowship in our efforts. Use this section to explore personal benefits that may also be unique to your area.

Personal Testimonials...Finish the session with personal accounts of how members have benefited from the opportunities Optimist leadership has provided. Select individuals who have a good story and who can express it well. Have the member tell in his/her own words the experiences and benefits received (job advancement, increased salary, better relationships and understanding of family, etc.). Remember to have speakers keep it short and to the point.

The Workshop

On the day of the workshop make sure prior to the meeting time the room is set as you ordered, and all special equipment is on hand. Check to make sure all committee members and speakers are on site and prepared. Have a check-in table with a list of the names of those attending. Assign a committee member or two to greet attendees as they arrive and introduce them to others; don't leave them to themselves. Make sure you start on time. Introduce the committee and ask everyone attending to introduce themselves and the club they represent. Begin by explaining why they have been asked to attend. Emphasize they have been asked to attend because someone has recognized a leadership quality in them. Congratulate them for taking the time to improve themselves by attending today's session. At the conclusion of the workshop thank everyone for attending. Mention that if they have any questions that have not been answered you and the committee will be happy to talk with them personally.

Follow Up

The follow-up is most important to the continued success of this workshop. Soon after the workshop the governor-elect and the Leadership Development Committee should develop a list of those attending. Take the time to create a card on which to track attendees' progress. The attendees should be advised of other leadership programs and Personal Growth Modules being presented by the district throughout the year. Remember these are the Future Leaders of your district and their development as a resource should be encouraged and developed on a regular basis.

_____ District
Optimist International

DATE

SAMPLE LETTER TO CLUB PRESIDENTS

Mr. John Doe, Member
Optimist Club of Anytown
123 Main Street
Anytown, Anywhere

Dear (Club President),

One of the functions of the _____ District is to develop people to take leadership roles in our clubs and district. Identifying and preparing these members for leadership positions is critical to maintaining a vibrant, growing organization dedicated to serving the needs of our youth.

At the 2nd Quarter District Meeting being held (date, place, time) we will be conducting a "Future Leaders" workshop. The workshop is designed to explore the personal benefits and opportunities of leadership within the Optimist organization. Attendance at this workshop is by invitation only and this is where I need your help.

I am asking you to suggest the names of one or two individuals in your club who might benefit from such a session. These should be members who are not currently in leadership positions, but who have expressed an interest in, or you feel may have an interest in, accepting a leadership position. I will be personally inviting them to attend the workshop. The District Leadership Development Team and I have asked some of the finest leaders in our district to assist us in the presentation of this workshop and I know those attending will benefit greatly.

Take the initiative for your club and its future and either call me at (phone #) or mail the names to me at (address). If you have any questions, or need help in the selection, please give me a call.

I look forward to hearing from you.

Optimistically,

Governor-Elect
_____ District

_____ District
Optimist International

DATE

SAMPLE INVITATION LETTER

Mr. John Doe, Member
Optimist Club of Anytown
123 Main Street
Anytown, Anywhere

Dear (Member),

One of the functions of the _____ District is to help develop people to take leadership roles in our clubs and district. Identifying and preparing these members for leadership positions is critical to maintaining a vibrant, growing organization dedicated to serving the needs of our youth.

Your name has been given to me as someone our organization needs in its future. I would like to personally invite you to attend a very special workshop being held at the 2nd Quarter District Meeting scheduled for (time, date, place).

I will be conducting a workshop entitled "Catch A Rising Star...A Future Leaders' Workshop" which is designed to explore the personal benefits and opportunities of leadership within our great Optimist organization. Attendance at this workshop is limited and by invitation only. The District Leadership Development Team and I have asked some of the finest leaders in our district to assist us in the presentation of this workshop. I know you will benefit greatly by attending and hearing first-hand how opportunities within the Optimist organization have made a difference in the lives of some of our members. This is not a recruitment drive for club or district offices, but a chance for you to see how becoming more active in your club can become a personal benefit to you.

I will be calling you to see if there are any questions I can answer for you and if I can be of any assistance in helping you get to the district meeting.

Optimistically yours,

Governor-Elect
_____ District

**SUGGESTED
3RD QUARTER DISTRICT MEETING
FUTURE LEADERS' TRAINING**

Suggested Time - 1 ½ hours

Open Training - Available to everyone who is interested

Welcome By Governor-Elect

Team Building (new module on this topic proposed)

Goal Setting

Available Resources

Materials (June mailing)

District support

Optimist International support (club services, programs, etc.)

Leadership Skills

Delegation

Communication

Time Management

Offices (opportunities) available