

<b>Chairman</b>	Mark Richards
<b>10:00 Opening session introducing The District Leaders</b>	
05 Outgoing District Governor	Bernard Marmion
05 Incoming District Governor	Damian Chong
05 Incoming Lt Governor Education & Training	Bruce Hill
05 Incoming Lt Governor Marketing	Mark Richards
<b>10:23 Introduction to Manual</b>	
10 Contents	David Nicholas
10 Structure - Obligatory   Recommended	Bruce Hill
<b>10:45 Morning tea</b>	
<b>11:00 Area Governor Training in detail, focussed on Manual</b>	
20 Club Visits and Reports	Bruce Hill
15 Contests	Ross Wilkinson
10 Recognition Goals	David Nicholas
<b>5 minute comfort break</b>	
15 New Clubs	Mike Helm
20 Area Council	David Nicholas
<b>12:20 Summary of morning session</b>	Damian Chong
<b>12:30 Lunch</b>	
<b>13:30 Important skills</b>	
15 Communication - TI Website, emails, phone, visits	Damian Chong
10 District Finance arrangements - claiming expenses	John Staunton
15 Coach program	Bruce Hill
15 Public Relations Skills	Ross Wilkinson
<b>14:40 Afternoon tea</b>	
<b>14:55 Panels</b>	
15 Maintaining Strong Clubs - WA Division Governors	Mark Richards
15 Building a Team - Div Gov, LGET, LGM	David Nicholas
<b>15:30 Training Self-Assessment Questionnaire</b>	Bruce Hill
<b>15:55 Closing remarks</b>	Damian Chong
<b>16:00 Close</b>	