

# TOASTMASTERS

INTERNATIONAL® District 73 WA, SA, VIC & TAS

## Morning

10:00 Opening session introducing Top Leaders	Richards in Chair
05 Outgoing DG	Marmion
05 Incoming DG	Chong
05 LGET	Hill
05 LGM	Richards
Introd to Manual	
10 Contents	Nicholas
10 Structure - Obligatory   Recommended	Hill
10:45 Morning tea	
Based on AG Training in detail, focussed on Manual	
20 Club Visits and Reports	Hill
20 Contests	Wilkinson
10 Recognition Goals	Nicholas
5 minute comfort break	
20 New Clubs	Helm
20 Area Council	Nicholas
12:20 Summary of morning session	Chong
12:30 Lunch	

## Afternoon

13:30 Important skills	
15 Communication - TI Website, emails, phone, visits	Chong
15 District Finance arrangements - claiming expenses	Treasurer
15 Coach program	Hill
15 PR Skills	Wilkinson
14:45 Afternoon tea	
15:00 Panels	
20 Maintaining Strong Clubs - Division Governors	Richards
25 Building a Team - Top 3	Nicholas
15:45 The day's highlights	Chong
16:00 End	