

**BUSINESS PLANNING FOR ROTARY CLUBS**  
**TRAINING THE DISTRICT TIMELINE**

Starts	Mins		Topic	Who
5:00	15		Sandwiches (continue eating during next two segments)	
5:15	10		Welcome and Introduction	Carolyn
5:25	15		SMART Goals, Projects & Practices	Carolyn
5:40	40		Skills Training	
		20	Understanding the Process and Technique	Carolyn
		20	Demonstrating the Process	
			Family Example	Ron
			Community Service Example	Arlene
6:20	45		Skills Practice	
		15	Membership Example	Carolyn
		30	Group Exercise	R, A, C
7:05	15		<b>BREAK</b>	
7:20	60		Skills Practice contd.	Carolyn
8:20	20		Review Leaders Guide for Club Session	Carolyn
8:40	20		Wrap Up	Carolyn
			Documentation	
			Monitoring	
			Q & A	R,A,C
9:00			<b>ADJOURN</b>	