

**District 39 Training Standards**  
**Effective July 11, 2011**  
**2011-2012**

1. The use of the Term Toastmasters Leadership Institute (TLI) is reserved to the District and its use in District 39 this year must be approved by the District Governor or Lieutenant Governor Education and Training.
2. TLI must include the following items:
  - Breakout Sessions for all 7 offices
  - A module or session on the DCP
  - A module or session about membership building
  - Enrichment sessions
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3. Any officer training that is not a TLI should be advertised as Club Officer Training.
4. Division Governors, Area Governors, and other approved Toastmasters are authorized to conduct non-TLI Club Officer Training (COT) with the approval of the District Governor or Lieutenant Governor Education and Training and subject to the standards and rules set forth in this document.
5. Club Officer Training (COT) must be at least 50 minutes long and must meet the following standards:
  - Conducted by an approved district officer or toastmaster, not by the trainee
  - Current Toastmasters officer manual information must be used
  - Must include at least 10 minute discussion of the DCP
  - Must include at least a 10 minute discussion of the standards of the office being trained if only one officer position is being trained
  - Must include at least a 30 minute discussion of the standards of the offices being trained if two or more officer positions are being trained

- Must include a membership building/team building discussion
6. All COT in July must be approved by the District Governor or Lieutenant Governor Education and Training ([dianne.bish@district39.org](mailto:dianne.bish@district39.org)) and scheduled at least 7 days in advance. The Area Governor/Division Governor/Toastmaster needs to submit an e-mail describing the training which includes the date, time and location so it can be added to the district calendar. **With the exception of July 16 in Carson City, no COT will be authorized in July in Division B.**
  7. All COT in August must be approved by the District Governor or Lieutenant Governor Education and Training and scheduled at least 24 hours in advance. The Area Governor/Division Governor/Toastmaster needs to submit an e-mail describing the training which includes the date, time and location so it can be added to the district calendar.
  8. A sign in sheet or record from all Club Officer Trainings should be submitted to the Lieutenant Governor Education and Training within 72 hours of the conclusion of the training.
  9. All attendees should fill out evaluation forms, evaluating the content, delivery, and effectiveness of the trainer at the conclusion of a session. These should be submitted to the Lieutenant Governor Education and Training, along with the sign-in sheets or records, within 72 hours of the conclusion of the training. Attendees may also share suggestions for improving the sessions.
  10. The following types of training are SPECIFICALLY NOT ALLOWED this year:
    - 5-7 minute speeches given by the trainee for officer credit
    - Guerilla training: Show up at the meeting, train them for 15 or 20 minutes and turn it in for credit.
    - Training by Conference Call
    - Training for less than 50 minutes
    - Training that does not include any of the required components of Rule 5.

11. For the purposes of District incentives, training is considered District-sponsored only if it is arranged in advance according to the above rules and members of at least two clubs are present (the trainer does count in determining whether this objective is met).
  
12. The District Governor and Lieutenant Governor of Education and Training reserve the right to not allow any Division Governors, Area Governors, or other Toastmasters who willingly violate these rules to conduct district-sponsored training.