

Training officer

Introduction

The role of the Training Officer is the one role that has the most impact on the health of the club.

It is the duty of the Training Officer to determine the needs of members and develop an interesting program to meet these needs.

Record Keeping

To perform the role of Training Officer effectively, records will have to be kept so that the participation of speakers can be monitored. These records should be up-dated as soon as possible after the meeting.

Two records are maintained which together take about 10 minutes to update.

Hard Copy Spreadsheet

This spreadsheet works as a history log for the speakers. Speakers are listed in the vertical axis and the date for each meeting across the top.

The various activities are entered as abbreviations against the specific speaker with a legend for the abbreviations on the bottom.

This spreadsheet also serves as a backup for electronic records.

Excel Spreadsheet

This spreadsheet is used for chronologically selecting speakers for activities and operates with a different set of axis. Speakers are again listed in the vertical axis but the speaking activities are listed across the top. The date a specific speaker did an activity is entered into the spreadsheet.

A sort can be done on a particular activity to list speakers in chronological order. This ensures that no member is missing out on any aspect of the training program.

Scheduling

The following is a breakdown of the various aspects of the role with a schedule as a guide so the position may be competently filled.

6 weeks prior to the Term

Find out what members want to concentrate on for the next 6 months. This is best done by speaking to people individually to understand the motivations for these wants.

Using this information, map out a program for the term. Don't try to put names against specific activities just yet.

A theme for each month works very well or you may wish to have a general theme for the term such as "business" covering job interviews, informal meetings etc. Another general theme might be "back to basics" with a series of exercises to reinforce the foundation principles of speaking.

If you're having trouble developing ideas, run an exercise in the club to assist you.

4 weeks prior to the Term

Map out the first month with activities and commence putting names against these activities. Show courtesy to the members by confirming their acceptance activities before distributing the program.

2 weeks prior to the Term

Distribute the program for the coming month. This will give all members time to plan ahead and convey the message that you are organised. Ensure that a copy gets posted up on the Club web site.

At the beginning of Term

Map out the second month and schedule the speakers . Always give yourself a 1 month lead for scheduling the program for a particular month.

2 weeks prior the beginning of the month

Distribute the program for the coming month. This two week lead time includes a buffer in case the program wasn't quite finished. Your absolute deadline is the meeting before the commencement of the next month.

If presented later, then your organisational shine will tarnish somewhat. Try to avoid this.

When you have the program confirmed, email it through to Web Maintenance. Ensure the individual speakers have agreed to their rostering before presenting the program for posting up. If not, leave their name off until confirmation has been received. This is maintain the integrity of the Website information at the highest possible level.

Weekly tasks

After each meeting, update the records.

Edit in changes to the program due to unexpected changes.

Email these changes through to web maintenance for inclusion in the program posted on the website.

Do a sort on Short Notice Speakers then cut and paste the speakers' names into the Impromptu Speakers' Roster, then email to the chairman for the next week. (so that no member hogs all the Short Notice speaking time).

If applicable, either email the "Activity to be Repeated" coaching sheets to the chairman to printout or have printed copies yourself to give to the respective coach for that activity.

This might seem like a lot, but from experience, it only takes about 30 minutes or so to complete.

That's all there is to being the Training Officer.