

TLI
Planning
& Prep
Guide

For Division Directors

District

14

The Toastmasters Leadership Institute (TLI) Planning and Preparation Guide will assist Division Directors to STRATEGICALLY prepare and plan training for club officers and club members.

2018-2019
(version 2.0)

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- I. **Choosing the Place and Dates** *(updated 7.16.2018)*
 - A. Choose a venue that is **free** and preferably has WIFI (is it password protected)
 - B. Ask about audio/visual (projector, microphones, etc)
 - C. Determine if there is adequate space for the general session, space for electives and club officer breakout sessions. A TLI usually requires one large room for general sessions, plus enough small rooms for concurrent sessions.
 - D. Signage – On the venue property determine where you will put signage to direct people to the appropriate place.

- II. **TLI Date and Time** – select dates and times that are convenient. (communicate the venue location (address) to the District Program Quality Director by the due date)
 - A. Weekday or Weekend?
 - B. Beginning and Ending Time of TLI
 - C. Set up and Breakout Time

- III. **Select Your Staff** - The number of presenters/trainers, will be determined upon the day of the TLI and the format that you choose.
 - A. **Choosing Trainers/Presenters.**
 - a. Choose trainers ideally, who have great presentation skills and some **experience** in training. (Contact the District 14 Training Team for assistance)
 - b. **Knowledgeable.** Trainers should have special skills or expertise in some areas, i.e. a past president who led the club to President's Distinguished would be good to lead the President's Officer Breakout session.
 - c. **Entertaining.**
 - d. Choose presenters for the officer breakout sessions from members who have been **successful** in their role and/or were effective in their club.
 - B. Registration Committee – volunteers responsible for handling on-site registration. They ensure all attending club officers are registered and checked-in.

- IV. **The TLI Curriculum** –The curriculum most include (2) Toastmasters-approved TLI presentations. **For the 1st training period (Summer TLI) the two mandatory modules are Creating Club Quality (Item 1313A) and Leading the Club to Success (Item 13131).** Elective sessions can come from *The Successful Club Series, The Better Speaker Series, and The Leadership Excellence Series.* You can also choose other

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topics such as Conducting Quality Contests, Resolving Conflict, the High Performance Leadership Program, as well as others.

- V. **TLI Schedule & Agenda** (*updated 7.16.2018*). It will depend upon the day of the week or weekend day on how you will set your agenda. Listed below are suggested agendas for either a weekday evening TLI or a Saturday morning TLI. It is advised to print agendas for your attendees without TIMES. And a separate agenda with TIMES for those who are presenting/organizing the TLI. SEE SAMPLE AGENDAS

A. **WEEKDAY EVENING** -(the start time depends upon the Division Director)

4:30pm – Check-in/On-site Registration

5:00pm – Welcome/Opening Remarks **(15 mins)** – include the Trio Message if available

5:15pm - General Session **(30 mins)**- **TI Mandatory Module #1: CREATING CLUB QUALITY**

5:45pm - **(15 mins)** – Refreshment Break

6:00pm – **(30 mins)** – # of Educational Electives for members to choose from in this time slot depends upon space and # of presenters – specific topics is dependent upon the Division Director

6:35pm – **(50 mins)** Officer Breakout Sessions. (7) presenters to cover the seven officer roles. It is also a recommendation to add an additional breakout for members who do not hold a club office

7:25pm – **(30 mins)** General Session - **TI Mandatory Module #2 – LEADING THE CLUB TO SUCCESS**

8:05pm – **(20 mins)** Club Officer Reports

8:25pm – **(15 mins)** Wrap Up/Q & A/Closing

B. **SATURDAY**

9:30am – Check-in/Onsite Registration

10:00am – Welcome/Opening Remarks **(15 mins)** - include the Trio Message

10:15am - General Session **(20 mins)**- **TI Mandatory Module #1: CREATING CLUB QUALITY**

NOTE: The number of Educational Electives for members to choose from in this time slot depends upon the # of smaller rooms and topics. Sessions run concurrent with each other.

10:45am – **(30 mins)** – Educational Elective Sessions

11:25am – **(30 mins)** – Educational Elective Sessions

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12:05pm – (15 mins) - Lunch

12:25pm - (50 mins) Officer Breakout Sessions. (7) presenters to over the seven officer roles. It is also a recommendation to add an additional breakout for members who do not hold a club office

1:15pm – (30 mins) General Session - **TI Mandatory Module #2** – LEADING THE CLUB TO SUCCESS

1:45pm – (20 mins) Club Officer Reports

2:05pm – (15 mins) Wrap Up/Q & A/Closing

VI. **Get Feedback.** After training is over, you will want to know how effective it was. Before the training concludes distribute evaluation forms or provide the link to do the online feedback, ask participants to complete them, then collect the form before participants leave. SEE SAMPLE EVALUATION FORMS.

VII. **Division TLI Cost and Expenses**

A. **Registration Cost**

Charge for TLI sessions; it is \$15.00 per member. Presenters can attend free but must sign in on the Presenter Sign-In Sheet so they get credit (a sample attached). The online registration will be kept live in the event that a person needs to pay onsite. Have a few laptops (with WIFI) at the registration table to accommodate that. In the event that a person wants to pay cash, have a receipt book on-hand and a secure place for the cash.

B. **Venue Cost** *(updated 7.16.2018)*

Look for venues that are **free**.

C. **Food Cost** *(updated 7.16.2018)*

Food/lunch and coffee can be expended. Keep sandwich (salad)/drink costs under \$5 per meal per person. Beware of delivery costs. Chick-fil-a, for example a charge about \$1.50 per meal to deliver which could be very expensive – arrange for someone to pick up the food to save money. Remember you have vegetarians and possibly gluten free members.

District 14 Director will pay the food service for the food with his corporate credit card so get the information for him and let him know phone numbers.

Because we have onsite registration – you may not have an accurate count of food requirements. Let the supplier know the estimated count as soon as you can. Then

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tell them you might be calling them 30 minutes after registration/sign-in closes with an additional food count. With advanced warning they can usually add 20 or so meals without a problem. Then call them and let them know the final count after your registration closes. REMEMBER TO COUNT YOUR PRESENTERS.

SUGGESTION: Use a food supplier who can flex the number of meals if necessary.

- D. Receipts.** Keep receipts of anything you want to purchase for TLI. You MUST have receipts. Complete the expense voucher and attach receipts. Turn it into the District 14 Finance Manager.

VIII. District Finance Guidelines

The district director must approve all expenses.

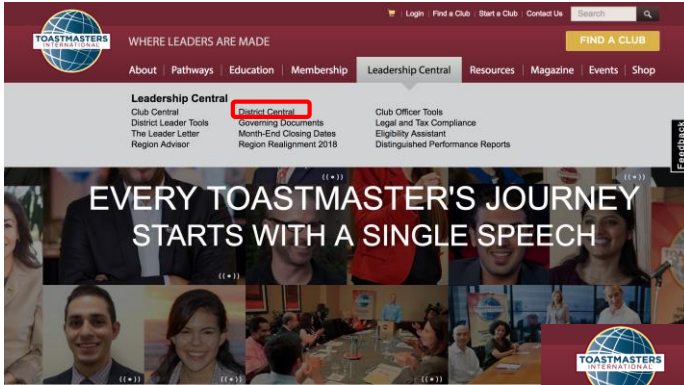
A. Steps to Submit Reimbursements (from the District Finance Manager)

- 1) Receipts are required with any Voucher for Reimbursement.
- 2) Please tape loose receipts to an 8 ½ x 11 piece of paper, and attached to the voucher.
- 3) Original receipts are strongly preferred. If you cannot find a receipt or get a duplicate, you must submit a detailed explanation of the expenditure with your Voucher for Reimbursement for it to be considered for reimbursement.
- 4) Any Voucher for Reimbursement must be submitted within 30 days of purchase.
- 5) Mail the Voucher for Reimbursement and receipts to the District Finance Manager at the address on the voucher or present the information in person.
- 6) For travel expenses, (for D.E.C.) you must submit documentation consisting of the travel date, distance, and purpose of the trip (include Google Maps). You can be reimbursed for travel over 30 miles one way.

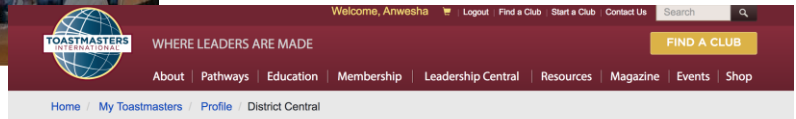
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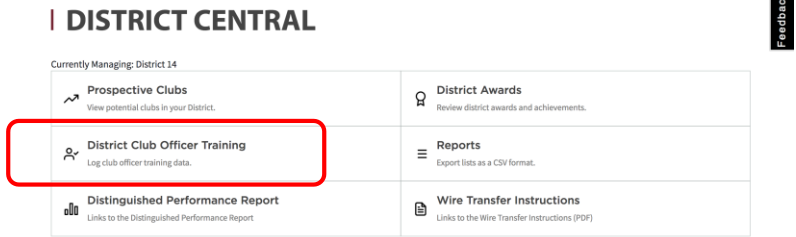
XI. How to Input Club Officer Training, after TLI



Step 1: Go To Toastmasters International Website
Step 2: Login and Click on District Central



Step 3: Click on District Club Officer Training

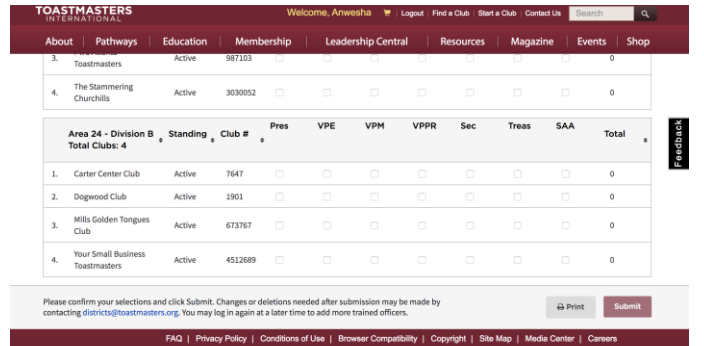


Step 4: Check the boxes of all officers trained

Training period: June 1, 2018 - August 31, 2018
By adding this data, I confirm that the actual training occurred between June 1, 2018 - August 31, 2018. The entry must be completed between June 1, 2018 - November 30, 2018.

Area 21 - Division B	Standing	Club #	Pres	VPE	VPM	VPPR	Sec	Treas	SAA	Total
Total Clubs: 4										
1. ACC Toastmasters Club	Active	6912846	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
2. ATT Midtown Toastmasters	Active	1813937	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
3. Beyond Sight Communicators Toastmasters Club	Active	583463	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

Step 5: Press Submit once you finish at the bottom right of the page



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REMEMBER:

1. Make sure all registrants (onsite and offsite) sign in with their name, club name, and club officer position they are holding. SEE ON-SITE REGISTRATION/CHECK-IN
2. Some Toastmasters may hold more than 2 club officer positions in the same or different club. Ask them to state that in order to get credit for both officer positions at the same TLI. You may want to add that column to the check-in sheet?
3. Forward the details of attending club officers to the Program Quality Director.