

GNATS 2009 DISTRICT TRAINING EVALUATION TOOL

“Learn, envision, plan anddo”

In order to be able to evaluate the effectiveness of your District training program, you will need to attend and participate in the events District Rotarians are. Without using complicated statistical methodologies, you can get a sense of what is working and what's not by observation and asking the right questions.

As a DGN, you likely have already attended a number of the basic RI-recommended training sessions: District Assemblies, PETS, pre-PETS, District Team Training Seminars. But are you aware of what other training programs your District offers? Have you attended as a participant? Been involved in the planning?

1. Identify all current training programs and their dates and locations.
2. Calendar those training sessions and attend.
3. Rather than participate, go as an unobtrusive observer and take notes.
4. Meet with the District Trainer or seated DG to discuss.
5. If there is a written evaluation form done by participants, ask to get the results.
6. Envision how it might be made better. Address concerns and issues.
7. What steps will be necessary, and when should they be implemented?

Current training - Identify what training events your District conducts. See what other Districts offer. This will give you a sense of the width and breadth of all your District does in this arena.

Calendar – attend as many District training sessions as you can. This will meet multiple goals: you will be introduced to Rotarians and District leaders you may not already know, this gives you visibility, this increases your topic-specific knowledge (say on the Foundation or membership), it shows your support of current District Governor and his/her team efforts.

Take Notes – if you are a full participant, especially if there are interactive activities, you miss what is going on in a broader sense. Take a few well-placed key notes to address later on what you are observing – or people you meet - or new concepts and ideas.

Meet with DG or District Trainer – sometimes immediately afterwards there is de-briefing or an evaluation meeting. But if not, or in addition to, soon after ask the right questions, so as to find out their intent. Example: “I noticed folks leaving early immediately after lunch – was it on purpose you scheduled just a single hour after lunch?” Or “I noticed quite often one Rotarian monopolizing the discussion. Might it have been helpful to have a facilitator in each small group?” or “Why do you suppose this was so poorly attended? How did we promote this opportunity to the clubs?”

Get Evaluation Results from those attending – Many times Rotarians fill out the form while rushing out