

TOASTMASTERS INTERNATIONAL

April 30, 2020

Dear District Leaders,

As you continue to plan for your upcoming club and District officer training during these unprecedented times, there are still many unknowns, in particular, when it will be safe again to host in-person events. Even if in-person gatherings are allowed, will there be a limit to capacity, or will our members feel comfortable enough to attend? This makes it extremely difficult to plan; therefore, you will need to decide as a team what is best for your District based on guidelines provided by your local health and government authorities. In planning your training events, work with your team to discuss the pros and cons of conducting training online versus hosting an in-person event.

If club officer training is conducted online, it must be presented live; it cannot be a video recording that club officers watch. You may choose to conduct the training using the recommended Toastmasters Leadership Institute (TLI) format or the traditional training format for club officer training. If the District chooses either of these formats, it must conform to the guidelines published in [Training Club Leaders](#), keeping in mind that some adjustments to these formats may be needed to conduct the training online. As you are aware, World Headquarters has recently negotiated with Zoom in obtaining discounted Enterprise licenses, which can support up to 500 participants and are available for purchase. If your District would like to take advantage of the discount or requires additional accounts, please contact districtfinancialquestions@toastmasters.org.

When planning online club officer training, it is important to remember that training still needs to be a District-wide event (one TLI or traditional training event) or a series of events (multiple TLI or traditional training events). The only time training can be conducted for one club or a few clubs at a time is during make-up training sessions, after all initial training has concluded.

District officer training is typically held at a central location, where all Area and Division Directors are trained together in person. Since the number of Area and Division Directors is less than the number of club officers, training may still be feasible to be held in person. However, if this is not possible, then your District may conduct training entirely online.

Thank you for your leadership and dedication to our clubs and members during a challenging time. Please communicate with our District Leader Support Team at World Headquarters with any questions at districts@toastmasters.org.



Daniel Rex
Chief Executive Officer
Toastmasters International
www.toastmasters.org

This email has been sent to all District Directors, Program Quality Directors, and Club Growth Directors.

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