* 1. **Division A&G 2nd Officer Training**



1. **與**G**部 第二次分會幹部訓練**

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| **Date：** | | | January 18 (Sat.) (13:00~17:00) | | |
| **Venue：** | | | Postal Museum 10th floor Auditorium ( near Chiang Kai-shek Memorial Hall MRT Station)  郵政博物館10樓大禮堂(Tel：(02)23945185 -ext 851,853, Fax (02)23964145  <http://www.doed.taipei.gov.tw>; 近捷運中正紀念堂站 | | |
| **Address：** | | | 臺北市重慶南路2段45號 No.45, Sec. 2, Chongqing S. Rd., Zhongzheng Dist., Taipei City | | |
| **Language：** | | | Mandarin 中文 / English英文 | | |
| **Registration：**    **Club mission :** | | | [Press me to register 點我報名](https://docs.google.com/forms/d/1-MTb8BlqdUZTug66gJQIkisSk0XaqedYFw9iHJAnsT0/viewform) Fees: NT150  Be sure to register in advance by 1/10 to facilitate seating arrangements, refreshments  請務必事先報名登記，以利安排座位、點心(報名截止日期：2014/1/10前；額滿為止)  We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth | | |
| **Time** | **Duration** | **Session Name** | | **Session Master** |
| **12:30** | 20min | Venue and Seating arrangements | | Div A and G1, G2, G3 All Helpers |
| **12:51** | 20min | Registration  Each attendee Select group | | A: Eddie Chen, Devon Chen, Audrey Chiu  G:Patrick Tseng, Anna Kuo, Irene Hsu |
| **13:11** | 1~2min | Call meeting to Order | | [Jenny Tsen](mailto:bmor18899@yahoo.com.tw), ACG, ALB |
| **13:14** | 2~3min | Opening Remark | | Edward Chen,ACB,ALB. Kevin Ho,CC,CL |
| **13:18** | 2~3min | Motivating and Encouraging words | | TOP 3 |
| **13:22** | 3~4min | Master of Training | | [Sharon Chang](mailto:idowant2003@yahoo.com.tw), ACB,CL |
|  |  | Introduce Timer: | | Juilin Chang,ACB, CL |
| **Educational program** | | | | |
| **13:27** | 30min | To Achieve Your CL Award | | Angel Li, ACB,CL |
| **13:58** | 30min | How to move to the next level | | Helen Chen,DTM |
| **Membership program** | | | | |
| **14:29** | 15min | Membership campaign | | [Mark Blank](mailto:markblank@hotmail.com),ACB,ALS. [Richard Yuan](mailto:tm.richardyuan@gmail.com),CC,CL |
| **14:44** | 15min | Promoting membership from Outside and inside of Club | | [Mark Blank](mailto:markblank@hotmail.com), [Richard Yuan](mailto:tm.richardyuan@gmail.com) |
| **15:00** | 30min | Moment of truth (from The Successful Club Series )  1. First Impressions  2. Membership Orientation  3. Fellowship, Variety, and Communication  4. Program Planning and Meeting Organization  5. Membership Strength  6. Achievement Recognition | | Tim Huang, CC,CL |
| **15:31** | 10~15min | **Intermission (refreshments)** Emi / Pao Chu / Beatrice | | |
| **Moment of truth Group discussion** (Dawn Lin,ACS, AL, Tim Huang, CC, CL) | | | | |
| **15:45** | 35min | Group discussion  Each division select 8 Area officers as group facilitator | | facilitators |
| **16:21** | 35min | Group result sharing 1-2min | | Rep. from each group |
| **16:57** | 10 min | Area Governor DCP report (1min for each governor) | | Each Area Governor |
| **17:07** | 5~10min | Feedback & Appreciation & group photo | | Edward Chen, Kevin Ho |
| **17:20** | **Meetting adjourned** | | | |

[Press me to register 點我報名](https://docs.google.com/forms/d/1-MTb8BlqdUZTug66gJQIkisSk0XaqedYFw9iHJAnsT0/viewform)

