* 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: NT150Be 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 | RegistrationEach attendee Select group | A: Eddie Chen, Devon Chen, Audrey ChiuG:Patrick Tseng, Anna Kuo, Irene Hsu |
| **13:11** | 1~2min | Call meeting to Order | Jenny Tsen, 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, 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,ACB,ALS. Richard Yuan,CC,CL |
| **14:44** | 15min | Promoting membership from Outside and inside of Club  | Mark Blank, Richard Yuan |
| **15:00** | 30min | Moment of truth (from The Successful Club Series )1. First Impressions2. Membership Orientation3. Fellowship, Variety, and Communication4. Program Planning and Meeting Organization5. Membership Strength6. 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 discussionEach 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)

