**Second Officer Training: Division A, G & M**

Date: Sun., January 25th, 2015

Time: 13:00~17:00

Admission Fee: 50 NTD/ person

Venue: Meeting Room A &B, Neihu Technology Industry Service Building

(內湖科技產業服務大樓會議室A、B)

Address: 2F, No.12, Zhouzi St., Neihu Dist., Taipei (台北市內湖區洲子街12號2樓)

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| **Agenda** |
| **Time** | **Activity** | **Assignment Taker** |
| 12:30 | Registration | Receptionists |
| 13:00 | Opening Remarks | Michelle Fan, Div. A Governor |
| 13:05 | From Curious Guest to Interested Member to Dedicated Toastmaster (30 mins) | Helen Chen, Div. G Governor |
| 13:35 | Fine Tuning Meetings & Speeches (30 min) | Mark Blank, Division M Governor |
| 14:05 | Sharing of best practices and features of clubs, and propose solutions to questions raised on the registration form (TBD) (15 mins) | Tim Huang, G1 Governor |
| 14:20 | Intermission (15 mins) |  |
| 14:35 | Internet Resources: World HQ website, District 67 website, and useful online tools (30 mins) | Tim Hsieh, A2 Governor |
| 15:05 | District 67 Subsidy and Incentive Program (10 min) | Teresa Chang, Lieutenant Governor of Marketing |
| 15:15 | DCP Review\*\* (10 min) | Michelle Fan, Div. A Governor |
| 15:25 | Group Discussion (25 mins) | Group leaders |
| 15:50 | Result Sharing I (5 mins) | Michelle Fan, Div. A Governor |
| 15:55  | Club Action Plan (20 mins) |  |
| 16:15 | Result Sharing II (5 mins) | Michelle Fan, Div. A Governor |
| 16:20 | Q & A (30 mins) | District Governor, District LGM, & District LGET |
| 16:50 | Appreciation (5 mins) |  |
| 16:55 | Training adjourn |  |

**Transportation**

* BUS

【A】捷運港墘站(內湖高工)：21、28、222、247、267、286、 287、620、677、681、藍7、藍26、紅2、棕16

【B】港墘派出所站(港墘路)：0東、21、222、551、646、652、紅3、棕16、藍26、藍7

【C】臺北花市(港墘路)：0東、21、222、551、646、652、紅3、棕16

【D】臺北花市(瑞光路)：21、552、645、902、紅3、紅31、藍27、1573；內科通勤專車：2、3、7、8、10、11、12、13、15、16、17、20、捷運圓山站

* METRO

捷運文湖線港墘站2號出口

Exit no.2, Gangqian Station, MRT Wenhu Line (Brown Line)

* MAP

