

To the 2020-2021 Lieutenant Governors Designate and invited guests:

May 14, 2020 is the beginning of our Lieutenant Governor training. Attached is an outline agenda for the weekend. This is your official invitation to attend. I expect everyone to be in attendance in these sessions as we have front-loaded the training with the core curriculum of what you will need to have a happy and successful year in office.

The training will continue in Sparks at the District Convention. The training there will be focused on the soft skills you will need to be successful, now and in future leadership positions.

We will be providing more details on the convention training as plans are formulated.

We are going together into somewhat uncharted territory by taking a long standing tradition of a training weekend into an on-line format. So a few ground rules:

1. Before joining the video conference, make sure your equipment all works. Then be on time. Out of respect for everyone's time we will start and end on time.
2. Dress is Kiwanis casual. We appreciated everyone being presentable.
3. During the training, keep your microphone muted unless there is a need to speak.
4. By the same token, keep your camera on as long as you are present. Speaking to a screen full of black screens is not fun for the person presenting. If your screen is black and your microphone muted we will assume you are away from the training.
5. Our home environment has many sources of distraction - children, pets, television, cell phone and more. Please eliminate as many as you can. It is important to you to stay focused and it is important to the presenter to see you are engaged and participating in the program. One tip you may want to take is to put your screen into "Speaker View" as opposed to the default "Gallery View". It puts the trainer front and center making it easier to stay focused.

Some logistics to be aware of: There will be a training Quick Start guide to be downloaded and either printed out or stored in a way you can access during the training. Presenters will be making reference to pages in the guide, so you must be able to refer to it.

Each evening before a training session you will receive an email from the District office. The email will re-send the Zoom link for the conference and provide a second link to a file to be downloaded by you for use the next day of training. The daily download will have documents your trainers will want you to have in front of you during each training segment. When finished, add these documents to your Quick Start guide.

I am looking forward to a successful training and an exciting year working for your success. Be safe and be well.