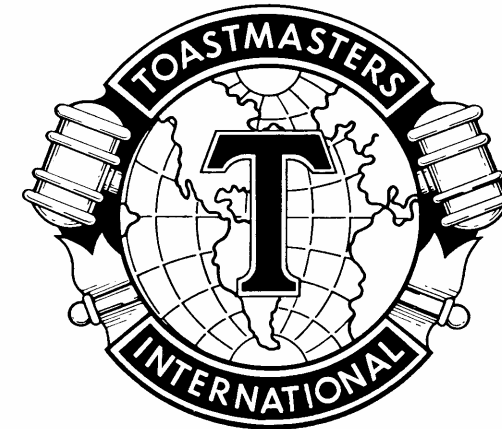


Toastmaster International District 51, Division D EXCO (2003-2004)

Appointment	Name	Contact Details	Email
Advisor	Lynn Desker DTM	6290 3383	lynn_desker@yahoo.com
Advisor	Susan Wong DTM	9750 7448	susanwongsh@lycos.com
Division Governor	Michael Rodrigues DTM	9816 6534	mikejrod@singnet.com.sg
Assistant Division Governor (Education)	James Lim DTM	9816 0267	jameskpong@yahoo.com
Assistant Division Governor (Marketing)	David Chee ATM-S	9846 6363	davidchee2@hotmail.com
Assistant Division Governor (Public Relations)	Dayal Khemlani ATM-B/CL	9105 1013	dayalk@singnet.com.sg
Treasurer	Leung Kai Yin CL	9653 9951	kaiyin@email.com
Secretary	Loo Kee Sin ATM-B/CL	9652 4330	keesin@mlm-biz.com
Area D1 Governor	Tay Yiang Ping CL	9622 1803	yptay@starhub.net.sg
Area D2 Governor	Clifford Heng ATM-B/CL	9877 8815	cliffhng@singnet.com.sg
Area D3 Governor	Leslie Quong ATM-S/CL	9696 2169	qul@np.edu.sg
Area D4 Governor	Tan Chuan Hoh CL	9877 4572	Tan_Chuan_Hoh@spd.org.sg
Area D5 Governor	Albert Lim ATM-S/CL	9387 2244	lim_16@pacific.net.sg
Area D6 Governor	Christopher Yeow CL	9100 6892	ayeow@starhub.net.sg



**District 51, Division D
2nd Club Officers Training**

Training Theme: Creating Meeting Excellence

Date: 10th January 2004 Saturday
Time: 1:30 P.M. - 6:15 P.M.
Venue: National Service Resort and Country Club at Tanah Merah

DARE TO EXCEL & MAKE MEMBERS MATTER

2nd Club Officers Training Program

1:30 pm	Reception & Fellowship	
2:00pm	Toastmaster of the Day	James Lim <small>DTM</small>
2:05 pm	Opening Address by Division D Governor	Michael Rodrigues <small>DTM</small>
2:15 pm	Meeting Excellence Video Show	
2:25 pm	Creating Meeting Excellence Part I*	
4:20 pm	Coffee Break	
4:50 pm	Creating Meeting Excellence Part II 1. How do you conduct a quality Toastmasters Meeting? 2. Roles of appointment holders: 3. What does your club need to conduct quality meetings?	Lynn Desker <small>DTM</small> Ng Seng Chuan <small>ATM-S</small>
5:50 pm	It's Show Time	Poh Kim Siong <small>DTM</small>
6:00 pm	Closing Address	Michael Rodrigues <small>DTM</small>
6:05 pm	Area Council Meeting	AGs, Club Presidents, VPE, VPM

* See next Page for Creating Meeting Excellence Part I Mock-up Meeting Program



Excellence
Climb as high as you can dream
Excellence
Climb as high as you can dream

Creating Meeting Excellence Part I Program

2.30 pm	Breaking The Ice	Ong Sin Tiong <small>AL</small>
2:40 pm	President Opening Address	Michael Rodrigues <small>DTM</small>
2:50 pm	Toastmaster of the Day	James Lim <small>DTM</small>
2:53 pm	Word of the Day	Ng Seng Chuan <small>ATM-S</small>
2:55 pm	Prepared Speech Session	
	P1: The Ice Breaker	Benjamin Chia
	P7: Apply Your Skills	Rebekah Lee
	AP3: Speaking To Inform	Pradeep Kumar <small>CTM</small>
3.18 pm	Timer's Report	David Tan <small>CTM</small>
3.20 pm	Table Topics	Clifford Heng <small>ATM-B, CL</small>
3.35 pm	Speech Evaluation (2 – 3 minutes)	
	P1: The Ice Breaker	Bruno Pereira <small>ATM-B, CL</small>
	P7: Apply Your Skills	Albert Lim <small>ATM-S, CL</small>
	AP3: Speaking To Inform	Anthony Leong <small>DTM</small>
3.43	Timer's Report	David Tan <small>CTM</small>
3.45pm	Table Topics Evaluation	David Chee <small>ATM-S, CL</small>
3.55 pm	Language Evaluation	Ng Seng Chuan <small>ATM-S</small>
4.05 pm	Ah Counter's Report	Tan chuan Hoh <small>CL</small>
4.08 pm	General Evaluation	Lynn Desker <small>DTM</small>
4.18 pm	Closing Address	Michael Rodrigues <small>DTM</small>

Division D 2nd Club Officers Training Administration Team

Administration Paperwork and Coordination with Division B	Area D1 Governor, Tay Yiang Ping <small>CL</small>
Registration	Area D6 Governor, Christopher Yeow <small>CL</small> Area D3 Governor, Leslie Quong <small>ATM-S, CL</small> Division Secretary, Loo Kee Sin <small>ATM-S, CL</small>