ROTARY LEARNING CENTER COURSES



Learn everywhere and anytime with Rotary's Learning Center. Take courses, find resources, connect with an online community, and track your progress. Sign in with your My Rotary account at <u>rotary.org/learn</u>, or find the link on My Rotary under the Learning & Reference tab. Courses are grouped by topic. You can filter by topic to find courses when you are in the Learning Center.

CLUB LEADERSHIP	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
 Club Administration Committee Basics Learn about your role and begin planning for your year as a club administration committee member: Getting Started With the Learning Center Get Ready: Club Administration Committee Organizing Your Club: Club Administration Committee 		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
 <u>Club Membership Committee Basics</u> Learn about your role and begin planning for your year as a club administration committee member: Getting Started With the Learning Center Get Ready: Club Membership Committee Develop Membership Strategies: Club Membership Committee Online Membership Leads Rotary Club Central Resources Protecting Personal Data Committing to Diversity, Equity, and Inclusion Leading Change 		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change

Club President BasicsLearn about your role and begin planning for your year as president:• Getting Started With the Learning Center• Get Ready: Club President• My Rotary: Club Administration• Using a Club Management System• Rotary Club Central Resources• Online Membership Leads• Leading Change• Essentials of Understanding Conflict• Protecting Personal Data• Committing to Diversity, Equity, and Inclusion• Preventing and Addressing Harassment	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
 <u>Club Public Image Committee Basics</u> Learn about your role and begin planning for your year as a club public image committee member: Getting Started With the Learning Center Get Ready: Club Public Image Committee Public Image Committee: Promoting Rotary The Rotary Brand Building Rotary's Public Image Our Logo: Representing Rotary Promoting Your Club as People of Action 	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
 <u>Club Rotary Foundation Committee Basics</u> Learn about your role and begin planning for your year as a club Foundation committee member: Getting Started With the Learning Center Get Ready: Club Rotary Foundation Committee Managing Your Foundation Activities: Club Rotary Foundation Committee Rotary Foundation Basics Fundraising Basics Rotary Club Central Resources Protecting Personal Data 	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change

Club Secretary BasicsLearn about your role and begin planning for your year as secretary:• Getting Started With the Learning Center• Get Ready: Club Secretary• Club Administration: Club Secretary• My Rotary: Club Administration• Working with Your Club Leaders• Using a Club Management System• Managing Club Finances: Club Secretary• Online Membership Leads• Rotary Club Central Resources• Protecting Personal Data• Preventing and Addressing Harassment	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Club Service Projects Committee BasicsLearn about your role and begin planning for your year as a club service projectscommittee member:• Getting Started With the Learning Center• Get Ready: Service Projects Committee• Planning Your Projects: Service Projects Committee• Risk Management: Service Projects Committee	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Club Treasurer BasicsLearn about your role and begin planning for your year as treasurer:• Getting Started With the Learning Center• Get Ready: Club Treasurer• Managing Club Finances: Club Treasurer• Protecting Personal Data	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
<u>Rotary Club Central Resources</u> Ready to set some goals? Check out the resources we have to help you manage your goals and service activities.	EN, DE, ES, FR, IT, JA, KO, PT (+ 12 other languages)	No change

DISTRICT LEADERSHIP	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
Assistant Governor BasicsLearn about your responsibilities, how to prepare for your role, and working with your team to meet clubs' needs.• Getting Started With the Learning Center• Get Ready: Assistant Governor• Working With Your District Team• Supporting Your Clubs• Maximizing Governor Visits• Rotary Club Central Resources• Online Membership Leads• Using a Club Management System• Protecting Personal Data• Committing to Diversity, Equity, and Inclusion• Preventing and Addressing Harassment• Leading Change• Essentials of Understanding Conflict		EN, DE, ES, FR, IT, JA, KO, PT	No change
District Governor BasicsReady to get started on your path to becoming a governor? These courses - designed to supplement your governor-nominee training – will help you prepare. Learn about your role and responsibilities, how your district team can be successful, how to run your district events, and more. These courses are best completed before your governor-nominee training.• Getting Started With the Learning Center • Get Ready: District Governor-nominee • Working With Your District Team • Your District Events • Rotary Foundation Basics • The Rotary Brand 		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change

District Governor Intermediate Your governor-elect year is all about planning and training. These courses, along with your in-person governor-elect training, will help you prepare for a successful term. Learn best practices for working with your team, effective club visits, managing your district, and more. These courses are best completed before your governors-elect training seminar.• Getting Started With the Learning Center • Get Ready: District Governor-elect • Maximizing Governor Visits • Overseeing Your District's Finances and Risk • District Elections and Council Representatives • District Governor Funding Test Resources • Online Membership Leads • Protecting Personal Data • Protecting Youth Program Participants • Our Logo: Representing Rotary	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
District Governor AdvancedAs the governor, you set the direction for your district and its officers to follow to help clubs succeed. As you prepare to start your term, these courses will help you manage the challenges you may face.• Practicing Flexibility and Innovation• Essentials of Understanding Conflict• Leading Change• Fundraising Basics• Conducting Online Training	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
District Committee BasicsGet training for your role as a district committee chair. These courses are relevant to any district committee. For information on a specific committee, search courses for "Get Ready District."• Getting Started With the Learning Center • Working With Your District Team • Leading Effective Committees* • Protecting Personal Data • Committing to Diversity, Equity and Inclusion	EN, DE, ES, FR, IT, JA, KO, PT	*Updated

 Preventing and Addressing Harassment Leading Change Essentials of Understanding Conflict 		
District Public Image Committee IntermediateLearn more about the concepts behind Rotary's brand identity and the importance of promoting and communicating our brand and core messages in a consistent way.• Getting Started With the Learning Center• The Rotary Brand• Building Rotary's Public Image• Our Logo: Representing Rotary• Promoting Your Club as People of Action	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
 District Training Committee Intermediate As a district trainer, you help leaders grow and give members the skills to excel in Rotary and beyond. Learn more about your role and responsibilities and gain the knowledge you need to manage training events effectively. Your District Events An Introduction to Adult Learning Managing a Training Session Becoming an Effective Facilitator Conducting Training Online 	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
District Rotary Foundation Committee IntermediateAs a member of the district Rotary Foundation committee, you help plan, coordinate, and evaluate Foundation activities. Learn about your role and how to raise funds for the Foundation, manage grant activities, recruit and recognize donors, and steward district funds properly.• Rotary Foundation Basics • Grant Management Overview • Fundraising Basics • Rotary's Areas of Focus • All About Rotary Peace Fellowships • Our Logo: Representing Rotary	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change

District Rotaract Committee IntermediateLearn more about your role working with Rotaract clubs, how to best support them, and train them.• Get Ready: District Rotaract Committee• Managing a Training Session• Conducting Online Training• Our Logo: Representing Rotary• Rotary Foundation Basics	EN, DE, ES, FR, IT, JA, KO, PT	No change
District International Service Committee IntermediateThe district international service committee increases the quality, impact, and sustainability of global grant projects. Learn how to connect Rotary and Rotaract clubs to mentors in the areas of focus, increase your understanding of grant management, and promote your role to clubs.• Get Ready: District International Service Committee • Rotary's Areas of Focus • Rotary Foundation Basics • Advising Planners of Rotary Grant 	EN, ES, FR, IT, JA, KO, PT	New!
District Governor Funding Test Resources Are you a district finance chair participating in the District Governor Funding Test? This course will help you get started in your role.	EN, ES, FR, IT, JA, KO, PT	No change
Cadre Adviser BasicsThe Rotary Foundation Cadre of Technical Advisers provides expertise to Rotarians who are planning or implementing Rotary grant projects. These courses show Cadre advisers how to complete useful community assessments, plan sustainable projects, audit them, and evaluate their impact.• Grant Management Overview • Planning for Sustainable Impact • Conducting a Community Assessment • Project Planning • Scholarships • Roles and Responsibilities • Financial Management	EN, ES, FR, PT	No change

 Reporting Club Qualification Advising Planners of Rotary Grants 		
Rotary Action Group BasicsRotary Action Groups connect Rotary members and friends around a shared area of expertise and allow them to use their skills to support clubs and districts with international service projects. These courses help Rotary Action Group officers and board members succeed as leaders of a global Rotary Action Group.• Getting Started with the Learning Center • Protecting Personal Data • Leading Change • Essentials of Understanding Conflict • Preventing and Addressing Harassment	EN	No change
Rotary Fellowships BasicsRotary Fellowships help Rotary members and friends build a global community around shared hobbies, passions, professions, and identities. These courses help Rotary Fellowships officers and board members succeed as leaders of a global Rotary Fellowship.• Getting Started with the Learning Center • Protecting Personal Data • Leading Change • Essentials of Understanding Conflict • Preventing and Addressing Harassment	EN	No change
Representative Training for Council Get ready for the Council by taking this course, which covers legislation, procedures, and more. Representatives are required to take the course to receive funding to attend the meeting.	EN, ES, FR, IT, JA, KO, PT	No change
How to Start a Community-Based Rotaract Club This course is for Rotarians who want to start a Rotaract club for the first time. Use the additional resources to learn more or to share with your clubs.	EN, PT	No change

Rotary Peace Fellowship – The Role of the District This course will help district leaders understand their role in the Rotary Peace Fellowships, from recruiting and supporting candidates through the application and endorsement process.	EN	No change
Working With Your District Team Whether you're a returning member of the district team or a new one, take this course to learn what the district team does and how you can work together to support clubs.	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Get Ready: District Interact Committee Learn more about your role in the district Interact committee and how the committee can develop Interact across the district. Find out how to structure your committee, lead district Interact events, and grow and promote Interact.	EN	No change
Your District Events This course is for district governors, assistant governors, district trainers, and district training and conference committee members. Learn about the major events that you'll organize and how working together can make those events more successful.	EN EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change

GENERAL	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
Getting Started with the Learning Center Watch this video to make the most of the Learning Center.	~	EN, DE, ES, FR, IT, JA, KO, PT	Updated
Getting Started with Learning Topics Learn how to use the learning topics feature of the Learning Center. These social learning features include the ability to add relevant documents and resources to topics, the ability to ask questions, and create favorite lists.	~	EN, ES, FR, PT, JA, KO, DE, IT	No change
How to Propose Enactments and Resolutions Find out how to write and submit legislation to the Council on Legislation and Council on Resolutions.		EN, ES, FR, IT, JA, KO, PT	No change

√	EN, DE, ES, FR, IT, JA, KO, PT	No change
~	EN, DE, ES, FR, IT, JA, KO, PT	No change
~	EN, DE, ES, FR, IT, JA, KO, PT	No change
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	EN, DE, ES, FR, IT, JA, KO, PT	No change
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	EN	No change
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FUNDRAISING	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
<u>Fundraising Basics</u> Learn best practices, techniques, and concepts to help you in your fundraising efforts.	~	EN, ES, FR, IT, JA, KO, PT	No change

MEMBERSHIP	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
Best Practices for Engaging Members Take this course to learn strategies for engaging people at all stages of membership.		EN, ES, FR, IT, JA, KO, PT	No change
Building a Diverse Club Take this course to learn how to diversify your club.		EN, ES, FR, IT, JA, PT	No change
<u>Is Your Club Healthy?</u> This course helps club leaders pinpoint opportunities for growth and sustainability, offers strategies to help remedy problem areas, and advises on how to manage change.		EN, ES, FR, IT, JA, PT	No change
Kick-start Your New Member Orientation This course will help you understand the risk of neglecting new members and develop a robust new member orientation program.		EN, ES, FR, IT, JA, KO, PT	No change
Online Membership Leads Learn how membership leads work, how to turn leads into members, and how to create a consistent, positive experience for prospective members.		EN, ES, FR, IT, JA, PT	No change
<u>Practicing Flexibility and Innovation</u> Learn ways your club can better accommodate members and prospective members with flexible and innovative solutions.		EN, ES, FR, IT, JA, KO, PT	No change

Strategies for Attracting New Members Learn how to improve the club experience to make it attractive to visitors.		EN, ES, FR, IT, JA, KO, PT	No change
Your Membership Plan Create a step-by-step plan to strengthen your club and keep it vibrant and relevant to your community.		EN, ES, FR, IT, JA, PT	No change
Starting a Club Learn about the process of starting a Rotary, Rotaract, or satellite club; get tips for talking to prospective members; and find out how you can maximize your new club's success. This course is for both Rotary and Rotaract members and those who want to become members.	V	EN, DE, ES, FR, IT, JA, KO, PT	New!
Nurturing New Clubs New club supporters can learn their roles for helping new clubs achieve success. This course provides best practices for guiding new clubs during their formative years.		EN	New!

PROFESSIONAL DEVELOPMENT	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
Leading Change Learn the basics of how to manage change, including how to succeed in leading it, how to assess people's readiness to make changes, how to plan for change, and how to respond to any resistance.	~	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Mentoring Basics In this course you will learn the role, responsibilities and benefits of being a mentor to an adult professional.	✓	EN, DE, ES, FR, IT, JA, KO, PT	No change
Essentials of Understanding Conflict In this course, you will learn the essentials of how to understand, manage, and resolve conflict.	√	EN, DE, ES, FR, IT, PT	No change
Toastmasters: Getting Started Learn more about the courses that Rotary is offering members through the Toastmasters Alliance.		EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change

Develop a Speech		
This Toastmasters course focuses on developing speech content possible based on topic, audience, and goal. It outlines how to prepare and organize a speech so that a member can focus on delivery rather than what to say next.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Deliver a Speech This Toastmasters course focuses on the basics of delivering a speech. The content focuses specifically on the use of body language and the effective use of vocal variety.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Inspirational Speech This Toastmasters course focuses on recognizing how to engage, persuade, or inspire an audience. The content focuses on the specific knowledge needed to succeed in persuasive speaking and motivational speaking.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Interpersonal Communication and Networking This Toastmasters course focuses on building and maintaining professional relationships and networks. The topics introduced in this project include creating beneficial relationships, maintaining and building a network, and recognizing the point of view of others.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Leadership Basics This Toastmasters course focuses on fundamental leadership skills. The specific goals of the course are to introduce the ideas of motivating others, leadership integrity, and team inclusiveness.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Leading a Team This Toastmasters course focus on leading a small team. The topics introduced in this course will cover creating a positive environment, goal setting, and delegation.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Building Consensus This Toastmasters course focuses on developing the skills needed to demonstrate effective, inclusive leadership. The topics advanced in this course include creating an inclusive environment, listening skills, and decision making.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Collaboration This Toastmasters course focuses on understanding and developing leadership and collaboration skills. The topics introduced in this course will cover building trust, increasing empathy, and recognizing the strengths of others.	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change

Design an Inclusive Plan for Your Organization This interactive framework can be used to facilitate a discussion about the diversity of your clubs and organizations— any actions should extend to all activities and have measurable results.		EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Uncovering Unconscious Bias All of us have unconscious biases that affect our decisions and interactions. Uncovering these biases and learning how to counteract them can help us create more inclusive communities and avoid unintentionally harming others.	✓	EN, ES, FR, IT, JA, PT, ZH	No change

PUBLIC IMAGE	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
The Rotary Brand This course will help you understand Rotary's brand; the benefits of a consistent, recognizable brand; and how you can strengthen Rotary by being a brand champion.	~	EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Building Rotary's Public Image Explore the importance of Rotary's public image and your role in not just raising awareness of Rotary but also helping people actually understand us.		EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change
Our Logo: Representing Rotary Learn how to customize your logo so you can link your Rotary, Rotaract, or Interact club, or your district or zone, to the good that Rotary does around the world.		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Promoting Your Club as People of Action Learn how to present your club members as people of action, which helps build awareness of Rotary and the impact you make. You'll learn how to tell a compelling people of action story, create powerful visuals, and use the public image materials to show how your club is taking action to make the world a better place.		EN, DE, ES, FR, IT, JA, KO, PT, ZH	No change

SCHOLAR AND SERVICE	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
Orientation for Scholars and Vocational Training Teams If you're a Rotary Scholar or vocational training team member this course will prepare you for your experience abroad and your return home.	~	EN, ES, FR, IT, JA, KO, PT	No change
Rotary's Areas of Focus Get an overview of Rotary's areas of focus and use these slides to create your presentation.	~	EN, DE, ES, FR, IT, JA, KO, PT	No change
Grant Management Seminar These courses will look at a grant from start to finish. It's best to take these courses before you start thinking about the type of global grant activity you want to do. • Grant Management Overview√ • Planning for Sustainability√ • Conducting a Community Assessment • Project Planning√ • Scholarships√ • Roles and Responsibilities • Financial Management • Reporting • Club Qualification	V	EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Grant Management Recertification Interested in applying for a global grant and you have already completed the nine course series Grant Management Seminar? This course can serve as part of the required training on grants in order to qualify your club to apply for global grants. Check with your district on their specific requirements around training.		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
 Service Learning for Advisers Service-learning combines community service with learning objectives that empower young people to develop real-world leadership skills. These courses will introduce you to service-learning and teach you how it can be used to successfully empower participants. Getting Started: Service-Learning for Advisers 	√	EN	New!

 Supporting Participants: Service-Learning for Advisers Youth Guide for Service-Learning Protecting Youth Program Participants 			
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TRAINING	AVAILABLE FOR NON MEMBERS	LANGUAGES	STATUS
An Introduction to Adult Learning Learn the fundamental theories of adult learning and use these in your training delivery to enhance your participants' learning experience.	✓	EN, DE, ES, FR, IT, JA, KO, PT	No change
Becoming an Effective Facilitator Learn about the value of facilitation and how effective facilitators can guide people to achieve their goals.	~	EN, DE, ES, FR, IT, JA, KO, PT	No change
Managing a Training Session Learn techniques for preparing your training environment and managing it effectively.	\checkmark	EN, DE, ES, FR, IT, JA, KO, PT	No change
District Vibrant Club Workshop Leader's Guide This course contains materials for trainers to download and use to conduct the District Vibrant Club Workshop. The purpose of this workshop is to inspire Rotarians to support and engage in activities that are in line with Rotary's Action Plan. It contains a zip file with session guides and worksheets.		EN, DE, ES, FR, IT, JA, KO, PT, SV, ZH	No change
Conducting Online Training In today's world, our colleagues, project partners, and program participants may be spread around the world. Offering training online can bridge these physical distances, accommodate busy schedules, and create more inclusive, accessible learning environments.	✓	EN	No change