In view of the challenging time that the district is facing which prevented physical PETS from being organised, the District 3310 Learning & Development Committee, in consultation with the Learning & Development team at Rotary International, is going to conduct ONLINE PETS to help Presidents-elect prepare to lead their respective Rotary club.

Since the Manual of Procedure stipulated that every PE must attend PETS, and in view of the physical PETS being replaced by online PETS, the participation of each PE in this online PETS is therefore mandatory.

However, there are pre-requisites that Presidents-elect have to do prior to taking part in this ONLINE PETS in order to reap the maximum benefit of the sessions.

Pre-requisites:

1. **Registration of PEs & incoming club officers in Rotary Club Central:**
   PEs and all incoming club officers (Secretaries-elect, Treasurer, Membership Chair, Public Image Chair, Rotary Foundation committee chair) must be registered in Rotary Club Central by now.

   Your current club President and club Secretary are the only two current club officers who have the authority to do this. Please check with them to make sure your name and income club officers have been registered so that you and the incoming club officers can start receiving information from RI for the respective portfolio.

2. **Creating account in MY ROTARY:**
   Pleas create your account at MY ROTARY if you have not done so (note: your user-id is the email address that your club President/Secretary used to register you with Rotary).

3. **Visit the RI Online Learning Centre:**
   Log-in to MY ROTARY, please click the link below to find out the preparatory works you need to do as PE:

   https://my.rotary.org/en/learning-reference/learn-role/president

   Please take note that the online learning courses will not be able to work on smart phones until end of 2020.

4. **Signup for a free account with ZOOM (**https://www.zoom.us/signup**):**
   The District 3310 Learning & Development Committee will be delivering the online PETS using ZOOM. In order that the host of the sessions can recognise you, it is important that you create the free account at ZOOM prior to enrolling online PETS. For those who wish to have a paid account, Rotarian is entitled to

a 20% discount because of the partnership between Rotary & Zoom. Kindly use the promotion code 'ZoomRotary' to get this 20% discount.

There was a security breach that occurred at end of March 2020 but since that incident, Zoom has already provided updates to the software to tighten the security matters which we will adopt the guideline in order to have a secured online PETS.

Format of delivery of online PETS:

Nothing beats learning by attending a class physically. However, in view of the COVID-19 pandemic, the District 3310 Learning & Development Committee will try their very best to deliver online learning that is more interactive equipped with online quiz.

Online PETS:

The online PETS will be implemented in the following manner:

a. *General Session*

This session will be the ice breaker and will focus on areas such as how each club is going to conduct its business, fellowships and projects during the pandemic period in the event that this pandemic period is going to go beyond June 2020.

How are club leaders responding to the COVID-19 pandemic?

Do you foresee the challenges in retaining the current members and attracting potential members in anticipation of the global economic slowdown?

As people of action, are Rotary leaders going to rise up to the occasion and address the needs of the communities?

Attendees are encourage to think on what will be their likely action plan.

b. *Rotary International Strategic Plans*

Rotary conducted a survey among the 1 million or so members as well as people outside of Rotary in 15 countries. The outcome has led Rotary International to do a 5-year strategic plans with action plans based on the new Vision.

As incoming club leader, how are clubs going to implement Rotary's Action Plan? Rotarians are encouraged to align the club goals and district goals with Rotary Strategic Priorities.

c. Roles & Responsibilities

As incoming club leader, it is important that you know what are the scope of your responsibilities are.

How do you inspire your team of club officers and members of the club. What are their expectation of you as their leader.

d. Goals

Having defined the goals of the clubs and making sure that they are aligned to the Rotary Strategic Priorities, how are these goals going to be measured. What tools are to be used in Rotary Club Central.

Who are able to see the progress of each of the goal?

Date for online PETS:

Date	18-Apr	19-Apr	27-Apr	28-Apr	29-Apr	30-Apr	1-May	2-May	3-May	4-May	5-May	6-May	7-May	8-May
Day	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
Topics														
Opening General Session	O1	O2												
RI's Strategic Plan			S1				S2	S3	S4	S5				
Roles & Responsibilities					R1				R2	R3	R4	R5		
Goals							G1				G2	G3	G4	G5

All sessions will start at 8:00 PM and end by 9:30 PM.

Note on numbering nomenclature:

Tn: T = Topic; O = Opening General Session; S = RI Strategic Planning; R = Roles & Responsibilities; G = Goals
          n = Session number

Topics:
Opening General Session
RI Strategic Plans
Roles & Responsibilities
Goals

REGISTRATION FOR ONLINE PETS (GENERAL SESSION):

This session will be run twice: 18 (Sat) & 19 (Sun) April 2020.

18th April will comprise of clubs located in Johor, Melaka, Sarawak & Brunei including the Mandarin speaking clubs in Sabah.

19th April will comprise of clubs located in Singapore & Sabah. Both sessions will be conducted from 8pm to 9.30pm. Attendance will be taken. AGs are encouraged to attend.

REGISTRATION FOR ONLINE PETS (OTHER SESSIONS):

Incoming AG will be assisting the registration. All 72 PEs will be split into 5 sessions. Each session will comprise 18 PEs & their respective AGs.

Invitation will be emailed.

Please make sure that you read the following the documents prior to the online PETS & follow the instructions:

1. What to prepare for attending online meeting or training (ver 3, 9 April 2020)
2. Popular online meeting software & guide to using Zoom (ver 1, 10 April 2020)