



	Focus on Member	Focus on Club	Focus on District	Focus on Zonta International	Focus on Issues Affecting Women
1. Governance					
	Emotional Intelligence of Leaders	Zonta Essentials Club Essentials	The Role of District Leaders:	Partnering with Like Minded Organizations	
	Ethical Behavior of Leaders	Zonta's Governance Structure	District Manual and International Policies	Understanding Advocacy in Zonta	
	Fundamentals of leadership	Fundamentals of Zonta's Bylaws	Zonta District Conference Objectives, Schedules, Scripts and Success	Zonta and the UN Part 1: Women and the UN	
	Basic Technical literacy	Finding Tools and Resources on Zonta.org	The Role of the Parliamentarian	Zonta and the Council of Europe	
	Stress Management	Club and Protocol Manual and Procedures	A Biennium Calendar and Reports	Zonta International Issues and Positions	
2. Goal Inspired Leadership					
	Personal Goal Setting	Strategic Planning: Long Range Vision and Goals	District Strategic Plan	Choosing International Projects	
	Time Management and Creating Life Balance	Club Board Orientation	Inspiring Clubs to Set and Reach Goals-Recognition and Awards--sharing good stories	Establishing Biennial Goals	
	Group Dynamics: Meeting Management, Facilitation Skills	Effective Business Meetings -- Physical or Online: Good Facilitation, Consent Agendas and Other Tips	Effective District Board Meetings -- Physical or Online	Responsibilities of the International Board	
	Career Management and Personal Fulfillment	Identifying and Developing Leaders--Succession planning	Succession Planning	Zonta International Convention: Purpose and Importance	
	Personal Self-Assessment	Measuring Club Performance	Evaluating Performance at the District Level	Methods the International Board Uses to Evaluate Performance	
3. People Leadership					



Communicate Effectively: Listening, Speaking, Writing	Build a Strong Zonta Team Speak with Power and Conviction	Preparing to Be Governor	Roles and Responsibilities of International Board	
Inspire and Motivate Others	Volunteer leadership	Preparing to Be Area Director-- See ppt in B-B-C	Roles and Responsibilities of Headquarters Staff	
Design and Deliver Dynamic Presentation	Effective Club Committees	Creating Effective District Boards	Role and Responsibilities of International Liaisons	
Communicate Assertively	How to Get What you Want -- Negotiating Skills	Hearing and Responding to Club Concerns	Hearing and Responding to District Concerns	
Team Building Activities	Resolving Conflict	District Training	Roles and Responsibilities of Intl Committee Chairs	
Dealing with Difficult People	Club Training and Retreats	Role and Relationship of Board Liaison	Cross Cultural Communications	

Focus on Member

Focus on Club

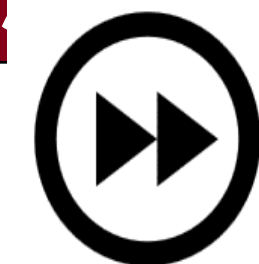
Focus on Zonta International

4 Financial Leadership



Understanding Financial Documents	Role and Responsibilities of Club Treasurer	Role and Responsibilities of District Treasurer	Role and Responsibilities of Intl Treasurer/Secretary	
Developing a Personal Financial Plan	Financial Management for Club Leaders/Treasurer	Financial Management for District Leaders/Treasurer	ZI & ZIF Financial Management, Resources and	
Budgeting	Preparing and Monitoring the Club Budget	District Financial Management: Best Practices	Legal Status, Insurance, Audit and Government Documents	
Protecting Against Identity Theft and Frauds	Club Risk Management	District Risk Management	Investments: Policy, Practices, Fund Balances	
Finding Your Philanthropic Voice	501c3 Organizations Tax Status and US Clubs Dues Reporting to come	District Tax Status	The Relationship of Zonta and the Zonta Intl Foundation (*What is a Registered 501(C)4 and a 501(C)3 Organization ?)	
Planning Spectacular Social Events	How to Prepare US IRS Form 990 Filings (To come)	District Special Events' Budgets	Zonta International Convention Budgets	

5 Business Strategies



Personal Brand: Resume Writing	Zonta International Brand Identity Guidelines	Creating a District Brand	Zonta Communication Guidelines at the International Level	
Personal Business Plan	Club Communication Plan	Using Technology on District Level	Handling International Media Interviews	

Managing Technology--Part 1: Using PowerPoint and Narration to Create Videos	IT Tools for Club Presidents and Club Members	Guidelines for District websites	Issues for Using Technology Internationally	
Cross Cultural Use of Digital Technology	Club e-Newsletters	District Newsletters	Standards of Global Communication for Zonta International	
Using Social Media Effectively	Social Media Best Practices	Digital and Social Media at District Level	Digital and Social Media at International Level	
Writing for Action	How to Attract Low-Cost Media Attention	PR on the District Level	Holding a Press Conference-- Digital Technology	

	A. Focus on Member	B. Focus on Club	C. Focus on District	D. Focus on Zonta International
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6. Membership Engagement & Growth

Building Your Network	Creatively Engaging and Motivating Your Members	Chartering New Clubs	Zonta's Membership Trends	
	Engaging Members Through Meaningful Service and Advocacy	The Role of a SOM	Maximizing Zonta International's Impact -- Digital Technology	
Lifelong Learning--Digital Technology	Engaging Clubs in Amelia Earhart Fellowship Program JMK Scholarship Program Club Participation in Young Women in Public Affairs Program	District Participation in AE, JMK, and YWPA	International Education Awards	
Maintaining Your Personal Connections	Mentoring and Coaching Members	Managing District Contact Lists	Zonta International's Member and Donor Lists	
Bringing Out the Best in Others	Targeted Recruitment Planning and Execution	District Recognition and Awards	International Honors and Awards	
Valuing Diversity and Generational Differences	Raising Money for Zonta--ready to be uploaded	Knowing Your District Demographics	Sharing Zonta International's Successes	

