Dear <first name>,

We all want our clubs to be successful and for all our club members to meet their goals.   The "Where Are We Now? Mid-Course Correction Needed?" general session at the upcoming D54 Toastmasters Leadership Institute is intended to familiarize you with the tools and techniques you will need to assess your current club situation and to modify your plan to assure a successful year-end result.  **To optimize your learning experience, we are asking you to spend a few minutes on session prework,** as detailed later in this email.

The general session will consist of brief introductory and familiarization comments, focused on the Distinguished Club Progam (DCP) and Moments of Truth (MOT) followed by a 35 minute breakout session. In the breakout, you, along with 3 to 5 other attendees, will be asked to participate in one of six case studies A thru F.  Each case study has a unique Distinguished Club Status and specific “What can be Improved” items. A sample case study (Case Study A) is attached for your review. Each breakout group, under the leadership of an experienced Toastmaster, will follow the “Your Assignment” description in their respective case study. A group spokesperson should then be prepared to share the group’s findings when the breakout sessions return to the general session.

In order to effectively complete the above assignment, **please be prepared by**:

1. Reviewing the attached sample case study A. (You can view all the case studies [here](https://d54tm.com/training-1).)
2. Becoming familiar with Moments of Truth using [this Handout](https://toastmasterscdn.azureedge.net/medias/files/department-documents/club-documents/290-moments-of-truth/en/290h-moments-of-truth-handout_2021.pdf)
3. Reviewing the Distinguished Club Program, as summarized in pages 44 to 46 of the Club Leadership Handbook accessible via [this link](https://toastmasterscdn.azureedge.net/medias/files/department-documents/translations/club-leadership-handbook/1310-club-leadership-handbook_2021.pdf)
4. Coming prepared with your questions and thoughts to share.
5. Registering for one of the TLI’s, if you have not already done so. Click [here](https://d54tm.com/tlis) to register.
6. Keeping this email accessible for the general session, for easy access to the above links.

We hope you enjoy the session and find it worthwhile as you modify your Club Success Plan to assure a successful end of year result.

Please let us know if you have questions in the interim.

Jon R. Greiner, DTM

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