



## MAKING A DIFFERENCE AS PROGRAM QUALITY DIRECTOR



As the program quality director (PQD), formerly lieutenant governor education and training, you are responsible for all aspects of education and training within the district. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning and executing the district conference. Together with your district leadership team, you participate in District Leader Training, Mid-year Training, and online tutorials

During your recent officer training you received a lot of valuable information. At this point you may be overwhelmed and not know where to look first. I have compiled a list of what I consider the most valuable resources and links to help you get off to a great start. Here's a resource that you should have with you all the time:

### [District Leadership Handbook](#)

As (PQD), I recommend you assemble a 'PQD Kit': a portable file carrying case (plastic) that contains items useful at any and every district function: training, contests, conferences, or visits. This would consist of the district leadership handbook mentioned above; all the Club Officer manuals (in case you or another Toastmaster might have to conduct training with little notice); a gavel, contest rulebook, timing cards (or red, green, yellow file folders), a stop watch, thumb tacks, tape, an extension cord, CC and CL manuals, contest judging forms, district calendar, and a list of all district officers (with addresses, phone numbers and emails). And here are some links to some very valuable resources:

- [Area and Division Governor Training](#)
- [Building a Healthy Team](#)
- [Contest Rulebook](#)
- [Club Coach Program](#)
- [Club Officer Training Materials](#)
- [Club Officer Training Schedule](#)
- [Directing International Speech Contests](#)
- [District Conference Speaker Guidelines](#)
- [District Recognition Program](#)
- [District Success Plan \(PDF\)](#)
- [Division and Area Governor Training Materials](#)
- [Meeting Planner Handbook](#)
- [Portable File](#)
- [Speech Contest Rulebook and Other Contest Resources](#)
- [Teach Clubs How to Conduct Effective Meetings](#)
- [The Toastmasters Educational Program](#)
- [Training Club and District Leaders](#)

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