Club ID: 212908

Sponsored by : Rotary Club of Birgunj

Secretary Training Session

- **Project No. 18**
- **Date** : 5th September,2026
- **Location** : Google Meet
- **Specified Committee** : Club
- **Sponsoring Organization** : Rotary Club of Birgunj

Area of Focus : Community Economic Development

About The Secretary Training Session

Introduction:

The Interact District 3292 has organized a mandatory Secretary Training session scheduled for September 5, 2026, at 7:20 PM via Google Meet. Led by Zonal Secretary Itr. Bijaya Neupane, this comprehensive training aims to equip club secretaries with essential administrative skills, focusing on event report writing, meeting minute formatting, and standard procedures followed by an interactive Q&A session. As attendance and punctuality are strictly required for all club secretaries and joint secretaries, participants are requested to join the virtual room promptly between 7:20 PM and 7:25 PM to ensure a smooth and productive session.

Project Summary:

The virtual Secretary Training session successfully brought together club secretaries and joint secretaries from across Interact District 3292 on September 5, 2026, to enhance administrative efficiency and leadership capabilities. Conducted via Google Meet under the guidance of Zonal Secretary Itr. Bijaya Neupane, the comprehensive program provided crucial training on standardized event report writing, accurate meeting minute documentation, and proper club formatting protocols. Attendees actively participated in a dedicated Q&A session, clarifying doubts and sharing best practices to streamline club operations. By emphasizing punctuality and structural uniformity, the initiative successfully equipped all participating officers with the necessary skills to maintain professional documentation and uphold organizational standards throughout the tenure.

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