

What STEPS do you need to complete your DTM award?

S

SPEAK

Total Needed	42
Minus number completed	_____
Total Remaining:	_____

T

TEACH

ALB 1 2 2 modules from Leadership Excellence or Successful Club Series
 ACS 1 2 2 modules from Successful Club or Better Speaker Series
 ACG 1 Success/Communication, Success/Leadership or Youth Leadership Program

E

ENCOURAGE

- Mentor a Member
- Club Sponsor/Club Mentor/Club Coach [Need one of these three.]

P

PLAN

- Participate in a Club Success Plan while serving as a club officer
- Plan and complete a High Performance Leadership Project

S

SERVE

- Serve in meeting leadership roles and complete Competent Leader Award
- Serve a full six month term as a club officer
- Serve a full one year term as a district officer

MY GOAL

I will achieve my DTM by _____, 20____.



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 International Director 2009-2011
www.pamelamccown.com / 713-477-5560

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5 S.T.E.P.S. to DTM!

Here are the top 10 reasons to stay in Toastmasters and plan to achieve your Distinguished Toastmaster award for the first time or the next time.

Five big reasons for your CLUB:

1. When you SPEAK from the advanced manuals, you stretch your abilities; as you stretch, your club stretches too.
2. As you TEACH, your club learns. The Toastmasters courses help your club improve.
3. As you ENCOURAGE, the members you mentor learn from you. Plus, the experience you gain by helping other clubs cross-pollinates with your own club.
4. PLAN for club success by getting a commitment from your members towards educational goals. 40% of the Distinguished Club Program goals come from advanced educational achievements. For your club to reach President's Distinguished recognition, members must file Advanced Communication and Advanced Leader awards.
5. As you SERVE, your club grows. Diversity in the club leadership enhances your club environment. What you learn as a district leader comes back to your club.

Five big reasons for YOU:

1. Toastmasters is a learn by doing workshop. The more you DO the more you will LEARN.
2. The Toastmasters Communication and Leadership programs represent years of knowledge gathered from thousands of Toastmasters members and clubs worldwide. When you work the program, you will gain wisdom from all the Toastmasters who have preceded you.
3. "You don't know what you don't know." By attacking and devouring the advanced manuals and leadership assignments, you will learn things you didn't know you wanted—or needed—to learn.
4. Expect more of yourself. The best way to improve yourself—and to allow yourself to excel—is to set a goal and work towards that goal.
5. Your Toastmasters skills transfer to accomplishment statements on your resume.

Follow Pamela McCown's 5 STEPS to Your DTM

In order to attain a Distinguished Toastmaster award (DTM) a Toastmaster must complete a CC, CL, AC Bronze, AC Silver, AC Gold, AL Bronze and AL Silver. These are the awards we receive and not the activities that we do.

Remember: The more you **DO** the more you will **LEARN**. Inside the next two pages are the 53 different activities (grouped into 5 easy to understand steps) that a member of Toastmasters must do to achieve the Distinguished Toastmaster award. Follow the path, avoid the pitfalls and you will find **all roads lead to your DTM award!**

Whatever your grade or position, if you know how and when to speak, and when to remain silent, your chances of real success are proportionately increased. — **Ralph C. Smedley**

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TOASTMASTERS
 INTERNATIONAL

WHERE LEADERS ARE MADE

Become the Speaker & LEADER You Want to Be

The S.T.E.P.S. to DTM. It's as easy as 1-2-3...4-5!

SPEAK

To become a DTM, you will use your courage to develop and present forty-two (42) speeches that fulfill the goals of a specific speech assignment.

Required for
Competent Communicator
Complete the 10 speech projects in the Competent Communicator Manual.

Required for
Advanced Leader Silver
Complete 2 speeches from the High Performance Leadership Advanced Manual (see the PLAN step on the next page).

Required for
Advanced Communicator Bronze, Silver, and Gold
Complete five speeches each from any 6 of the 15 advanced communication manuals.

NOTE: This is a total of 30 speeches. (Ten speeches for each level.)

- The Entertaining Speaker
- Speaking to Inform
- Public Relations
- The Discussion Leader
- Specialty Speeches
- Speeches By Management
- The Professional Speaker
- Technical Presentations
- Persuasive Speaking
- Communicating on Television
- Storytelling
- Interpretive Reading
- Interpersonal Communication
- Special Occasion Speeches
- Humorously Speaking

TEACH

Five times on your path to your DTM you must make a presentation using material prepared by Toastmasters International. Each of these manuals is available for purchase on the Toastmaster's International web site at www.toastmasters.org.

Required for
Advanced Leader Bronze
Complete any 2 presentations:

Successful Club Series

- The Moments of Truth
- Finding New Members for Your Club
- Evaluate to Motivate
- Closing the Sale
- Creating the Best Club Climate
- Meeting Roles and Responsibilities
- Mentoring
- Keeping the Commitment
- Going Beyond Your Club
- How to be a Distinguished Club
- The Toastmasters Education Program

Leadership Excellence Series

- The Visionary Leader
- Developing a Mission
- Values and Leadership
- Goal Setting and Planning
- Delegate to Empower
- Building a Team
- Giving Effective Feedback
- The Leader as a Coach
- Motivating People
- Service and Leadership
- Resolving Conflict

Required for
Advanced Communicator Silver
Complete any 2 presentations:

Successful Club Series

- The Moments of Truth
- Finding New Members for Your Club
- Evaluate to Motivate
- Closing the Sale
- Creating the Best Club Climate
- Meeting Roles and Responsibilities
- Mentoring
- Keeping the Commitment
- Going Beyond Your Club
- How to be a Distinguished Club
- The Toastmasters Education Program

Better Speaker Series

- Beginning Your Speech
- Concluding Your Speech
- Take the Terror Out of Talk
- Impromptu Speaking
- Selecting Your Topic
- Know Your Audience
- Organizing Your Speech
- Creating an Introduction
- Preparation and Practice
- Using Body Language

Required for
Advanced Communicator Gold
Complete any 1 project:

Success / Communication

- Speechcraft
- How to Learn Effectively
- The Art of Effective Evaluation
- Building Your Thinking Power, Part 1: Mental Flexibility
- Building Your Thinking Power, Part 2: The Power of Ideas
- From Speaker to Trainer

Success / Leadership

- How to Conduct Successful Meetings
- Parliamentary Procedure in Action
- Building Your Leadership Power, Part 1: Characteristics of Effective Leaders
- Building Your Leadership Power, Part 2: Developing Your Leadership Skills
- Building Your Leadership Power, Part 3: Working in the Team Environment
- Improving Your Management Skills

Youth Leadership

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ENCOURAGE

Twice on the path to your DTM you must step out and step up to serve as a resource to others within the organization.

Required for
Advanced Communicator Gold

Serve as a mentor for a member of your club through that member's first three speeches.

Required for
Advanced Leader Silver

Serve as any one of the following:

- Club Sponsor (help charter a new club)
- Club Mentor (help a new club for the first 6 months)
- Club Coach (help a low member club achieve Distinguished Club recognition)

PLAN

Use your vision to plan and to conduct an event, either inside the Toastmasters organization or outside Toastmasters (such as your place of business, your church, or another community activity or organization).

Required for
Advanced Leader Silver

Fulfill the requirements of the High Performance Leadership Advanced Manual:

- Recruit a guidance committee with two or three members.
- Hold a series of four meetings with your committee to define your vision, hone your leadership skills, and plan your event.
- Conduct your event.

NOTE: You will also give two speeches as part of the **SPEAK** step described previously. The "Vision Speech" communicates your vision for the project. The "Communicating the Results" speech is a report of the results as well as an opportunity to share what you learned during the project.

SERVE

Three times on the path to your DTM you must have the courage to "step up" and become a leader.

Required for
Competent Leader
Complete the ten projects in the Competent Leadership Manual

Required for
Advanced Leader Bronze
Serve as any club officer for a complete six-month term:

(Including attending club officer training and participating in club success planning.)

- Club President
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Club Secretary
- Club Treasurer
- Sergeant at Arms

Required for
Advanced Leader Silver
Serve as any district officer for a complete one year term:

(Some district officers are elected and others are appointed by the District Governor.)

- District Governor
- Lt. Governor Education and Training
- Lt. Governor Marketing
- District Public Relations Officer
- District Secretary
- District Treasurer
- Division Governor
- Area Governor



WHERE LEADERS ARE MADE
www.toastmasters.org

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