

Type of Speech	Objectives	Timing
Basic Communication and Leadership Manual		
1 - Ice Breaker	<ul style="list-style-type: none"> • To effectively introduce yourself to the club 	4 to 6 minutes
	<ul style="list-style-type: none"> • Be as creative as you wish ... there are no rules, only letting your audience know who you are 	
	<ul style="list-style-type: none"> • Introduce some small personal detail if you want your audience to feel they know you better 	
2 - Organize Your Speech	<ul style="list-style-type: none"> • To effectively organize your speech into an opening, body, and conclusion 	5 to 7 minutes
3 - Get to the Point	<ul style="list-style-type: none"> • To make a speech that makes some kind of point to your audience 	5 to 7 minutes
	<ul style="list-style-type: none"> • Tell a story, make a point ... tell another story, make another point 	
4 - How to Say it	<ul style="list-style-type: none"> • To effectively introduce vocabulary and other interesting word usage into your speeches 	5 to 7 minutes
	<ul style="list-style-type: none"> • Learn how to work with words 	
5 - Your Body Speaks	<ul style="list-style-type: none"> • To effectively introduce gestures into your speeches 	5 to 7 minutes
	<ul style="list-style-type: none"> • Remember that a gesture can involve your entire body ... it is not limited to arms and hands 	
6 - Vocal Variety	<ul style="list-style-type: none"> • To effectively introduce vocal variety into your speeches 	5 to 7 minutes
	<ul style="list-style-type: none"> • In a story, different characters will have different voices, frequency, speech velocity, and loudness 	
	<ul style="list-style-type: none"> • To give each characters more life, also use your speech # 5 skills and give them different gestures & position 	
7 - Research Your Topic	<ul style="list-style-type: none"> • To give a speech that shows you have done a great deal of research on the topic 	5 to 7 minutes
	<ul style="list-style-type: none"> • Become the expert on a specific topic and then convince your audience in 5 minutes, that you are the expert 	
8 - Get Comfortable with Visual Aids	<ul style="list-style-type: none"> • To effectively introduce props into your speeches. 	5 to 7 minutes
	<ul style="list-style-type: none"> • Also a good speech to try out a slide show or a PowerPoint Presentation 	
	<ul style="list-style-type: none"> • Learn to use an LCD or an overhead projector, if using a slide show 	
9 - Persuade with Power	<ul style="list-style-type: none"> • To sell your audience on a thing, an idea, a concept, or an opportunity 	5 to 7 minutes
	<ul style="list-style-type: none"> • At the end of your speech, ask for a sign from your audience that they are sold 	
10 - Inspire Your Audience	<ul style="list-style-type: none"> • To effectively inspire your audience in some kind of call to action 	8 to 10 minutes
	<ul style="list-style-type: none"> • At the end of your speech, ask for a sign from your audience that they are with you on this 	

Type of Speech	Objectives	Timing
Communicating on Television		
• Straight Talk	• To Effectively present an opinion or viewpoint in a short time	3 minutes plus or minus 30 sec
	• To simulate giving a presentation as part of a television broadcast	
• The Talk Show	• To understand the dynamics of a television interview or "talk" show	10 minutes plus or minus 30 sec
	• To prepare for the questions that may be asked of you during a television interview program	
	• To present a positive image on the television camera	
	• To appear as a guest on a simulated television talk show	
• When You're the Host	• To conduct a successful television interview	10 minutes plus or minus 30 sec
	• To understand the dynamics of a successful television interview or "talk" show	
	• To prepare questions to ask during the interview program	
	• To present a positive, confident image on the television camera	
• The Press Conference	• To understand the nature of a television press conference	4-6 minutes for presentation 8-10 minutes for questions
	• To prepare for an adversary confrontation on a controversial or sensitive issue	
	• To employ appropriate preparation methods and strategies for communicating your organization's viewpoint	
	• To present and maintain a positive image on television	
• Training on Television	• To learn how to develop and present an effective training program on television	5-7 minutes for presentation 5-7 minutes for playback of video
	• To receive personal feedback through the videotaping of your presentation	
The Discussion Leader		
• The Seminar Solution	• Present an introductory short talk or brief lecture describing a theory, model, or information about a topic that will be discussed by a group following the presentation	20-30 minutes
	• Organize the information so that it is easy to understand and can be remembered	
	• Orient the group to think about the specific goal of the discussion that follows	
	• Use a buzz session discussion technique (break the audience into small groups) to promote group participation in deriving information leading to a solution to the problem	
• The Round Robin	• Establish the meaning of a question with a discussion group	20-30 minutes
	• Using a problem solving pattern, lead the participants in a brainstorming session	
	• Screen the possible solutions and lead the group in deciding what action to take	
• Pilot a Panel	• Select a problem for panel discussion. Select not less than three members in advance to speak on the panel	30-40 minutes
	• Define the common goals and the purpose of the panel	
	• Acting as moderator, monitor the panel discussion to inform the audience	
• Make It Make Believe	• Understand what role-playing is and how to use it effectively in group communication	20-30 minutes
	• Select a problem involving human relations in which you may use the role-playing method to illustrate and explore the problem	
	• Create a plot and characters relevant to the discussion problem (Role Playing) and select a cast from among the group members	
	• Direct the role-play enactment, relate it to the discussion problem, and lead the group in arriving at a solution	
• The Workshop Leader	• Building group unity, guide the workshop participants in an investigative discussion of the problem	30-40 minutes
	• Follow a problem solving pattern to arrive at a solution	
	• Bring the group to an agreement before the discussion ends	

Type of Speech	Objectives	Timing
The Entertaining Speaker		
• The Entertaining Speech	<ul style="list-style-type: none"> • Entertain the audience by relating a personal experience 	5-7 minutes
	<ul style="list-style-type: none"> • Organize an entertaining speech for maximum impact 	
• Resources for Entertainment	<ul style="list-style-type: none"> • Draw entertaining material from sources other than your own personal experience 	5-7 minutes
	<ul style="list-style-type: none"> • Adapt your material to suit your topic, your own personality, and the audience 	
• Make Them Laugh	<ul style="list-style-type: none"> • Prepare a humorous speech drawn from your own experience 	5-7 minutes
	<ul style="list-style-type: none"> • Strengthen the speech by adapting and personalizing humorous material from outside sources 	
	<ul style="list-style-type: none"> • Deliver the speech in a way that makes the humor effective 	
• A Dramatic Talk	<ul style="list-style-type: none"> • Develop an entertaining dramatic talk about an experience or incident 	5-7 minutes
	<ul style="list-style-type: none"> • Include vivid imagery, characters, and dialogue 	
	<ul style="list-style-type: none"> • Deliver the talk in an entertaining matter 	
• Speaking After Dinner	<ul style="list-style-type: none"> • Prepare an entertaining after-dinner talk on a specific theme 	8-10 minutes
	<ul style="list-style-type: none"> • Deliver the talk using the skills developed in the preceding projects 	
Humorously Speaking		
• Warm Up Your Audience	<ul style="list-style-type: none"> • Prepare a speech that opens with a humorous story 	5-7 minutes
	<ul style="list-style-type: none"> • Personalize the story 	
	<ul style="list-style-type: none"> • Deliver the story smoothly and effectively 	
• Leave Them With a Smile	<ul style="list-style-type: none"> • Prepare a serious speech that opens and closes with humorous stories 	5-7 minutes
	<ul style="list-style-type: none"> • Prepare a closing story that reemphasizes the speech's main point 	
	<ul style="list-style-type: none"> • Deliver the stories smoothly and effectively 	
• Make Them Laugh	<ul style="list-style-type: none"> • Prepare a speech that opens and closes with humorous stories 	5-7 minutes
	<ul style="list-style-type: none"> • Include jokes in the speech body to illustrate points or maintain audience interest 	
	<ul style="list-style-type: none"> • Deliver the jokes and stories smoothly and effectively 	
• Keep Them Laughing	<ul style="list-style-type: none"> • Prepare a speech that opens with a self-deprecating joke 	5-7 minutes
	<ul style="list-style-type: none"> • String together two or three related jokes in the speech body 	
	<ul style="list-style-type: none"> • Close the speech with a humorous story 	
• The Humorous Speech	<ul style="list-style-type: none"> • Use exaggeration to tell a humorous story 	5-7 minutes
	<ul style="list-style-type: none"> • Entertain the audience 	
	<ul style="list-style-type: none"> • Effectively use body language and voice to enhance the story 	

Type of Speech	Objectives	Timing
Interpersonal Communication		
• Conversing with Ease	• Identify techniques to use in conversing with strangers	10-14 minutes
	• Recognize different levels of conversation	
	• Initiate a conversation with a stranger	
	• Use open-ended questions to solicit information for further conversation	
• The Successful Negotiator	• Employ win/win negotiating strategies to achieve your goals	10-14 minutes
	• Enjoy the benefits of win/win negotiating	
• Diffusing Verbal Criticism	• Respond non-defensively to verbal criticism	10-14 minutes
	• Employ a five-step method to identify the problem, diffuse the attack and arrive at a solution	
• The Coach	• Determine reasons for someone's substandard performance	10-14 minutes
	• Coach the person to improved performance	
• Asserting Yourself Effectively	• Enjoy the mental and physical benefits of being assertive	10-14 minutes
	• Employ the four-step method for addressing a problem and asking for help	
	• Overcome resistance to your requests	
Interpretive Reading		
• Read a Story	• To understand the elements of interpretive reading	8-10 minutes
	• To learn how to analyze a narrative and plan for effective interpretation	
	• To learn and apply vocal techniques that will aid in the effectiveness of the reading	
• Interpreting Poetry	• To understand the differences between poetry and prose	6-8 minutes
	• To recognize how poets use imagery, rhythm, meter, cadence and rhyme to convey the meanings and emotions of their poetry	
	• To apply vocal techniques that will aid in the effectiveness of the reading	
• The Monodrama	• To understand the concept and nature of the monodrama	5-7 minutes
	• To assume the identity of a character and to portray the physical and emotional aspects of this character to an audience	
• The Play	• To adapt a play for interpretive reading	12-15 minutes
	• To portray several characters in one reading, identifying them to the audience through voice changes and movement	
• The Oratorical Speech	• To understand the structure of an effective speech	8-10 minutes
	• To interpret and present a famous speech	

Type of Speech	Objectives	Timing
Persuasive Speaking		
• The Effective Salesperson	• Learn a technique for selling an inexpensive product in a retail store	8-12 minutes
	• Recognize a buyer's thought processes in making a purchase	
	• Elicit information from a prospective buyer through questions	
	• Match the buyer's situation with the most appropriate product	
• Conquering the "Cold Call"	• Learn a technique for "cold call" selling of expensive products or services	10-14 minutes
	• Recognize the risks buyers assume in purchasing	
	• Use questions to help the buyer discover problems with his or her current situation	
	• Successfully handle buyer's objections and concerns	
• The Winning Proposal	• Prepare a proposal advocating an idea or course of action	5-7 minutes
	• Organize the proposal using the six-step method provided	
• Addressing the Opposition	• Prepare a talk on a controversial subject that persuades an audience to accept or at least consider your viewpoint	7-9 minutes for speech 2-3 minutes for questions
	• Construct the speech to appeal to the audience's logic and emotions	
• The Persuasive Leader	• Communicate your vision and mission to an audience	6-8 minutes
	• Convince your audience to work toward achieving your vision and mission	
Public Relations		
• The Public Relations Speech	• Prepare a talk that will build goodwill for your organization by supplying useful information of interest to the audience	5-7 minutes
	• Favorably influence the audience by the skillful and friendly delivery of your talk	
• Resources for Goodwill	• Research the operation and benefits of an organization or company	8-10 minutes
	• Prepare a talk designed to build goodwill toward it by presenting factual information	
	• Analyze the common interests of your audience and focus your presentation on those interests	
	• Effectively use at least one visual aid to enhance the audience's understanding	
• The Persuasive Approach	• Direct a persuasive appeal to the audience's self-interests using a combination of fact and emotion in a speech delivered in such a manner that it appears extemporaneous	8-10 minutes
	• Persuade the audience to adopt your viewpoint by the use of standard persuasive techniques	
• Speaking Under Fire	• Prepare a talk to persuade a hostile audience at least to consider your position on a controversial issue	6-8 minutes for speech 8-10 minutes for questions
	• Conduct a question-and-answer period on the speech subject	
• The Media Speech	• Write an 8 minute speech script on behalf of a social cause	8 minutes plus or minus 30 sec
	• Using the script, present the speech to persuade a general television audience	

Type of Speech	Objectives	Timing
Speaking to Inform		
• The Speech to Inform	• Select new and useful information for presentation to the audience	5-7 minutes
	• Organize the information for easy understandability and retention	
	• Present the information in a way that will help motivate the audience to learn	
• Resources for Informing	• Analyze the knowledge level of your audience regarding your chosen subject	5-7 minutes
	• Focus your presentation at the audience's level of knowledge	
	• Build a supporting case for each major point through use of explanation, examples, and information gathered research	
	• Effectively use at least one visual aid to enhance the audience's understanding	
• The Demonstration Talk	• Prepare a demonstration speech to clearly explain a process, product, or activity	5-7 minutes
	• Conduct the demonstration as part of a speech delivered without notes	
• A Fact-Finding Report	• Prepare a report on a situation, event, or problem of interest to the audience	5-7 minutes for speech
	• Deliver sufficient factual information in your report so the audience can base valid conclusions or a sound decision on it	2-3 minutes for questions
• The Abstract Concept	• Research and organize the thought of experts on an abstract concept, theory, historical force, or social/political issue	6-8 minutes
	• Present the ideas in a clear and interesting manner	
Special Occasion Speeches		
• Mastering the Toast	• Recognize the characteristics of a toast	2-3 minutes
	• Present a toast honoring an occasion or a person	
• Speaking in Praise	• Prepare a speech praising or honoring someone, either living or dead	5-7 minutes
	• Address five areas concerning the individual and his/her accomplishments	
	• Include anecdotes illustrating points within the speech	
• The Roast	• Poke fun at a particular individual in a good-natured way	3-5 minutes
	• Adapt and personalize humorous material from other sources	
	• Deliver jokes and humorous stories effectively	
• Presenting an Award	• Present an award with dignity and grace	3-4 minutes
	• Acknowledge the contributions of the recipient	
• Accepting an Award	• Accept an award with dignity, grace and sincerity	5-7 minutes
	• Acknowledge the presenting organization	

Type of Speech	Objectives	Timing
Speeches by Management		
• The Briefing	<ul style="list-style-type: none"> Apply the key steps in the preparation of a briefing and the organization of material 	8-10 minutes for speech 5 minutes for questions
	<ul style="list-style-type: none"> Give a briefing according to a specific objective so the audience will have an understanding of the information 	
	<ul style="list-style-type: none"> Effectively handle a question-and-answer session following the briefing 	
• The Technical Speech	<ul style="list-style-type: none"> Convert a technical paper or technical material and information into a technical speech 	8-10 minutes
	<ul style="list-style-type: none"> Organize a technical speech according to the inverted-pyramid approach 	
	<ul style="list-style-type: none"> Write a technical speech as "spoken language", not as an article 	
	<ul style="list-style-type: none"> Give the speech by effectively reading out loud 	
• Manage and Motivate	<ul style="list-style-type: none"> Understand the concept and nature of motivational method in management 	10-12 minutes
	<ul style="list-style-type: none"> Apply a four step motivational method with the objectives to persuade and inspire 	
	<ul style="list-style-type: none"> Deliver a motivational speech to persuade an audience to agree with your management proposal 	
• The Status Report	<ul style="list-style-type: none"> Organize and prepare a status report involving the overall condition of a plan or program, or performance of a department or company in relation to goals 	10-12 minutes
	<ul style="list-style-type: none"> Construct the report according to a four step pattern 	
	<ul style="list-style-type: none"> Give an effective presentation of the report 	
• Confrontation: The Adversary Relationship	<ul style="list-style-type: none"> Understand the definition and nature of the adversary relationship 	5 minutes for speech 10 minutes for questions
	<ul style="list-style-type: none"> Prepare for an adversary confrontation on a controversial management issue 	
	<ul style="list-style-type: none"> Employing appropriate preparation methods, strategy, and techniques, for communicating with an adversary group as the representative of your company or corporation 	
Storytelling		
• The Folk Tale	<ul style="list-style-type: none"> To tell a folk tale that is entertaining and enjoyable for a specific age group 	7-9 minutes
	<ul style="list-style-type: none"> To use vivid imagery and voice to enhance the tale 	
• Let's Get Personal	<ul style="list-style-type: none"> To learn the elements of a good story 	6-8 minutes
	<ul style="list-style-type: none"> To create and tell an original story based on a personal experience 	
• The Moral of the Story	<ul style="list-style-type: none"> To understand that a story can be entertaining yet display moral values 	4-6 minutes
	<ul style="list-style-type: none"> To create a new story that offers a lesson or moral 	
	<ul style="list-style-type: none"> To tell the story, using the skills developed in the previous two projects 	
• The Touching Story	<ul style="list-style-type: none"> To understand the techniques available to arouse emotion 	6-8 minutes
	<ul style="list-style-type: none"> To become skilled in arousing emotions while telling a story 	
• Bringing History to Life	<ul style="list-style-type: none"> To understand the purpose of stories about historical events or people 	7-9 minutes
	<ul style="list-style-type: none"> To use the storytelling skills developed in the preceding projects to tell a story about a historical event or person 	

Type of Speech	Objectives	Timing
Technical Presentations		
• The Technical Briefing	• Using a systematic approach, organize technical material into a concise presentation	8-10 minutes
	• Tailor the presentation to the audience's needs, interests and knowledge levels	
• The Proposal	• To prepare a technical presentation advocating a product, service, idea or course of action	8-10 minutes for speech 3-5 minutes for questions
	• To present your viewpoint logically and convincingly, using an inverted-pyramid approach	
	• To effectively use a flipchart to illustrate your message	
	• To effectively handle a question-and-answer period	
• The Nontechnical Audience	• Understand the principles of communicating complex information to nontechnical listeners	10-12 minutes
	• Build and deliver an interesting talk based on these principles	
	• Answer audience questions that arise during the presentation	
	• Use overhead transparencies to illustrate your message	
• Presenting a Technical Paper	• Deliver an interesting speech based on a technical paper or article	10-12 minutes
	• Effectively use a flipchart, overhead projector or slides to illustrate your message	
• The Team Technical Presentation	• Understand the nature and process of a team technical presentation	20-30 minutes
	• Conceptualize a briefing or proposal involving three or more speakers, including yourself	
	• Assemble a team of club members capable of getting the job done	
	• Orchestrate the planning, preparation and delivery of a team technical presentation	
The Professional Speaker		
• The Keynote Address	• Identify the basic differences between keynote speeches and other kinds of speeches	15-20 minutes
	• Learn how to evaluate audience feeling and establish emotional rapport	
	• Learn and use the professional techniques necessary for a successful keynote presentation	
	• Develop a speech style and delivery that effectively inspires and moves the audience to adopt your views as a collective reaffirmation of its own	
• Speaking to Entertain	• Entertain the audience through the use of humor drawn from personal experience and from other material that you have personalized	15-20 minutes
	• Deliver the speech in a way that makes the humor effective	
	• Establish personal rapport with your audience for maximum impact	
• The Sales Training Speech	• Tell a sales audience how to sell a product by using a planned presentation	15-20 minutes
	• Inform a sales training audience about the human experience of the buyer-seller relationship	
	• Use entertaining stories and dynamic examples of sales situations	
	• Inspire salespeople to want to succeed in selling	
• The Professional Seminar	• Plan and present a seminar with specific learning objectives	20-40 minutes
	• Relate to the audience by using a seminar presentation style	
	• Use seminar presentation techniques to promote group participation, learning and personal growth	
• The Motivational Speech	• Understand the concept and nature of motivational speaking	15-20 minutes
	• Apply a four-step motivational method with the purpose of persuading and inspiring	
	• Deliver a motivational speech to persuade an audience to emotionally commit to an action	

Type of Speech	Objectives	Timing
Specialty Speeches		
• Speak Off The Cuff	<ul style="list-style-type: none"> • Develop an awareness of situations in which you might be called upon to deliver an impromptu speech • Understand how to prepare for impromptu speaking 	5-7 minutes
• Uplift The Spirit	<ul style="list-style-type: none"> • Develop skill as a speaker in the impromptu situation by using one or more patterns to approach a topic under discussion; for example, comparing a past, present, future situation or before and after • Identify and understand the basic differences and similarities between inspirational speeches and other kinds of speeches • Learn how to evaluate audience feeling and establish emotional rapport • Develop a speech style and delivery that effectively expresses inspirational content by moving the audience to adopt your views 	8-10 minutes
• Sell A Product	<ul style="list-style-type: none"> • Tell a sales audience how to sell a product by using a planned presentation • Skillfully use the four steps in a sales presentation: attention, interest, desire, action • Identify and promote a unique selling proposition in a sales presentation • Be able to handle objections and close a prospective buyer 	10-12 minutes
• Read Out Loud	<ul style="list-style-type: none"> • Arrive at an understanding of the elements that comprise oral interpretation and how it differs from preparing and giving a speech • Learn the preparation or planning techniques of effective interpretation • Learn the principles of presentation and develop skill in interpretive reading with regard to voice and body as instruments of communication 	12-15 minutes
• Introduce The Speaker	<ul style="list-style-type: none"> • Focus on the special occasion talk from the standpoint of the introducer (function chairman, toastmaster, master of ceremonies) • Become knowledgeable and skilled in the functions associated with the master of ceremonies • Handle the introduction of other speakers at a club meeting 	Duration of club meeting

ACB	Turn in two advanced manuals.
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ACS	Turn in two additional advanced manuals.
	Add two canned speeches from either the Better Speaker Series or from the Successful Club Series.

ACG	Turn in two additional advanced manuals.
	Coach a new member on at least their first three speech projects.
	Lead a Youth Leadership Project, or present a module from either the Success Leadership Series or the Success Communication Series.

Advanced Leader Bronze Projects (OCL)	Advanced Communicator Gold Projects
Successful Club Series	Successful Communications
Moments of Truth	Speechcraft
Finding New Members for Your Club	How to Listen Effectively
Evaluate to Motivate	The Art of Effective Evaluations
Closing the Sale	Build Your Thinking Power, Part 1 Mental Flexibility
Creating the Best Club Climate	Build Your Thinking Power, Part 2 The Power of Ideas
Meeting Roles and Responsibilities	From Speaker to Trainer
Mentoring	
Keeping the Commitment	Successful Leadership
Going Beyond Our Club	How to Conduct Productive Meetings
How to be a Distinguished Club	Parliamentary Procedure in Action
The Toastmasters Educational Program	Leadership Part 1: Characteristics of Effective Leaders
	Leadership Part 2: Developing Your Leadership Skills
Leadership Excellence Series	Leadership Part 3: Working in the Team Environment
The Visionary Leader	Improving Your Management Skills
Developing A Mission	
Values and Leadership	Youth Leadership
Goal Setting and Planning	Youth Leadership
Delegate to Empower	
Building a Team	ACB Additional projects
Giving Effective Feedback	None
The Leader as a Coach	
Motivating People	ACS Additional projects
Resolving Conflict	Better Speakers Series
Service in Leadership	Successful Club Series
	1
	2
Advanced Communicator Silver Projects	
The Better Speakers Series	ACG Additional projects
Opening Your Speech	Success Leadership module:
Concluding Your Speech	Success Communication module:
Take the Terror Out of a Talk	Youth Leadership
Impromptu Speaking	1
Select Your Topic	Coached new member on first 3 speeches
Know Your Audience	
Organize Your Speech	ALB Requirements
Creating an Introduction	CL Completion (OCL cannot be used)
Preparation and Practice	CC or CTM Completion
Using Body Language	Club Success Planning Meeting
	Served as a TRAINED Club Officer 6 Mos.
Successful Club Series	Any two projects from either Successful Club Series Project
Moments of Truth	Leadership Excellence Series Project
Finding New Members for Your Club	1
Evaluate to Motivate	2
Closing the Sale	
Creating the Best Club Climate	ALS Requirements
Meeting Roles and Responsibilities	ALB or old CL Completion ... ALS = (ALB or OCL) + the following
Mentoring	District Officer 1 Year Term
Keeping the Commitment	High Performance Leadership
Going Beyond Our Club	Club Sponsor/ Mentor/ Coach
How to be a Distinguished Club	
The Toastmasters Educational Program	DTM = ACG + ALS

CL Project		Listening & Leadership	Critical Thinking	Giving Feedback	Time Management		Planning & Implementation	Organizing & Delegating	Develop Your Facilitation Skills	Motivating People		Mentoring	Team Building		
		3 of 4	2 of 3	3 of 3	1 of 1	1 of 4	3 of 4	1 of 6	2 of 4	1 of 2	2 of 3	1 of 3	2 of 2	1 of 5	
Meeting Role or Assignment		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b	
Regular Toastmaster Meetings are Required	Toastmaster					X	X		X		X		X		
	Speaker					X	X								
	Table Topics Master					X	X		X						
	Table Topics Participant (Speaker)	X													
	General Evaluator (motivate club)		X	X			X		X		X		X		
	Speech Evaluator (motivate speaker)	X	X	X							X				
	Timer				X										
	Grammarian	X	X	X		X									
	Ah Counter	X													
	Befriend a guest at a club meeting								X						
Special Meetings	Chair a Club Speech Contest													X	
	Help Organize a Club Speech Contest							X							
	Chair a Club Special Event													X	
	Help Organize a Club Special Event							X							
Longer Duration than a Toastmaster Meeting	Chair a Club Public Relations Campaign									X				X	
	Help Organize a Club Public Relations Campaign							X							
	Chair a Club Membership Campaign									X				X	
	Help Organize a Club Membership Campaign							X							
	Chair (Editor) the Club Newsletter or Club Website													X	
	Help Produce a Club Newsletter							X							
	Assist the Club Webmaster							X							
	Mentor a new club member											X			
	Mentor an existing club member											X			
	Serve as a Committee Member for a HPL Project											X			
		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b	
		AND					AND					OR			

17 Toastmaster meetings are required (minimum) to complete this manual, using the 10b optional path. 19 meetings if 10a is selected. Club contests or special events are NOT required.

CL Project		Listening & Leadership	Critical Thinking	Giving Feedback	Time Management	Planning & Implementation	Organizing & Delegating	Develop Your Facilitation Skills	Motivating People	Mentoring	Team Building			
		3 of 4	2 of 3	3 of 3	1 of 1	1 of 4	3 of 4	1 of 6	2 of 4	1 of 2	2 of 3	1 of 3	2 of 2	1 of 5
Meeting Role or Assignment		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b
Regular Toastmaster Meetings are Required	Toastmaster					X	X		X		X		X	
	Speaker					X	X							
	Table Topics Master					X	X	X						
	Table Topics Participant (Speaker)	X												
	General Evaluator (motivate club)		X	X			X			X			X	
	Speech Evaluator (motivate speaker)	X	X	X						X				
	Timer				X									
	Grammarian	X	X	X		X								
	Ah Counter	X												
	Befriend a guest at a club meeting								X					
Special Meetings	Chair a Club Speech Contest													X
	Help Organize a Club Speech Contest							X						
	Chair a Club Special Event													X
	Help Organize a Club Special Event							X						
Longer Duration than a Toastmaster Meeting	Chair a Club Public Relations Campaign								X					X
	Help Organize a Club Public Relations Campaign							X						
	Chair a Club Membership Campaign								X					X
	Help Organize a Club Membership Campaign							X						
	Chair (Editor) the Club Newsletter or Club Website													X
	Help Produce a Club Newsletter							X						
	Assist the Club Webmaster							X						
	Mentor a new club member										X			
	Mentor an existing club member										X			
	Serve as a Committee Member for a HPL Project										X			
		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b

- Do not do these.
- Part of my individual plan.
- An optional task not selected.

17 regular meetings are required to complete this CL, which will have 21 assignments to complete. All regular meeting roles are included in this plan and a newsletter or website are not required.

Competent Leader Project Completion Record

Project Number	Project Name	Write in Assignment Selected	Completion Date	VP EDUC Initials
Project 1	Listening and Leadership			
Project 2	Critical Thinking			
Project 3	Giving Feedback	General Evaluator		
		Speech Evaluator		
		Grammarian		
Project 4	Time Management	Timer		
Project 5	Planning & Implementation			
Project 6	Organizing & Delegating			
Project 7	Developing Facilitation Skills			
Project 8	Motivating People			
Project 9	Mentoring			
Project 10	Team Building			

Plan to Get the Excellence in Leadership Award (HPL)

1. Select a committee of about three people. Pick people that you can get together with several times (like after a Toastmaster meeting). Think about an event that you will lead. Write down your goals for this event!
2. Self evaluate your leadership skills.
3. Schedule Meeting # 1.
4. Develop Vision & outline Speech # 1.
5. Schedule Meeting # 2.
6. Develop action plan and your team for the event.
7. Deliver Speech # 1 (Vision Speech) to your club. Get **Speech # 1** evaluated.
8. Schedule Meeting # 3.
9. Review progress against plan, track problems and solutions.
10. Schedule Meeting # 4 to discuss all progress, problems, and any resolutions.
11. **Hold the Event!!**
12. Re-self-evaluate your leadership skills now.
13. Plan your wrap-up speech.
14. Schedule Meeting # 5 where you will discuss your wrap up speech with the committee.
15. Deliver Speech # 2 (Wrap Up Speech) to your club. Get **Speech # 2** evaluated.
16. Obtain all signatures and sign-offs from the members of my committee.
17. Turn in the evaluation to speech # 2 and your committee sign-in sheet to WHQ.

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Typically About 3 Months Duration

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