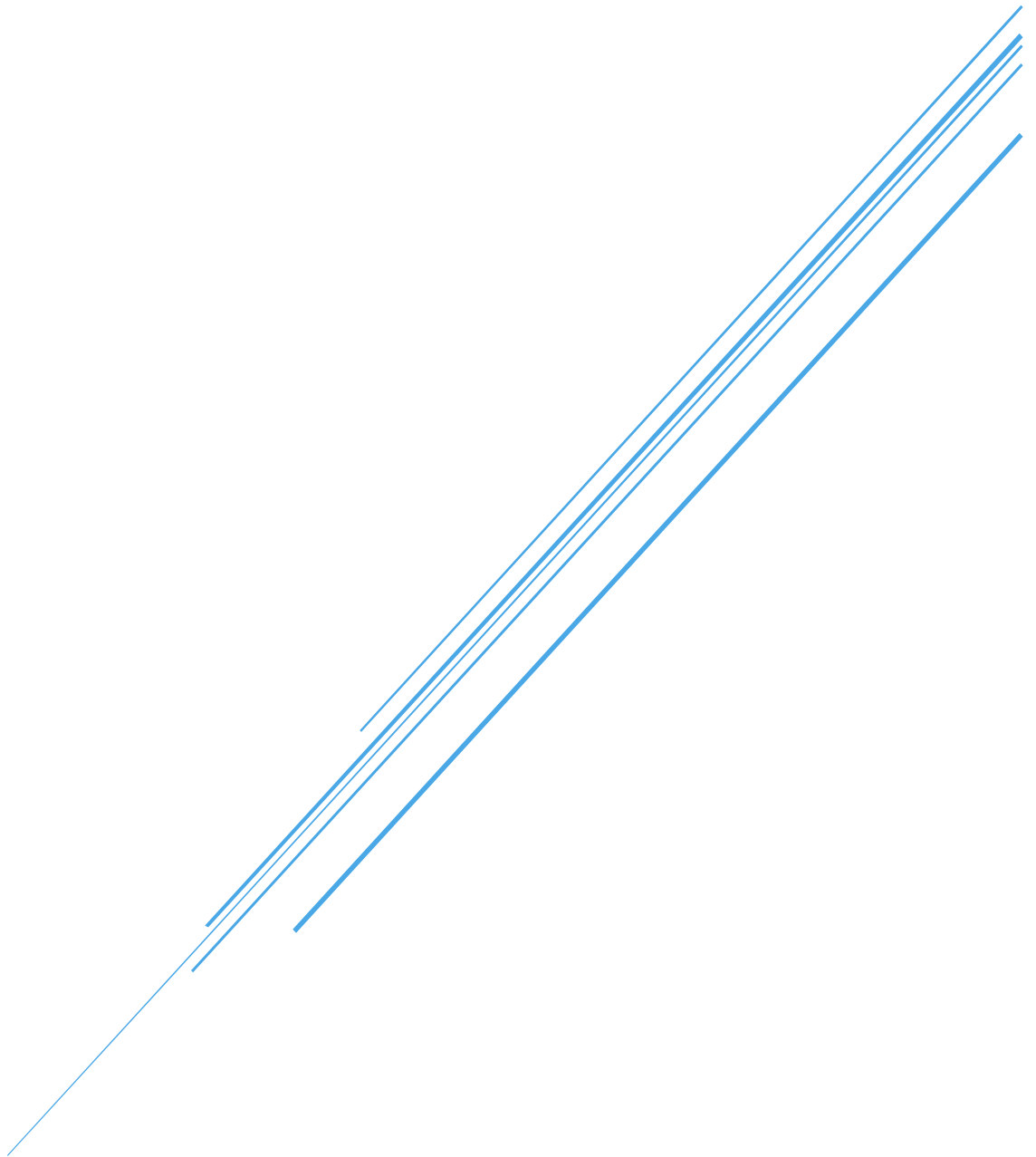


NEW MEMBER INFORMATION MANUAL



CONTENTS

Introduction	1
Your Mentor	1
What Do I Need to Do?	1
Pathways	1
Logging into Toastmasters International Web Site	2
Getting Started with Pathways	2
Choose your Path	3
Getting Started on your First Path	4
Your First Speech.....	6
Printing the Evaluation Forms.....	6
Accessing the Evaluation Form in the Project	7
Accessing the Evaluation Form via the Evaluation Portal.....	8
Uploading the Evaluation Forms.....	9
Where to Next?.....	10
What to do if Ice Breaker is not Ticked	11
What to do if Ice Breaker is Ticked	12
Speech Fundamentals	13
Speech Construction	14
Where Does Pathways Lead To?.....	15
Appendix 1 – Path Details	16
Dynamic Leadership	16
Effective Coaching.....	17
Innovative Planning.....	18
Leadership Development	19
Motivational Strategies.....	20
Persuasive Influence	21
Presentation Mastery	22
Strategic Relationships.....	23
Team Collaboration.....	24
Visionary Communication	25

INTRODUCTION

Welcome to Southern River Toastmasters club. This document is designed to help you get started on your journey and learn some of the basics of public speaking.

Don't worry you will have a mentor to guide you and you don't need master everything before you start speaking.

YOUR MENTOR

The purpose of a mentor is to answer questions you may have about Toastmasters or public speaking and guide and assist you as you work through Level 1 of your chosen Path.

Your mentor is _____

They can be contacted by email at _____

Or by phone on _____

WHAT DO I NEED TO DO?

You are encouraged within a fortnight of joining to have done the following.

- ☐ Read this manual
- ☐ Signed up to Pathways
- ☐ Chosen a Path
- ☐ Talked to mentor about Ice Breaker Speech
- ☐ Scheduled Ice Breaker Speech with VP Education

PATHWAYS

Pathways is a new approach within Toastmasters, and make use of modern technology rather than relying on workbooks. This allows for a more individualised program with outcomes matching your personal and professional goals.

There are 10 different paths you can take in Toastmasters:



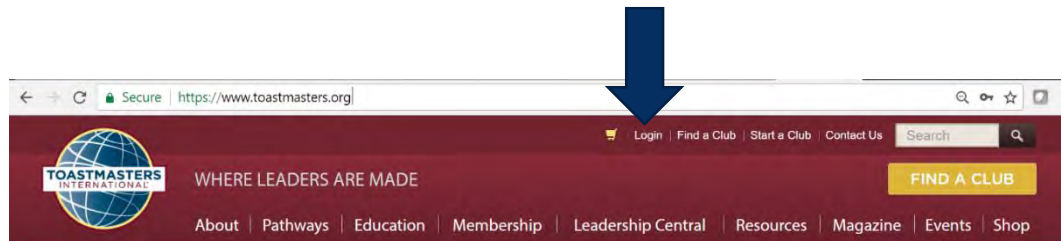
To get started, you need to sign up to **Pathways**.

If you do not have access to a computer, please tell your mentor straight away so that other arrangements can be made.

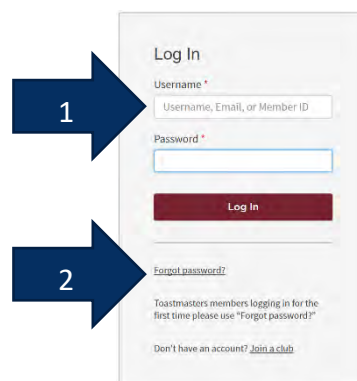
Logging into Toastmasters International Web Site

Open an internet browser and log onto <https://www.toastmasters.org/>

Click on **Login**



Enter the email address you put on the Toastmasters' membership form and then click on **Forgot password?**



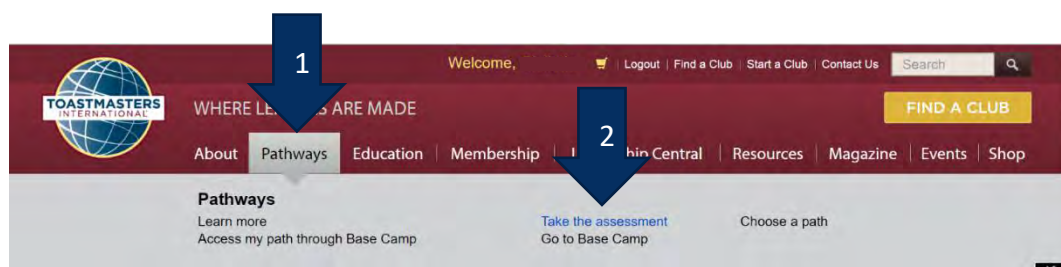
You will be sent an email with a temporary password.

Once you receive this email, go back to this Log in screen and enter your email address and the password you were sent and click on **Log in**.

Getting Started with Pathways

Once you have successfully logged into Toastmasters International website you can now sign up to Pathways.

Click on **Pathways** and then click on **Take the Assessment**



At this point you can choose to continue to use the online version of Pathways, or choose the Printed Material option.

The Printed Material option will cost you an additional US\$25 and limits your choice of path as not all paths are available in this format. You may choose this option if you want. However, this manual will discuss the online version.

The cost of your first path was part of your membership fees so there is no additional cost for the online version.

To get started, click on **Take Your Assessment**, chose the language you would like to take the assessment in and click on **Start**.

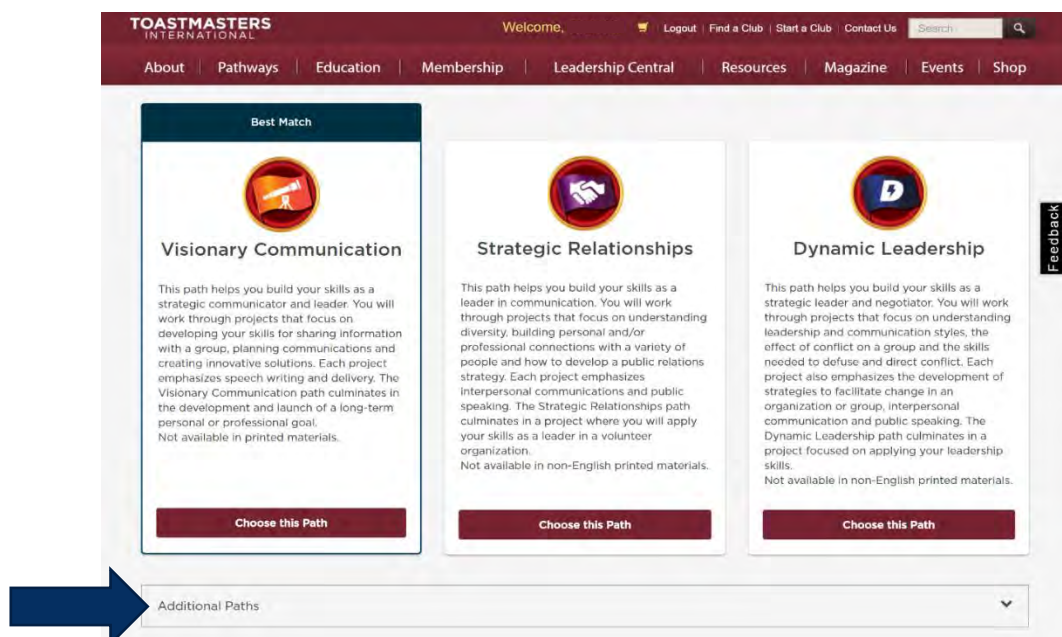
You will then be asked a series of questions aimed at gauging your goals, current skills and interests.

Choose your Path

At the conclusion of the Assessment you will be presented with the three paths that are determined to be most suitable for you.

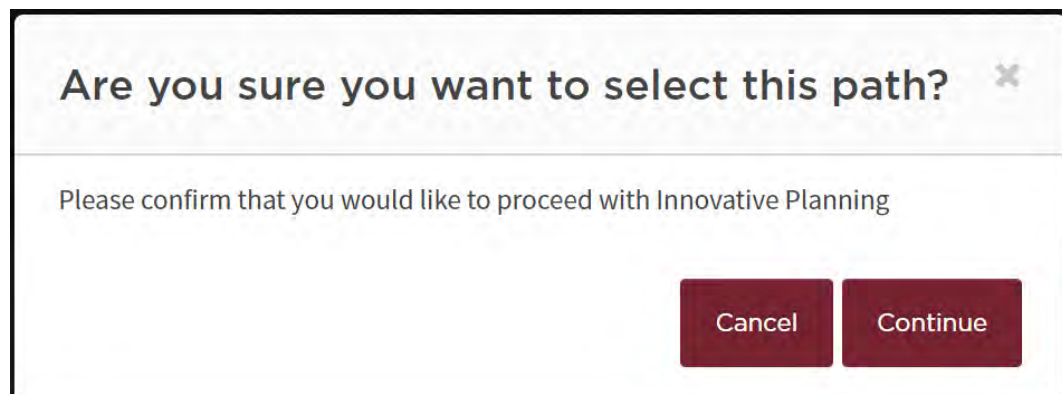
You can also have a read of the descriptions of all of the other paths by clicking on the Additional Paths link under the recommended paths.

More information on what is involved with each path is included in the appendix at the end of this manual.



Once you have chosen the path that you would like to do, click on **Choose this Path**.

A message asking you to confirm your choice will be displayed.



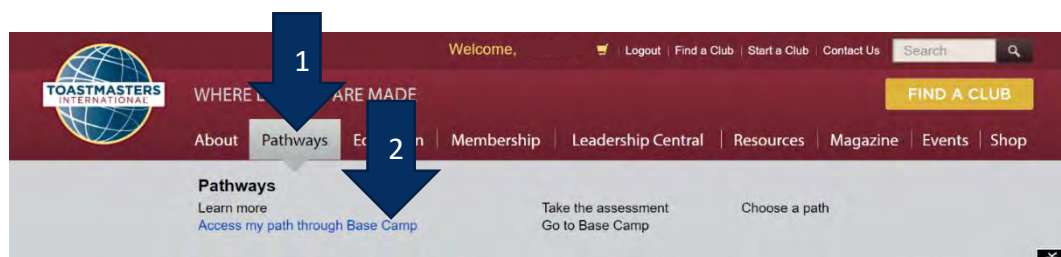
Click on **Continue** if you are happy with your choice, or **Cancel** to return to the previous screen.

Once you have clicked on Continue the following message will be displayed:

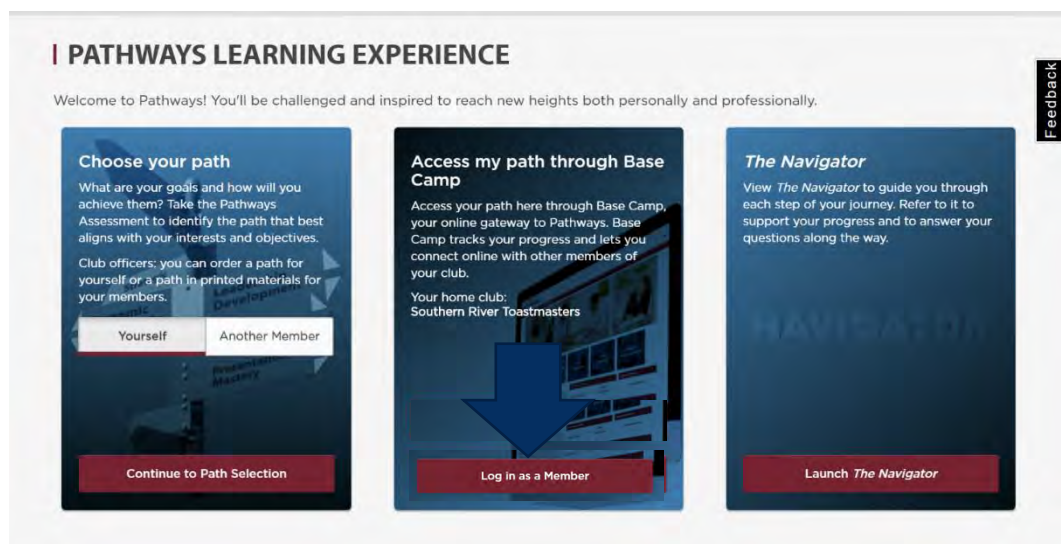


Getting Started on your First Path

Once you have received the email advising you that your path is ready to be accessed, log back into Toastmasters and choose Pathways and Access my path through Base Camp.



Then choose **Log in as Member** in the **Access my path through Base Camp** section.



In the **My Education Transcript** box at the bottom of the screen you will see the path that you have signed up for.

For example, if you signed up for **Innovating Planning** you would see:

My Education Transcript	
	Action
Innovative Planning	Open Curriculum

Click on **Open Curriculum**, the levels in your path will be displayed as shown below.

Innovative Planning

0% CURRICULUM PROGRESS

Innovative Planning

- LEVEL 1
- LEVEL 2
- LEVEL 3
- LEVEL 4
- LEVEL 5

Innovative Planning

The Innovative Planning path is designed to help you build your skills as a public speaker and a leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing, and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions. This path culminates in a "High Performance Leadership" project of your design.

Level	Completed	Min Required	Total Items	Action
Level 1	0%	4	4	View Details
Level 2	0%	4	4	View Details
Level 3	0%	3	3	View Details
Level 4	0%	3	3	View Details
Level 5	0%	4	4	View Details

Click on **View Details** next to **Level 1** to get started.

Innovative Planning

0% CURRICULUM PROGRESS

Innovative Planning

- LEVEL 1
- LEVEL 2
- LEVEL 3
- LEVEL 4
- LEVEL 5

Innovative Planning

Level 1

0% Completed: 0 Min Required: 4 Total Items: 4

Ice Breaker
Status: Not Activated Due: No Due Date
This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Evaluation and Feedback
Status: Pending Prior Training Due: No Due Date
This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Researching and Presenting
Status: Pending Prior Training Due: No Due Date
This project addresses strategies for selecting a topic, suggestions for research and methods for producing a well-organized speech.

Level 1 Completion—Innovative Planning
Status: Pending Prior Training Due: No Due Date
Use this resource to help you through the process of requesting that your vice president education approve your completion of Innovative Planning Level 1.

The first project in all Paths is an Ice Breaker, click on the **Activate** button to display the training materials for the **Ice Breaker**.

Once you have done this the Activate button may change and say **Launch**.

Your First Speech

The first speech that you do under Pathways is the Ice breaker speech. As you work through the online information you will be given guidance about how to prepare for this speech.

To schedule the speech, contact the Vice President Education. The speech will be scheduled as soon as there is a speech spot free. Your mentor can help you with this.

Please note, on the night you are scheduled to speak, please ensure that you **print out and bring the evaluation form with you**. If you don't bring the evaluation form, then the speech can not be evaluated and you will have to repeat it.

It is important that you remember that you are responsible for providing your evaluator with the evaluation form each time you speak and also to upload the completed evaluation back into the Pathways online portal at the conclusion of your speech.

Printing the Evaluation Forms

As you work through the information in the section, the evaluation form will be displayed as a link called **Evaluation Resource** which you can click on and save to your computer for printing later.

YOUR EVALUATION

5 4 3 2 1

Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:

5 Exemplary
4 Excels
3 Accomplished
2 Emerging
1 Developing

After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.

RESOURCES

[Evaluation Resource](#)
[Print My Project](#)
[Ice Breaker Speech Outline Worksheet](#)

Directions

WHERE LEADERS ARE MADE

Select to move to another section:

Innovative Planning 1: Ice Breaker

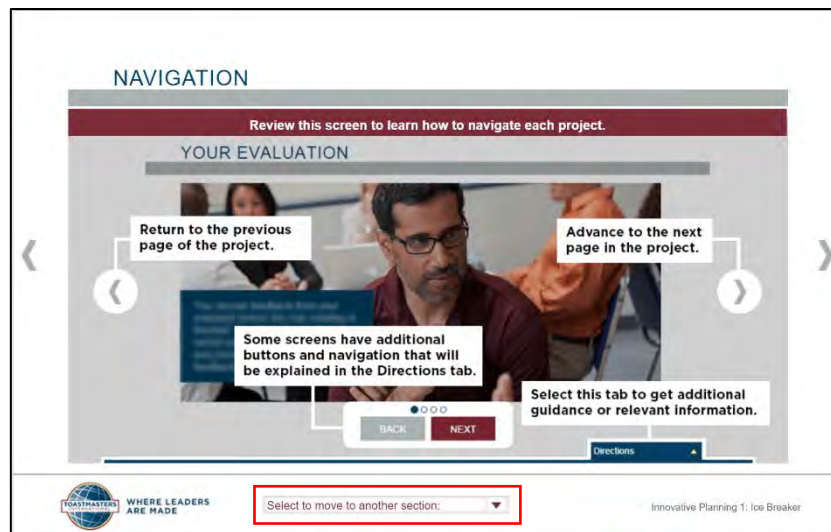
If you didn't save the Evaluation form when you worked through the project, there are two ways of accessing it:

- Accessing the Evaluation Form in the Project
- Accessing the Evaluation Form via the Evaluation Portal

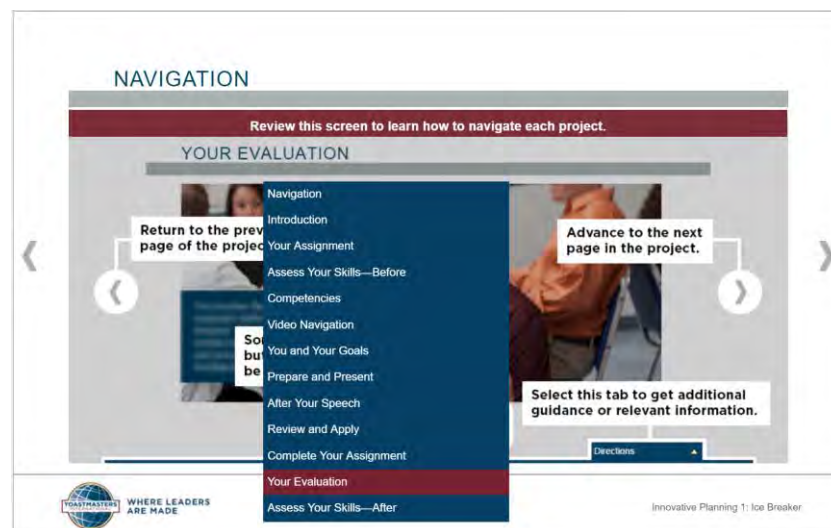
Details on these methods are outlined below:

ACCESSING THE EVALUATION FORM IN THE PROJECT

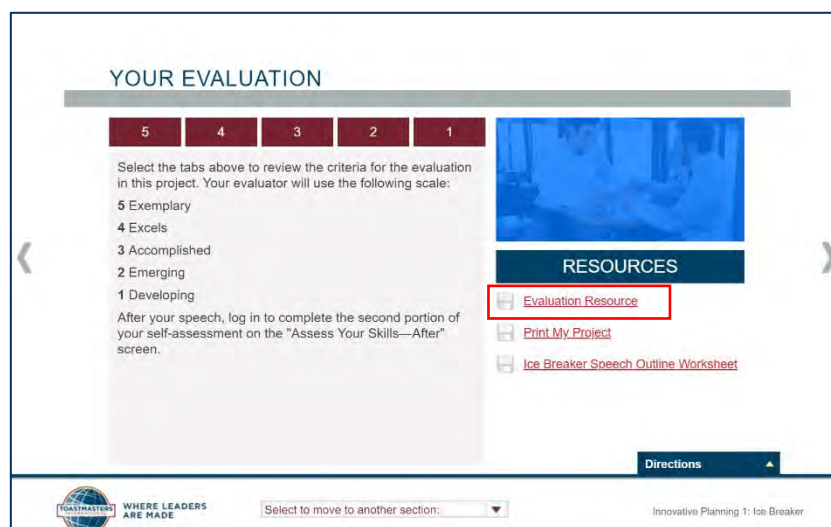
After launching the Project as per the guidelines above in the section "Getting Started on your First Path", click on the link labeled **Select to move to another section**:



Then choose **Your Evaluation**

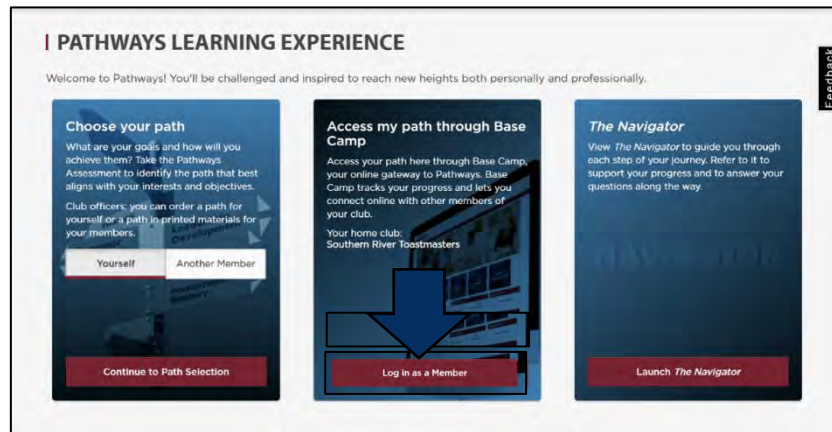


This will allow you to access the Evaluation Resource link.

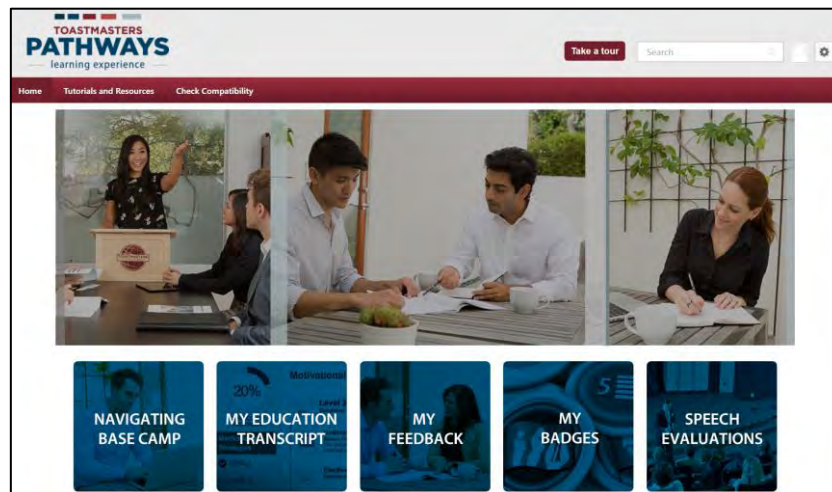


ACCESSING THE EVALUATION FORM VIA THE EVALUATION PORTAL

After you have logged in to the Pathways portal



Choose Speech Evaluations



Scroll down to the bottom of the displayed page and you will see a section called **Evaluation Resources**, here are all of the evaluation forms for all projects. Click on the Evaluation Form you are looking for.

Evaluation Resources				
Select a project title below to view the evaluation resource				
Active Listening	Distinguished Toastmaster	Lead in Any Situation	Mentoring	Reflect On Your Path
Advanced Mentoring	Effective Body Language	Leading in Difficult Situations	Moderate a Panel Discussion	Researching and Presenting
Building a Social Media Presence	Ethical Leadership	Leading in Your Volunteer Organization	Motivate Others	Successful Collaboration
Communicate Change	Evaluation and Feedback—Evaluation Resource 1	Leading Your Team	Negotiate the Best Outcome	Team Building
Connect with Storytelling	Evaluation and Feedback—Evaluation Resource 2	Lessons Learned	Persuasive Speaking	Understanding Conflict Resolution
Connect with Your Audience	Evaluation and Feedback—Evaluation Resource 3	Make Connections Through Networking	Planning and Implementing	Understanding Emotional Intelligence
Create a Podcast	Focus on the Positive	Manage Change	Prepare for an Interview	Understanding Vocal Variety
Creating Effective Visual Aids	High Performance Leadership	Manage Online Meetings	Prepare to Speak Professionally	Understanding Your Communication Style
Cross-Cultural Understanding	Ice Breaker	Manage Projects Successfully	Present a Proposal	Understanding Your Leadership Style
Deliver Social Speeches	Improvement Through Positive Coaching	Manage Successful Events	Public Relations Strategies	Using Descriptive Language

Uploading the Evaluation Forms

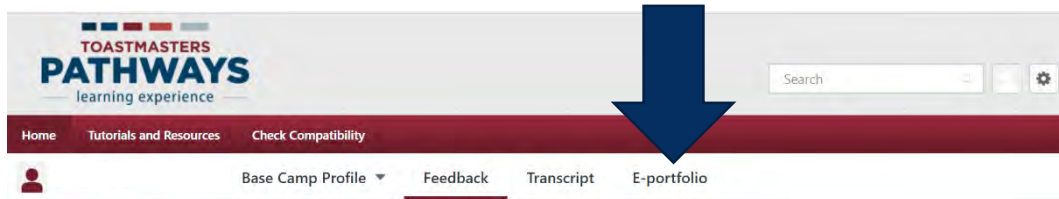
Congratulations on completing your first speech. Now you need to upload the evaluation form. You will first need to take a photo of your evaluation form or scan it so that it's in electronic format.

Log into Toastmasters International website and choose **Pathways** and choose **Access my path through Base Camp**

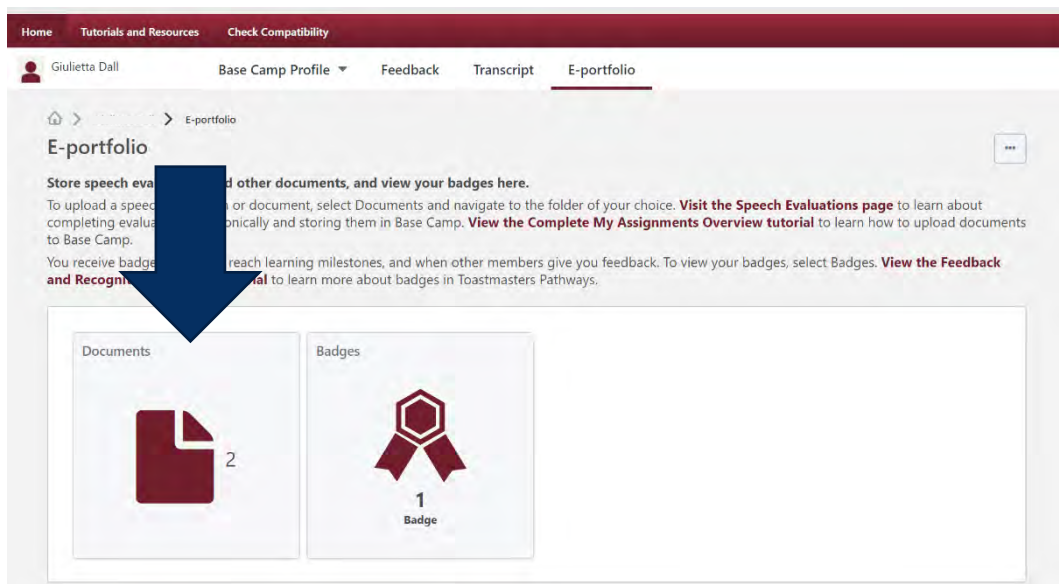
Choose **Log in as Member**

Click on **My Feedback**

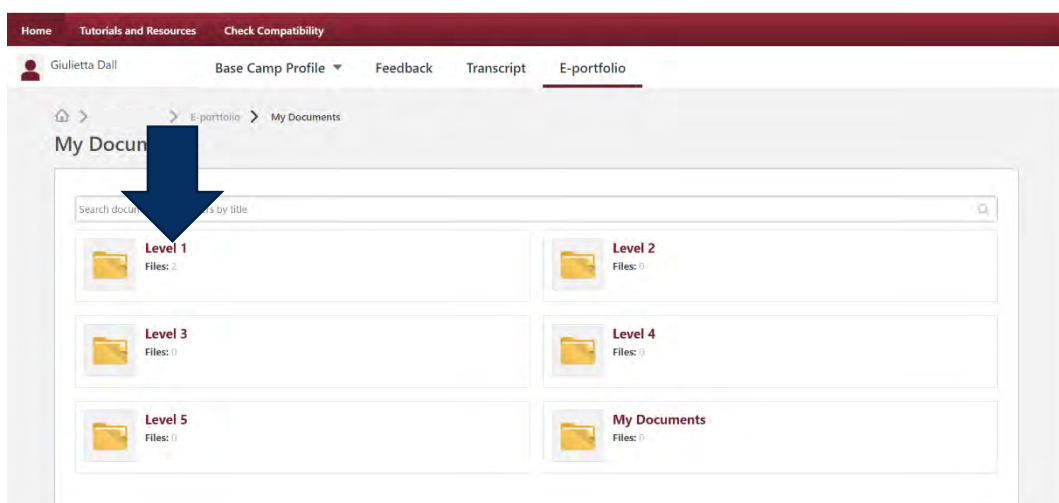
Choose **E-Portfolio**



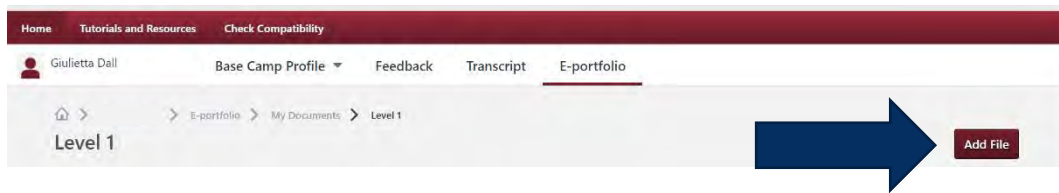
Click on **Documents**



Click on **Level 1**



Click on **Add File**



Either drag and drop the scanned file / photograph into the box, or click on **Select a file** and navigate to where you stored the evaluation form. Then click on **Add**.

You will need to do this for each page of the evaluation.

The files will be uploaded to your documents folder.

Where to Next?

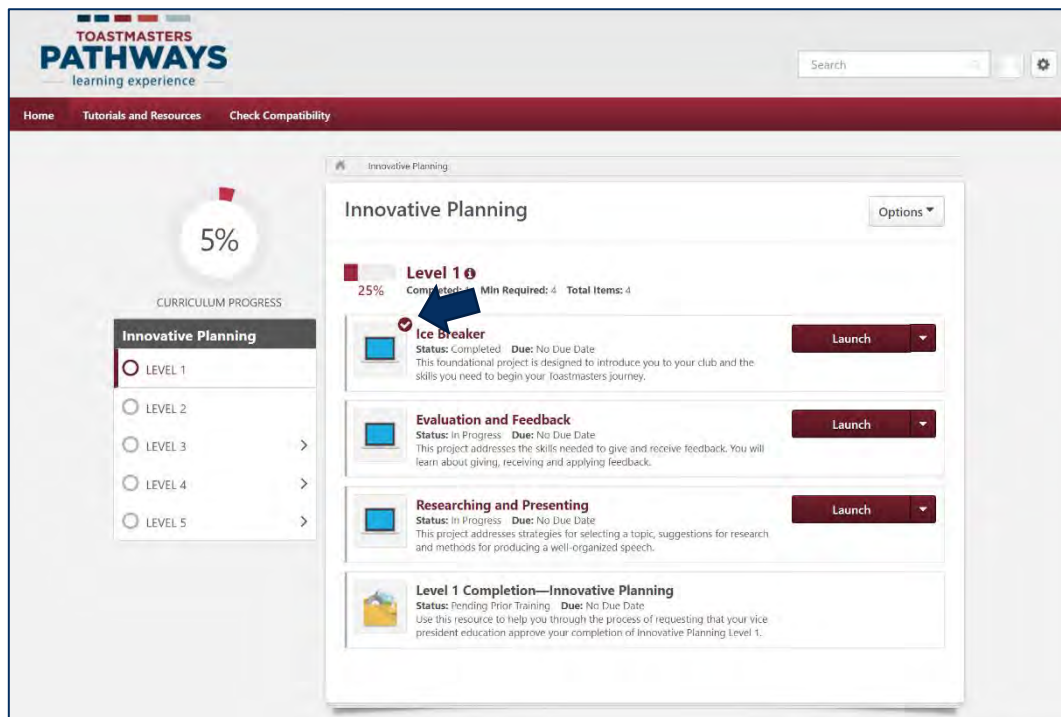
Once you have done your Ice Breaker speech, you need to continue working through the different projects in Level 1.

You can access each of these by logging in, going into **Pathways** and choosing **Access my path through Base Camp** section.

In the **My Education Transcript** box at the bottom of the screen you will see your path:



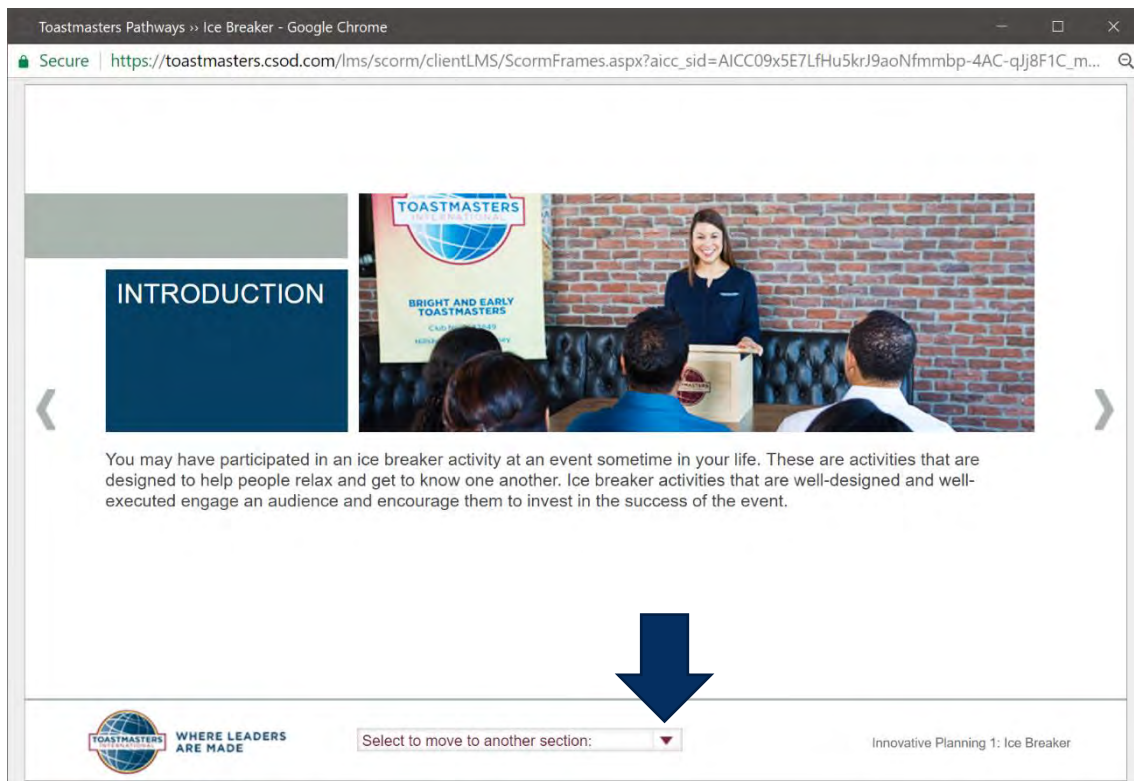
Click on **Open Curriculum**, the levels in your path will be displayed. If you have completed all of the elements in the Ice Breaker it will appear with a tick.



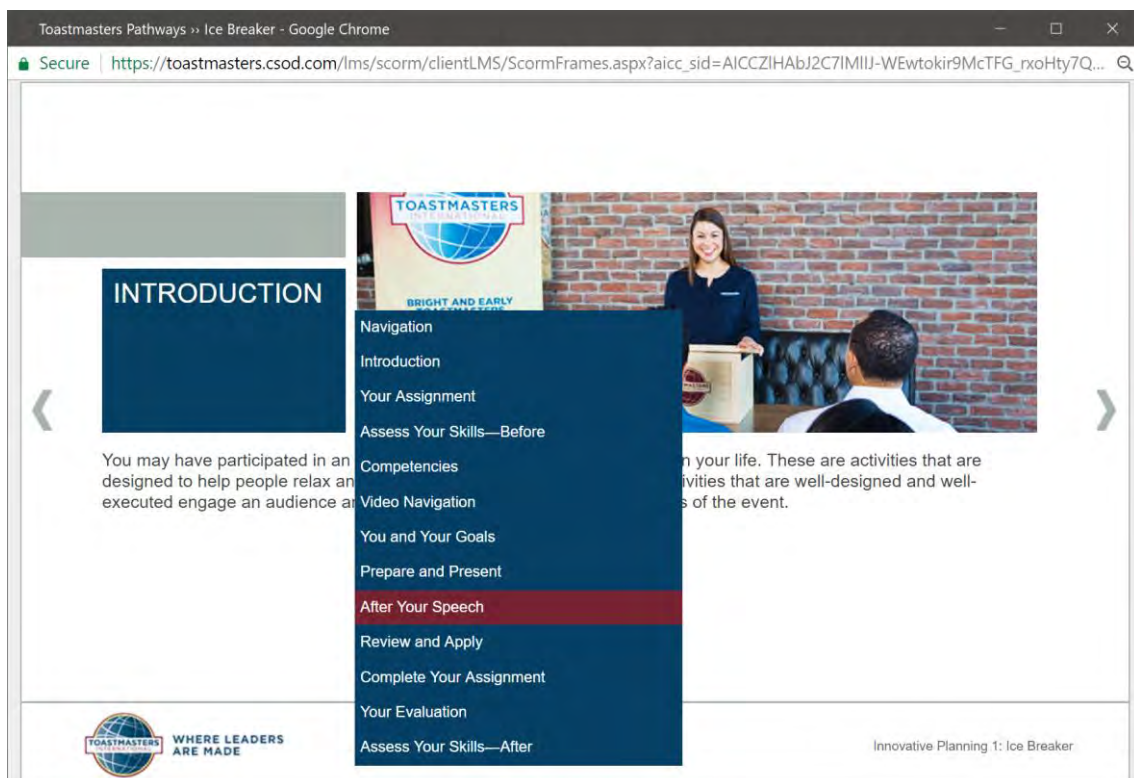
WHAT TO DO IF ICE BREAKER IS NOT TICKED

If there is no tick, then you will need to click on the **Launch** button to open the project.

A popup window will open. To see what you need to do next, click on the drop-down arrow next to **Select to move to another section**

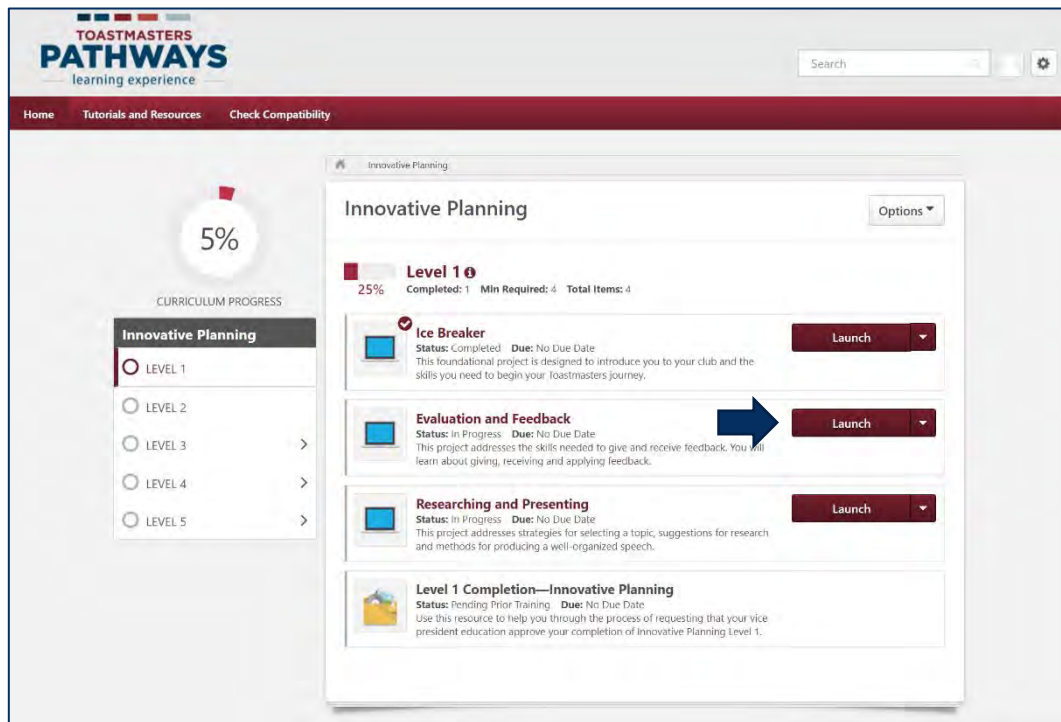


Choose **After your speech** and work through the rest of the project.



WHAT TO DO IF ICE BREAKER IS TICKED

If the Ice Breaker project is ticked, then you can move onto the next project. Click on the **Launch** button to the right of **Evaluation and Feedback**.



Continue doing this for all of the projects in Level 1.

SPEECH FUNDAMENTALS

As you work through your Path you will be doing a number of speeches, all speeches are evaluated against the following elements:



Each of these are explained briefly below, but please feel free to discuss these with your mentor as well. Remember, this is a learning process and it will take time to master all of the different elements. Often it is best just to focus on one or two each speech, rather than trying to remember everything.



Clarity

Being clear and easily understood.

- Choice of words
- Speed of speech
- Projecting voice
- Present ideas simply
- Repeat main point



Vocal Variety

Uses tone, speed and volume as a tool.

- Varies tone – not monotone
- Varies speed of speaking
- Varies volume as appropriate
- Choose words that inspire passion
- Pause for emphasis



Eye Contact

Uses eye contact to engage audience.

- Looks at individuals in audience
- Meets their eyes for short periods of time
- Ensures whole room is covered



Gestures

Uses body language to enhance speech.

- Stance – relaxed, hands by side
- Uses hands and arms for significant points
- Moves with meaning
- Uses the stage
- Varies stance and position to emphasize points



- Audience Awareness**
Demonstrates awareness of audience engagement and needs.
- Speech is relevant for audience
 - Observes and modifies speech to audience's reaction
 - Uses humour to engage audience
 - Uses strong introduction to get attention



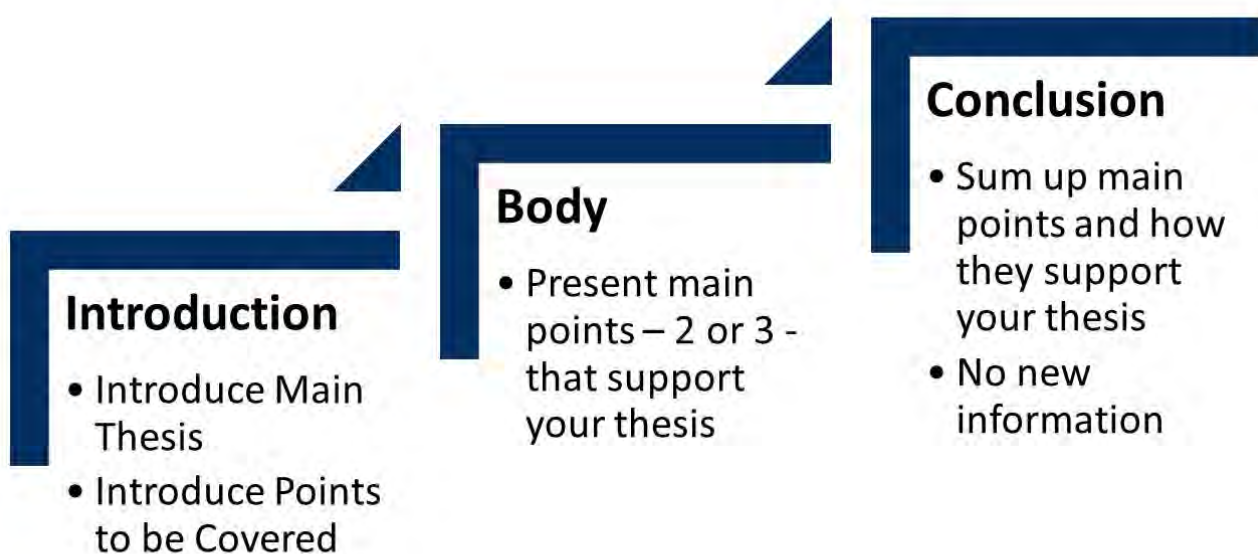
- Comfort Level**
Appears comfortable with the audience



- Interest**
Engages audience with well constructed speech.
- Speech has a point
 - Point is clear and concise
 - Introduction, expounding of main points and conclusion
 - Conclusion sums up speech

SPEECH CONSTRUCTION

A good speech has the following elements:



You will be introduced to these concepts as you work through Pathways, but this is just to give you a bit of a head start.

WHERE DOES PATHWAYS LEAD TO?

Whatever your personal or professional reasons for joining Toastmasters, you are now also on a path which can result in you becoming a Distinguished Toastmaster (DTM). The DTM award is the result of learning, growing and helping others in Toastmasters.

To receive the DTM you need to have done the following:



APPENDIX 1 – PATH DETAILS

Dynamic Leadership

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Negotiate the Best Outcome	Resources, 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Manage Change	Resources, 5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (part b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
Lead in Any Situation	Serving in leadership (6 mo), 360, 8-10 min speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>High Performance Leadership</i>	<i>Complete a Leadership Project using HPL guidelines.</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Effective Coaching

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Reaching Consensus	Lead Non-TM Group Towards Consensus, 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Improvement Through Positive Coaching	Coach Individual, 5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (part b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Innovative Planning

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Connect with Your Audience	Unfamiliar Topic, 5-7 min speech
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Present a Proposal	Resources, 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Manage Projects Successfully (part a)	Resources, 2-3 Min
Manage Projects Successfully (part b)	5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Leadership Development

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Introduction to Toastmasters Mentoring	5-7 min speech
Managing Time	Time/Task Log, 5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Planning and Implementing	Resources, 2-3 min report or 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Leading Your Team	Build/Lead a team, 5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
Manage Successful Events	Resources, 5-7 min speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>High Performance Leadership</i>	<i>Complete a Leadership Project using HPL guidelines.</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Motivational Strategies

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Active Listening	Table Topics Master
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech
LEVEL 3	
Understanding Emotional Intelligence	Journal, 5-7 min speech
Plus 2 Electives from the following	
Connect with Storytelling	Choose Story, 5-7 min speech
Connect with Your Audience	Unfamiliar Topic, 5-7 min speech
Creating Effective Visual Aids	Create 1-3 visual aids, 5-7 min speech
Deliver Social Speeches (part a)	Social Speech Basics Resource, 3-4 min speech
Deliver Social Speeches (part b)	3-4 min speech
Effective Body Language	5-7 min speech
Focus on the Positive	Record moods for two weeks, 5-7 min speech, project completion form
Inspire Your Audience	5-7 min speech
Make Connections Through Networking	Resources, 5-7 min speech
Prepare for an Interview	Resources, 5-7 min speech
Understanding Vocal Variety	5-7 min speech
Using Descriptive Language	5-7 min speech
Using Presentation Software	Develop Presentation Slides, 5-7 min speech
LEVEL 4	
Motivate Others	Resources, 5-7 min speech
Plus 1 Elective from the following	
Building a Social Media Presence	Establish/Enhance Social Media, 5-7 min speech
Create a Podcast	Record 60 min podcast, 2-3 min speech
Manage Online Meetings	Resources, 20-25 min meeting
Manage Projects Successfully (part a)	Resources, 2-3 min speech
Manage Projects Successfully (b)	5-7 min speech
Managing a Difficult Audience	Role Play, 5-7 min speech
Public Relations Strategies	PR Strategy, 5-7 min speech
Question-and-Answer Session	5-7 min speech, Q and A
Write a Compelling Blog	Resources, 2-3 min speech
LEVEL 5	
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Team Building (part a)	Resources, 2-3 min speech
Team Building (part b)	5-7 min speech
Plus 1 Elective from the following	
Ethical Leadership	Ethical Framework, Panel Discussion
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Leading in Your Volunteer Organization	Volunteer Role, Resources, 5-7 min speech
Lessons Learned	Resources, 5-7 min speech
Moderate a Panel Discussion	Resources, 20-40 min Panel Discussion
Prepare to Speak Professionally	Worksheet, 18-22 min Keynote Speech

Persuasive Influence

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Active Listening	Table Topics Master
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Understanding Conflict Resolution	Video Activity, 5-7 min speech
Plus 2 Electives from the following	
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Leading in Difficult Situations	Resources, Action Plan, Impromptu speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (part b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Presentation Mastery

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Effective Body Language	5-7 min speech
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech
LEVEL 3	
Persuasive Speaking	Outline, 5-7 min speech
Plus 2 Electives from the following	
Active Listening	Table Topics Master
Connect with Storytelling	Choose Story, 5-7 min speech
Connect with Your Audience	Unfamiliar Topic, 5-7 min speech
Creating Effective Visual Aids	Create 1-3 visual aids, 5-7 min speech
Deliver Social Speeches (part a)	Social Speech Basics Resource, 3-4 min speech
Deliver Social Speeches (part b)	3-4 min speech
Focus on the Positive	Record moods for two weeks, 5-7 min speech, project completion form
Inspire Your Audience	5-7 min speech
Make Connections Through Networking	Resources, 5-7 min speech
Prepare for an Interview	Resources, 5-7 min speech
Understanding Vocal Variety	5-7 min speech
Using Descriptive Language	5-7 min speech
Using Presentation Software	Develop Presentation Slides, 5-7 min speech
LEVEL 4	
Managing a Difficult Audience	Role Play, 5-7 min speech
Plus 1 Elective from the following	
Building a Social Media Presence	Establish/Enhance Social Media, 5-7 min speech
Create a Podcast	Record 60 min podcast, 2-3 min speech
Manage Online Meetings	Resources, 20-25 min Meeting
Manage Projects Successfully (part a)	Resources, 2-3 min speech
Manage Projects Successfully (part b)	5-7 min speech
Public Relations Strategies	PR Strategy, 5-7 min speech
Question-and-Answer Session	5-7 min speech, Q and A
Write a Compelling Blog	Resources, 2-3 min speech
LEVEL 5	
Prepare to Speak Professionally	Worksheet, 18-22 min Keynote Speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
Ethical Leadership	Ethical Framework, Panel Discussion
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Leading in Your Volunteer Organization	Volunteer Role, Resources, 5-7 min speech
Lessons Learned	Resources, 5-7 min speech
Moderate a Panel Discussion	Resources, 20-40 min Panel Discussion

Strategic Relationships

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Cross-Cultural Understanding	Defining Your Cultural Identity, 5-7 min speech
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Make Connections Through Networking	Resources, 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social speeches (part a)</i>	<i>Social speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Public Relations Strategies	PR Strategy, 5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (part b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
Leading in Your Volunteer Organization	Volunteer Role, Resources, 5-7 min speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>High Performance Leadership</i>	<i>Complete a Leadership Project using HPL guidelines.</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>

Team Collaboration

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Active Listening	Table Topics Master
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Successful Collaboration	Resources, 5-7 min speech
Plus 2 Electives from the following	
Connect with Storytelling	Choose Story, 5-7 min speech
Connect with Your Audience	Unfamiliar Topic, 5-7 min speech
Creating Effective Visual Aids	Create 1-3 visual aids, 5-7 min speech
Deliver Social Speeches (part a)	Social Speech Basics Resource, 3-4 min speech
Deliver Social Speeches (part b)	3-4 min speech
Effective Body Language	5-7 min speech
Focus on the Positive	Record moods for two weeks, 5-7 min speech, project completion form
Inspire Your Audience	5-7 min speech
Make Connections Through Networking	Resources, 5-7 min speech
Prepare for an Interview	Resources, 5-7 min speech
Understanding Vocal Variety	5-7 min speech
Using Descriptive Language	5-7 min speech
Using Presentation Software	Develop Presentation Slides, 5-7 min speech
LEVEL 4	
Motivate Others	Resources, 5-7 min speech
Plus 1 Elective from the following	
Building a Social Media Presence	Establish/Enhance Social Media, 5-7 min speech
Create a Podcast	Record 60 min podcast, 2-3 min speech
Manage Online Meetings	Resources, 20-25 min meeting
Manage Projects Successfully (part a)	Resources, 2-3 min speech
Manage Projects Successfully (part b)	5-7 min speech
Managing a Difficult Audience	Role Play, 5-7 min speech
Public Relations Strategies	PR Strategy, 5-7 min speech
Question-and-Answer Session	5-7 min speech, Q and A
Write a Compelling Blog	Resources, 2-3 min speech
LEVEL 5	
Lead in Any Situation	Serving in leadership (6 mo), 360, 8-10 min speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
Ethical Leadership	Ethical Framework, Panel Discussion
High Performance Leadership	Complete a Leadership Project using HPL guidelines.
Lessons Learned	Resources, 5-7 min speech
Moderate a Panel Discussion	Resources, 20-40 min Panel Discussion
Prepare to Speak Professionally	Worksheet, 18-22 min Keynote Speech

Visionary Communication

Title	Project
LEVEL 1	
Ice Breaker	4-6 min speech
Evaluation and Feedback (part a)	5-7 min speech
Evaluation and Feedback (part b)	5-7 min speech
Evaluation and Feedback (part c)	2-3 min evaluation
Researching and Presenting	Resources, 5-7 min speech
LEVEL 2	
Introduction to Toastmasters Mentoring	5-7 min speech
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech
LEVEL 3	
Develop a Communication Plan	Write a Communication Plan, 5-7 min speech
Plus 2 Electives from the following	
<i>Active Listening</i>	<i>Table Topics Master</i>
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>
<i>Effective Body Language</i>	<i>5-7 min speech</i>
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>
LEVEL 4	
Communicate Change	Develop Plan for Communication Change, 5-7 min speech
Plus 1 Elective from the following	
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>
<i>Manage Projects Successfully (part b)</i>	<i>5-7 min speech</i>
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A</i>
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>
LEVEL 5	
Develop Your Vision (part a)	Detailed Vision, 5-7 min speech
Develop Your Vision (part b)	5-7 min speech
Reflect on Your Path	TM Journey Resource, 10-12 min speech
Plus 1 Elective from the following	
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>
<i>High Performance Leadership</i>	<i>Complete a Leadership Project using HPL guidelines.</i>
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>