

Competent Leader Manual

PROJECT GUIDE

During the course of each Toastmaster meeting you will have the opportunity to practice ONE of the following roles during each meeting. Check the box in front of the section of the project you have completed. When your entire project is completed, have your Vice President of Education sign off that completed project in the back of your manual. Have FUN!

Projects

1. Listening and Leadership: Serve **THREE of four**

Evaluator

Project Complete

Table Topics Speaker

Ah Counter

Grammarian

2. Critical Thinking: Serve **TWO of three**

Evaluator

Project Complete

Grammarian

General Evaluator

3. Giving Feedback: Serve **ALL THREE**

Evaluator

Project Complete

Grammarian

General Evaluator

4. Time Management: Serve as **TIMER and **ONE** of the remaining four roles**

Timer

Project Complete

Toastmaster

Speaker

Grammarian

Table Topics Master

5. Planning and Implementation: Serve **THREE of the four**

Speaker

Project Complete

General Evaluator

Toastmaster

Table Topics Master

6. Organizing and Delegating: serve **ONE of the six**

- Help Organize a Club Speech Contest
- Help Organize a Club Special Event
- Help Organize a Club Membership Campaign/Contest
- Help Organize a Club Public Relations Campaign
- Help Produce a Club Newsletter
- Assist the Club Webmaster

Project Complete

7. Developing Your Facilitation Skills: Serve any **TWO of the four**

- Toastmaster
- General Evaluator
- Table Topics Master
- Befriend a Guest at a Club Meeting

Project Complete

8. Motivating People: Serve **THREE of the five where **ONE** is either a Chair of a Club Membership Contest OR Club Public Relations Campaign**

- Membership Campaign/Contest Chair **OR**
- Public Relations Campaign Chair

Project Complete

AND **TWO MORE OF THE FOLLOWING**

- Toastmaster
- Evaluator
- General Evaluator

9. Mentoring: Serve **ONE of the three roles**

- Mentor a new Member
- Mentor an Experienced Member
- Guidance Committee Member for Someone Who is Working on a High Performance Leadership Project

Project Complete

10. Team Building: Serve as **Toastmaster AND General Evaluator**

- Toastmaster **AND**
- General Evaluator

Project Complete

OR **ONE of the following**

- Club Membership Campaign/Contest Chair
- Club Public Relations Campaign Chair
- Club Speech Contest Chair
- Club Special Event Chair
- Club Newsletter Editor or Webmaster