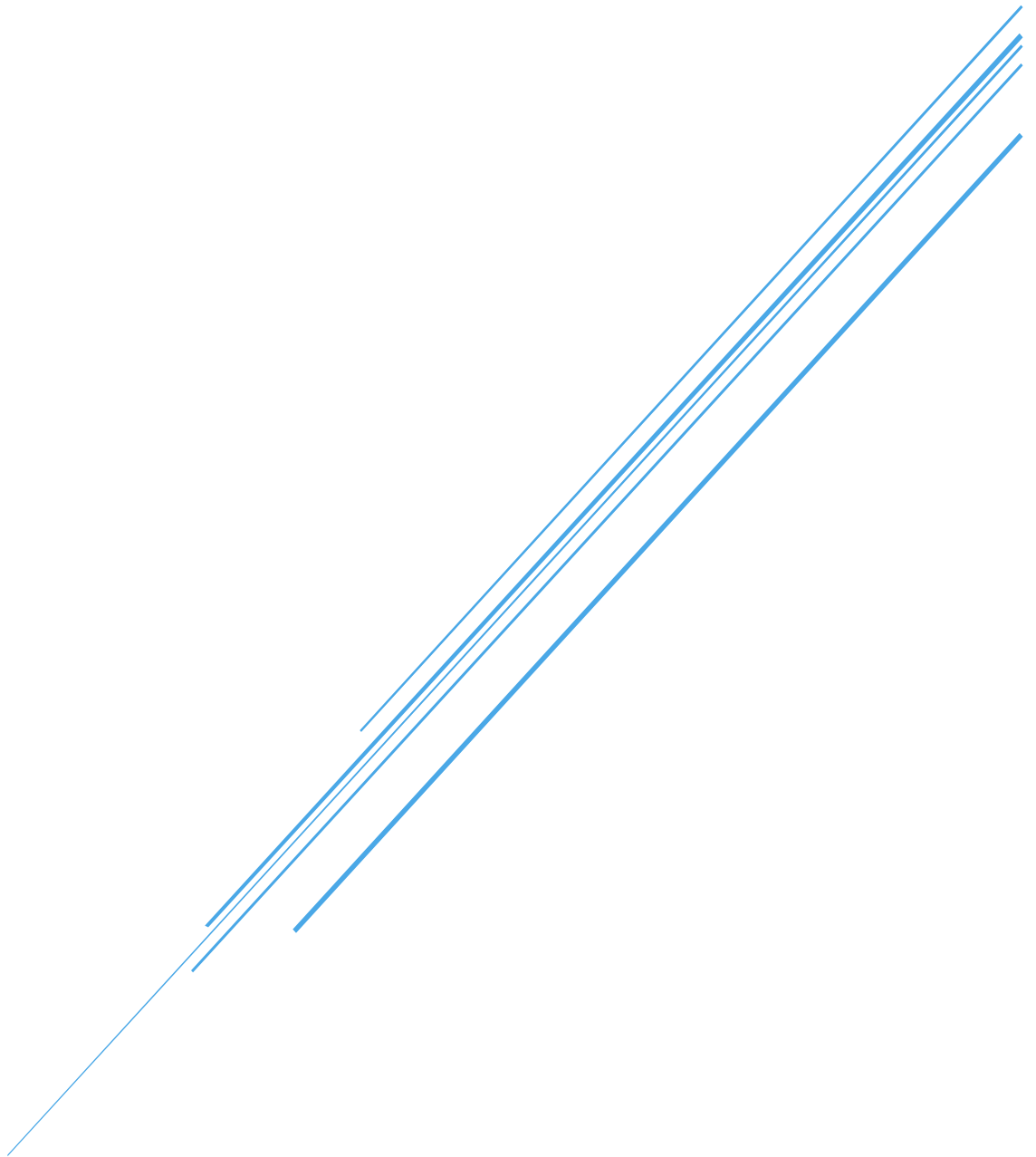


WELCOME TO PATHWAYS

New Member Information Manual



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INTRODUCTION

Welcome to Pathways. 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:



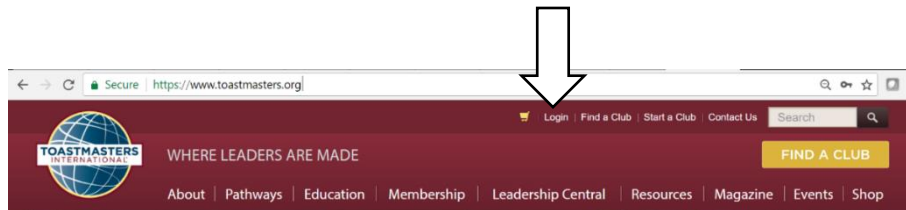
To get started, you need to sign up to **Pathways**.

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

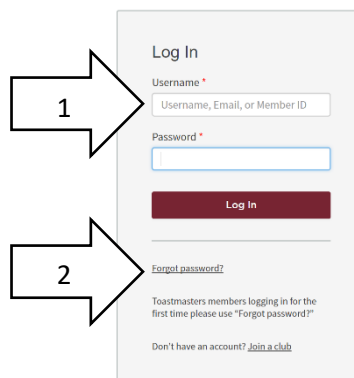
Logging into Toastmasters International Web Site

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?**



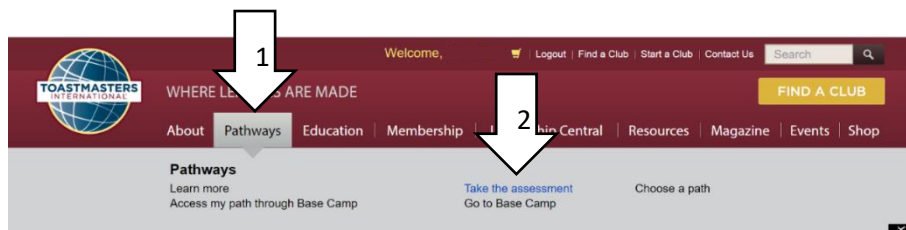
You will be sent an email with a temporary password.

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**.

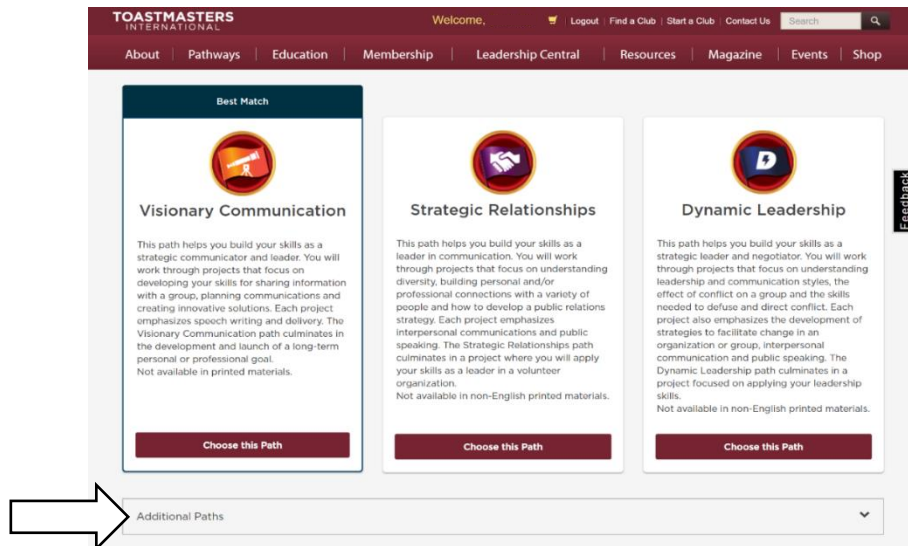
You will then be asked a series of questions aimed at gauging your goals, current skills and interests.

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.

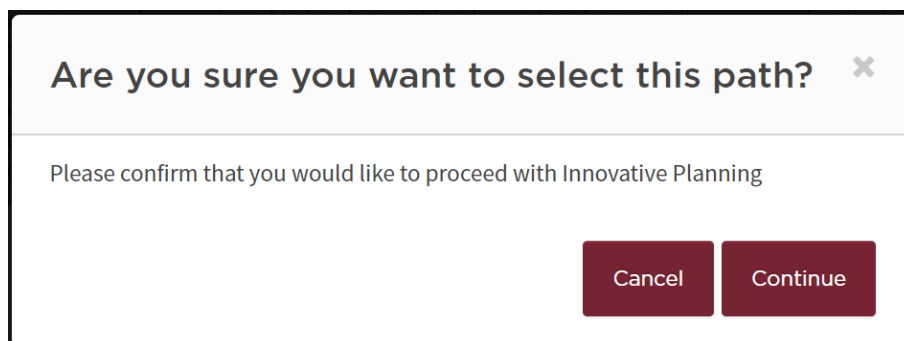
You can also have a read of the descriptions of all of the other paths by clicking on the Additional Paths link under the recommended paths.

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.



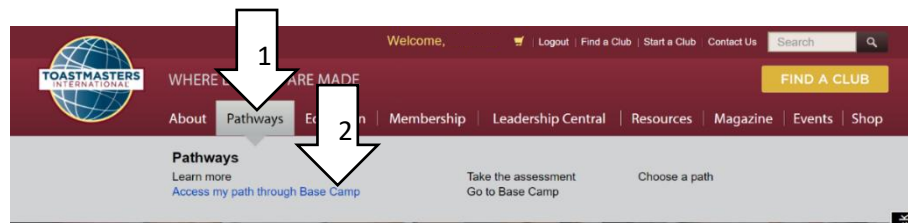
Click on **Continue** if you are happy with your choice or **Cancel** to return to the previous screen.

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

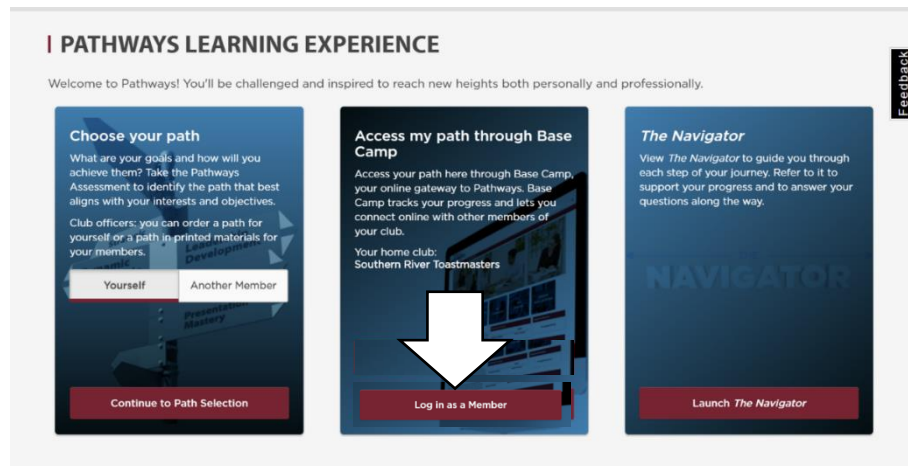


Getting Started on your First Path

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.



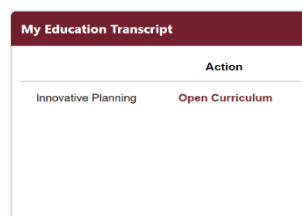
Then choose **Log in as Member** in the **Access my path through Base Camp** section.



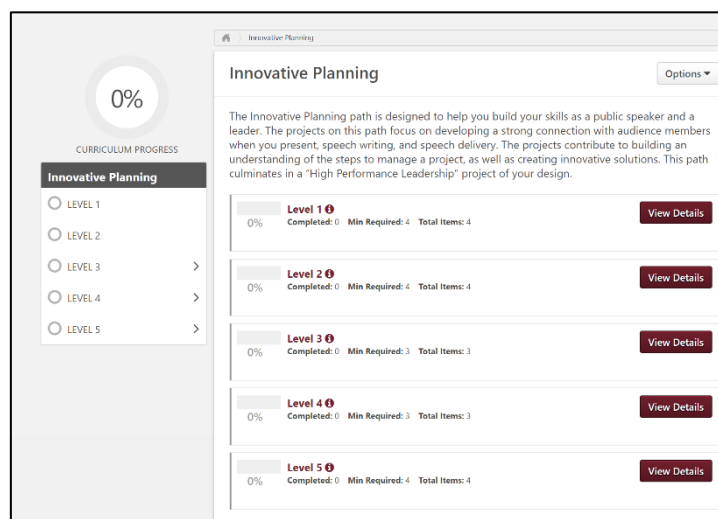
Note:

If you receive a message saying **Please disable your pop-up blocker**, you will need to do this before you can continue with the instructions in this manual.

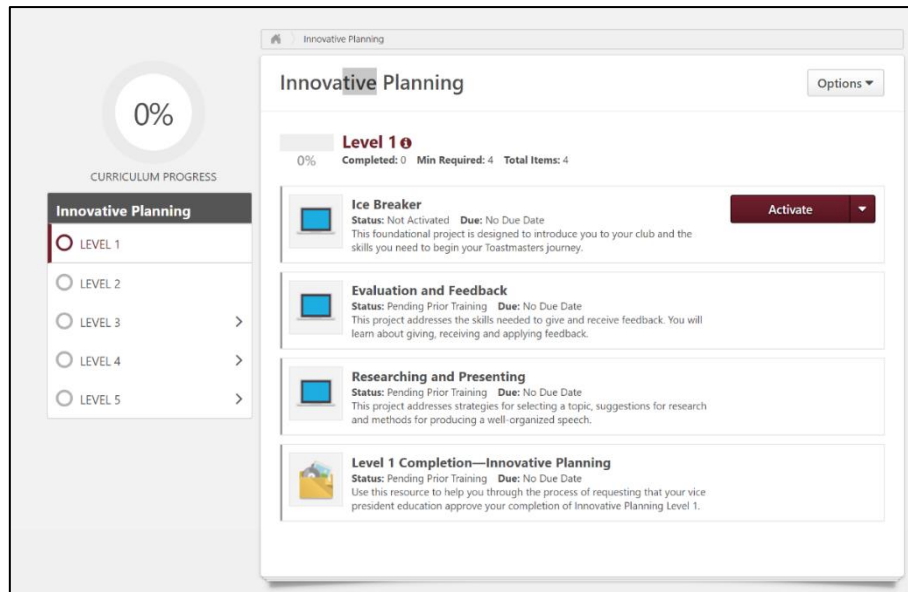
In the **My Education Transcript** box at the bottom of the screen you will see the path that you have signed up for. For example, if you signed up for **Innovating Planning** you would see:



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



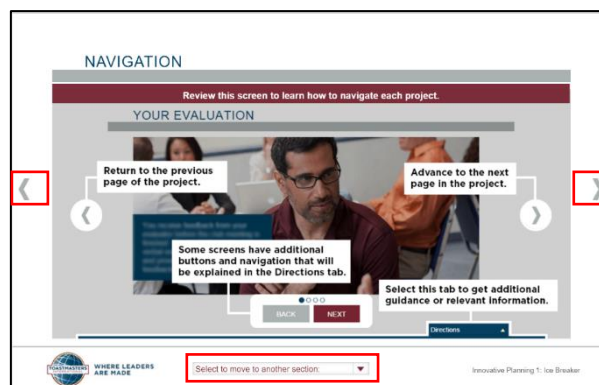
Click on **View Details** next to **Level 1** to get started.



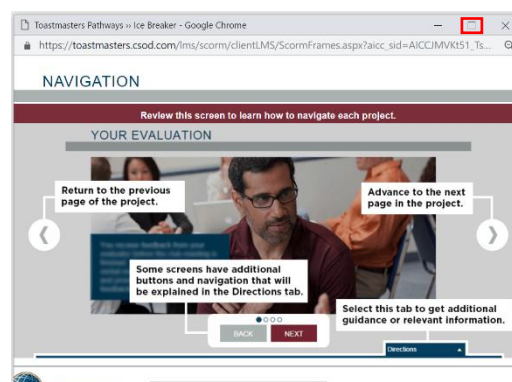
The first project in all Paths is an Ice Breaker, click on the **Activate** (or **Launch**) button to display the training materials for the **Ice Breaker**.

Note:

When the pop-up screen is displayed, it may need to be resized as you need to be able to see the navigation options as shown below:



If you can't see these items, then you need to resize the screen. To do this:
Click on the maximise button at the top of the pop-up.



This screen will then open up over the top of the internet browser screen. When you have finished with the learning material, you can click on the X next to the maximise button to close it.

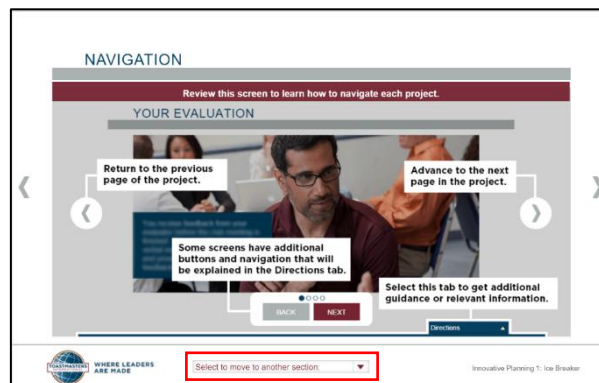
Your First Speech

The first speech that you do under Pathways is the Ice breaker speech. This is generally a speech aimed at introducing yourself to your Toastmasters club. As you work through the online information you will be given guidance about how to prepare for this speech.

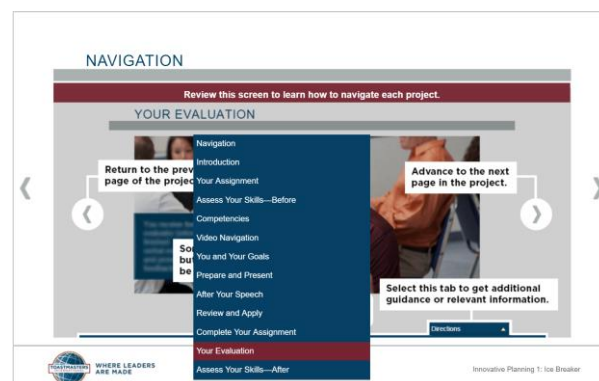
Helpful Hint:

There is a very good worksheet that is provided to help you prepare this speech. It is recommended that before you start this section, you print this worksheet out and use it to jot down notes on. There is also a copy later in this manual.

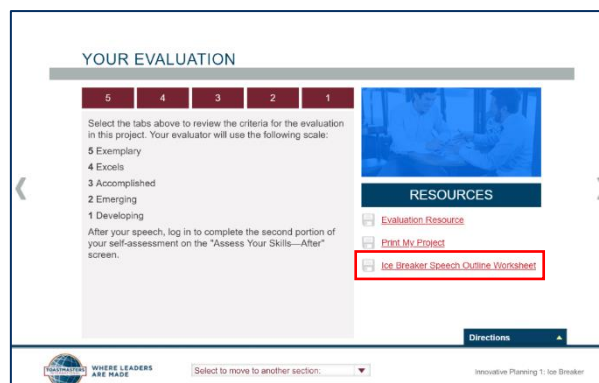
This worksheet can be access by clicking on the **Select to move to another section:** drop down arrow on the screen that pops up after launching the Project.



Then choose **Your Evaluation**



This will allow you to access the **Ice Breaker Speech Outline Worksheet** link.



The document should open up in another screen and for most computers right mouse clicking on the document will allow you to print it. That screen can then be closed and you can return to the start of this project by clicking on the **Select to move to another section** link again, and choosing **Introduction**.

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.

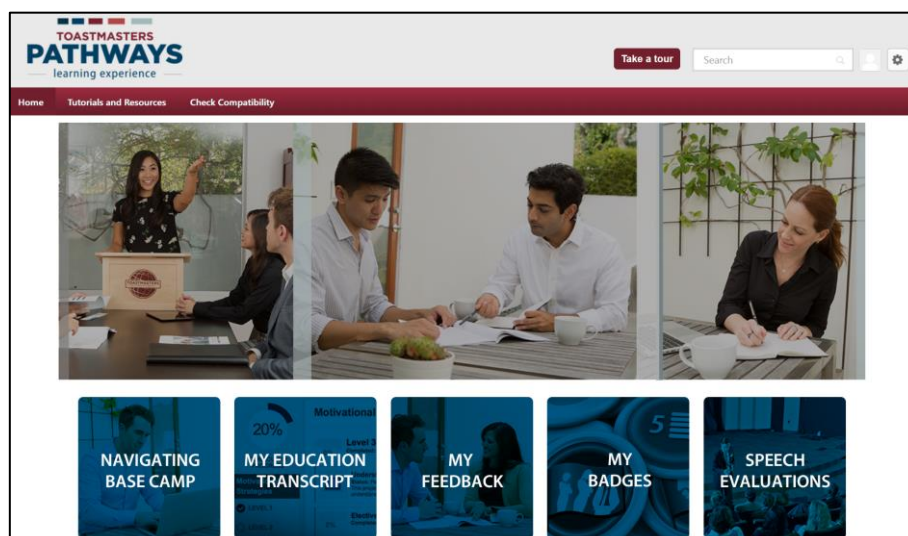
Please note, on the night you are scheduled to speak, please ensure that you **print out and bring the evaluation form with you**.

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.

If you didn't save the Evaluation form when you worked through the project you can access it via the Evaluation Portal:

After you have logged in to the Pathways portal as a member

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

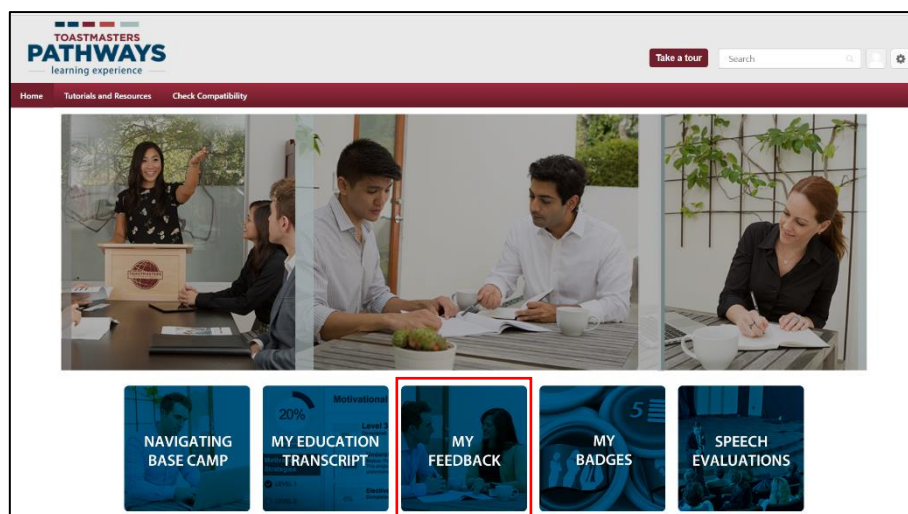
The form will then display in a new window, and can be printed from most browser by right mouse clicking on the form and choosing print.

Uploading the Evaluation Forms

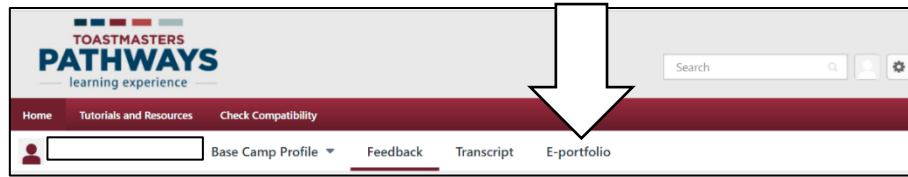
Congratulations on completing your first speech. The evaluation form can be uploaded so that you can refer to it in the future. You will first need to take a photo of your evaluation form or scan it so that it's in electronic format.

Log into Toastmasters International website and choose **Pathways** and choose **Access my path through Base Camp** and then **Log in as Member**.

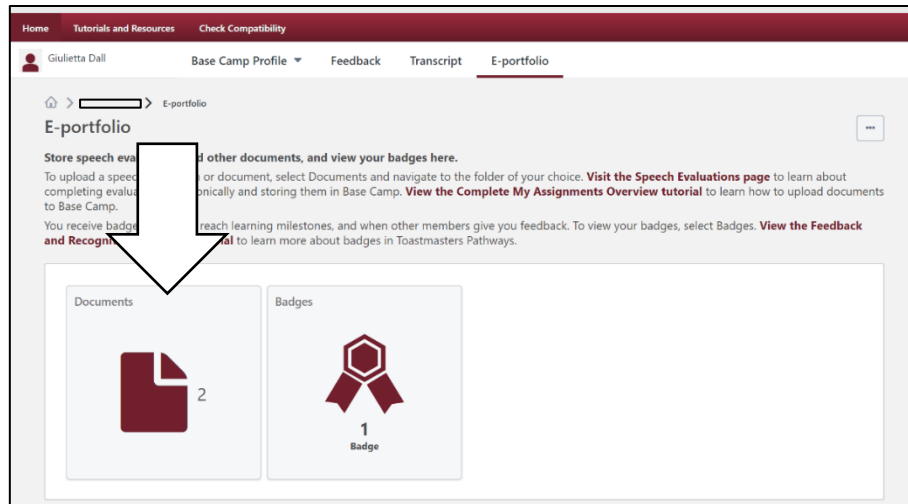
Click on **My Feedback**



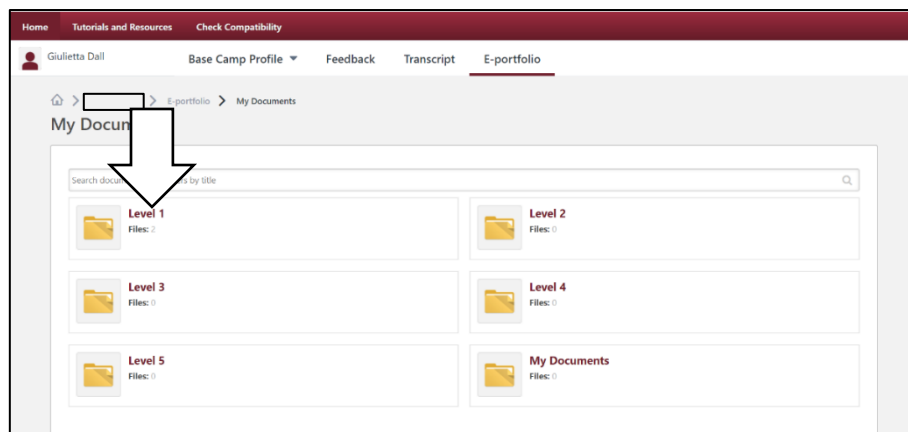
Choose E-Portfolio



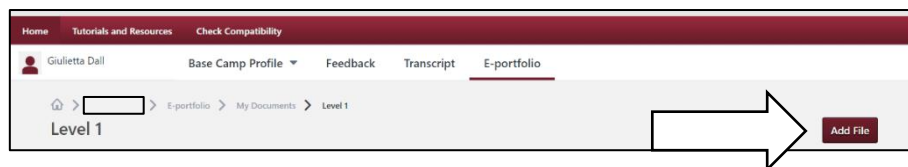
Click on Documents



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.

Finishing the Project

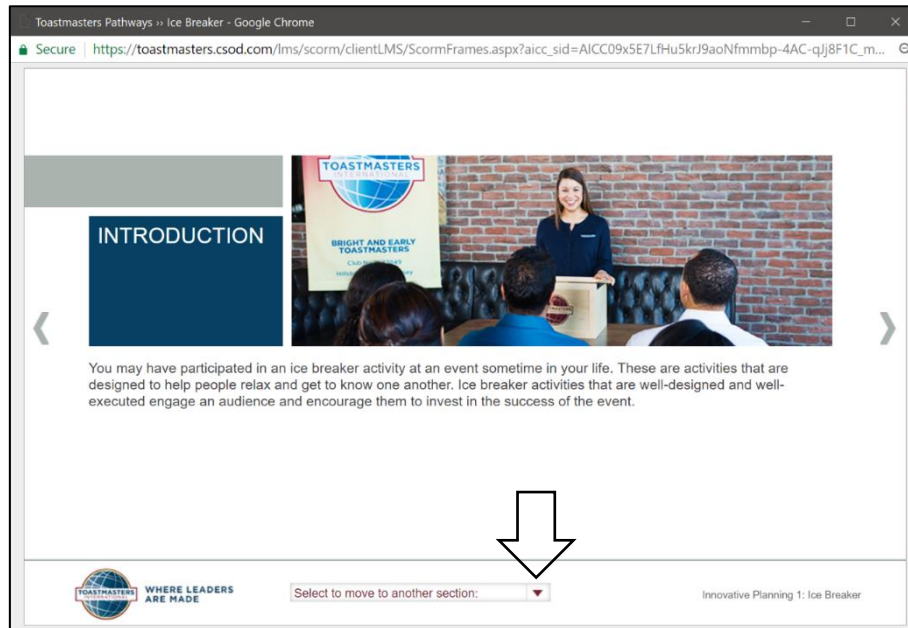
After your speech you need to log back into your project and do another self-assessment. To do this log into **Pathways** and choose **Access my path through Base Camp** section and then **Log in as Member**.

Click on your path in the **My Education Transcript** box at the bottom of the screen:

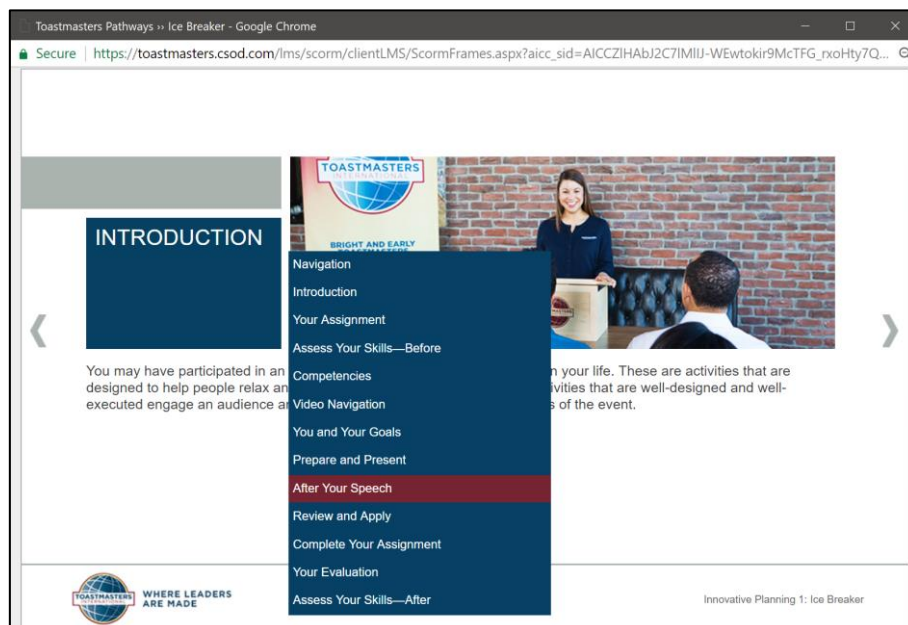
Then click on **Open Curriculum**, the levels in your path will be displayed.

Click on the **Launch** button next to the Ice Breaker Project to open it.

In the popup window click on the drop-down arrow next to **Select to move to another section**



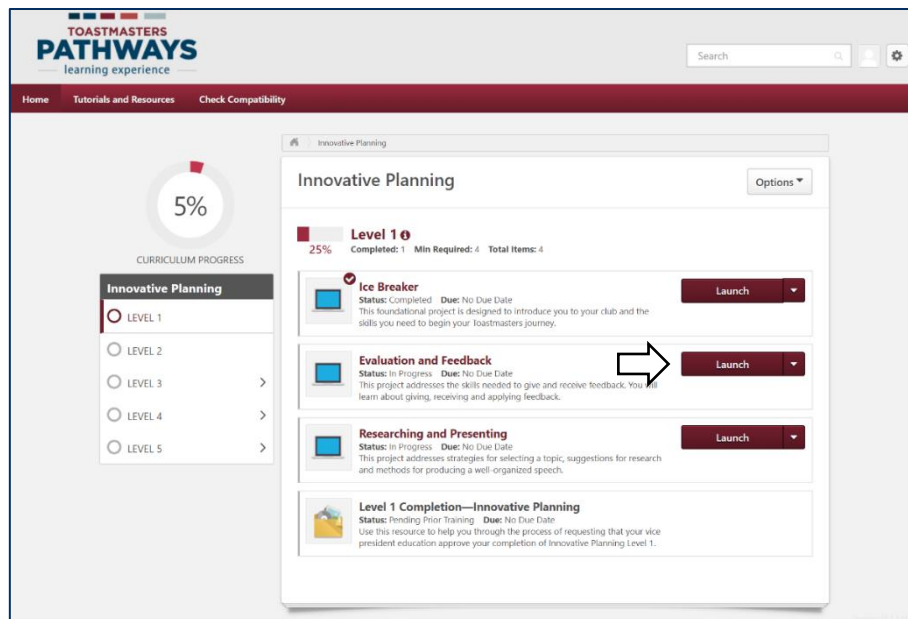
Choose **After your speech** and work through the rest of the project.



Once you have finished, click on the X at the top of the screen to close the pop up.

Moving onto the Next Project

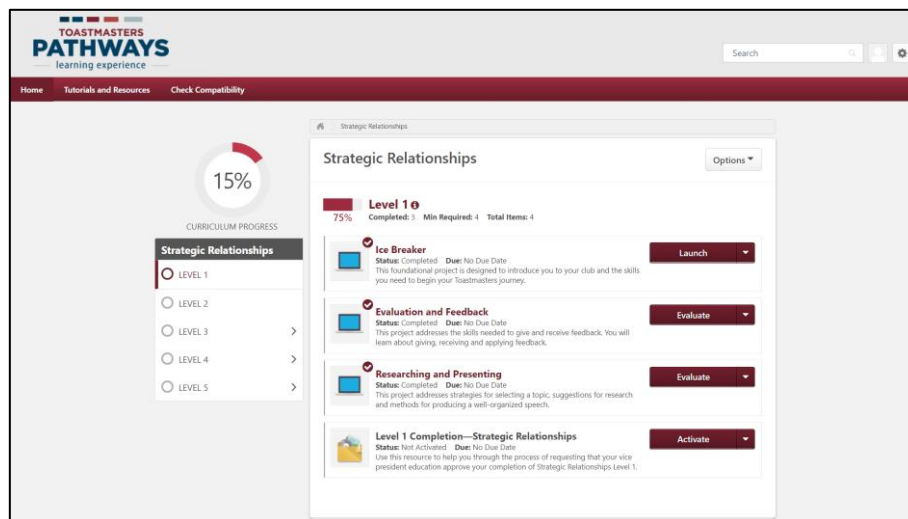
In your Path screen, the Ice Breaker project should be ticked (congratulations) and you can move onto the next project. Click on the **Launch** button to the right of **Evaluation and Feedback**.



Continue doing this for all projects in Level 1.

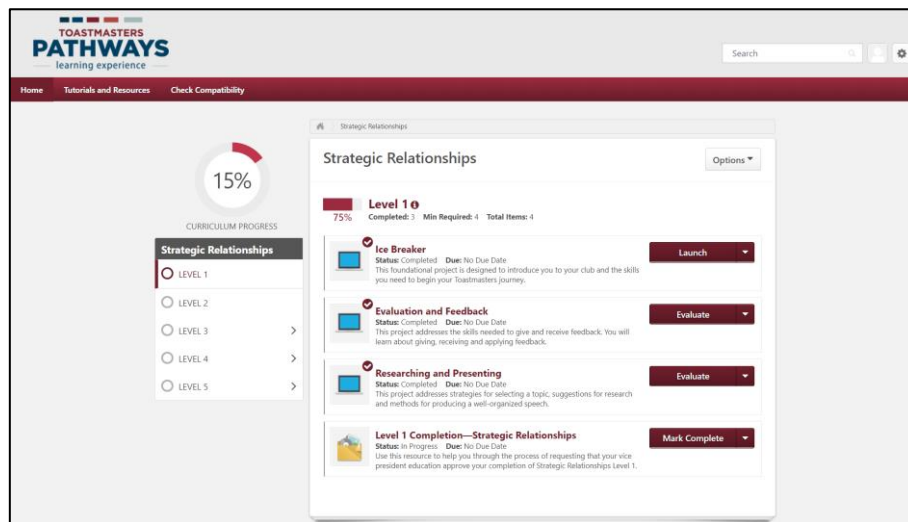
Submitting a Level Completion Request

Once you have finished the **Researching and Presenting** project you need to submit a **Level Completion Request** which, when approved, will enable you to move onto the next Level.

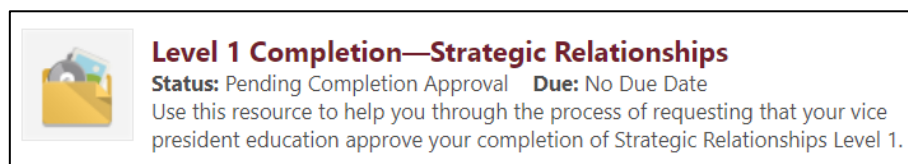


To do this, firstly, ensure that all of the project have the ticks, then click on the **Activate** button next to the **Level 1 Completion** icon. The button will change to say **Launch**. Click again on this button.

The popup window will open, telling you the next thing to do is to click on the **Mark Complete** button



Once you've clicked on this button. The message will change to advise you that the request is pending.



Once the Level Completion Request has been approved, you will be able to move onto Level 2, by clicking on it on the left.

SPEECH PLANNING WORKSHEET – ICE BREAKER

Use this worksheet to help you plan your Ice Breaker speech.

Note, this is based on the worksheet that is available for download at the end of the Ice Breaker educational information on Pathways. Similar forms are available for all projects in Level 1.

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

Ice Breaker Speech Worksheet

Use this outline to help you organize the information you want to include in your speech.

Speech Title: _____

About Yourself/Main Points

List two to four things about yourself that you would like fellow club members to know.

Reasons for Joining Toastmasters (Optional)

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

Opening

A. Greeting

You may thank the Toastmaster and acknowledge fellow Toastmasters and guests. You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

B. Capture audience interest

Begin with something about yourself that will capture the interest and attention of the audience.

C. Introduce yourself

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

D. Transition

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

Body**A. Main point 1**

Use some of the About Yourself/Main Points from page 1the start of this worksheet.

B. Transition

This is a sentence or two that connects main point 1 with main point 2.

C. Main point 2

D. Transition

E. Main point 3

F. Transition

Signal that the conclusion of the speech is approaching.

Conclusion**A. Restate the main points of your speech**

B. Close with impact

SPEECH FUNDAMENTALS

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



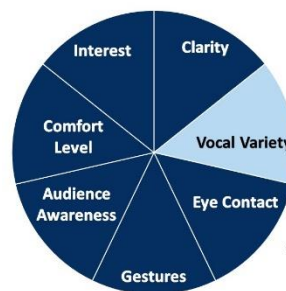
Each of these are explained briefly below, but please feel free to discuss these with your mentor as well. Remember, this is a learning process and it will take time to master all of the different elements. Often it is best just to focus on one or two each speech, rather than trying to remember everything.



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.

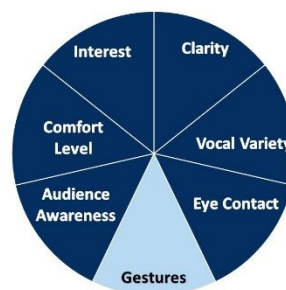
- Varies tone – not monotone
- Varies speed of speaking
- Varies volume as appropriate
- Choose words that inspire passion
- Pause for emphasis



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 emphasise 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

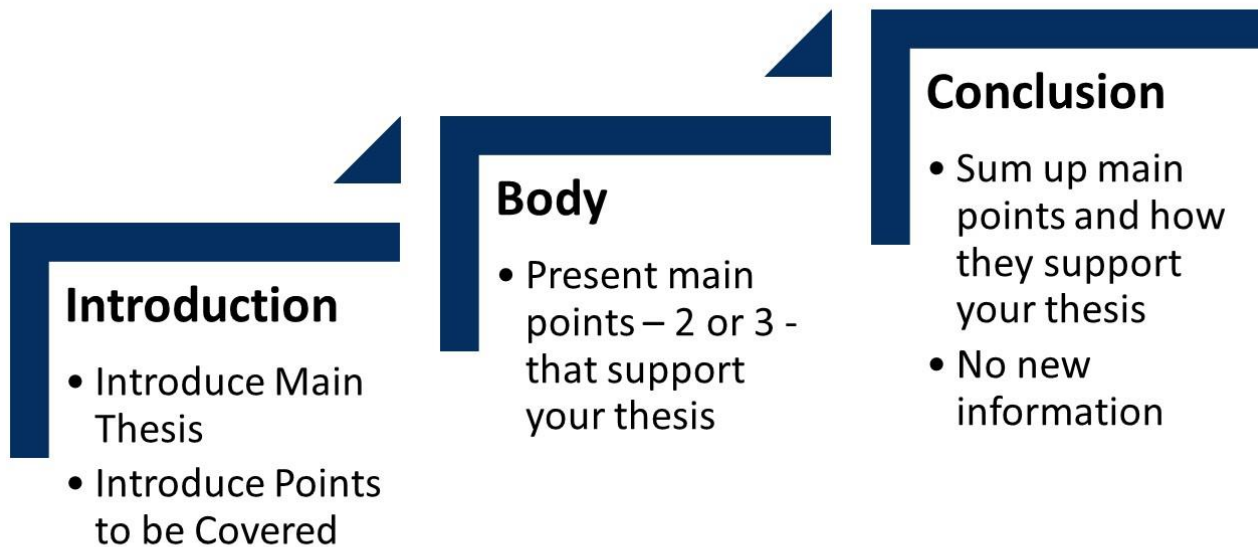


Interest
 Engages audience with well constructed speech.

- 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:

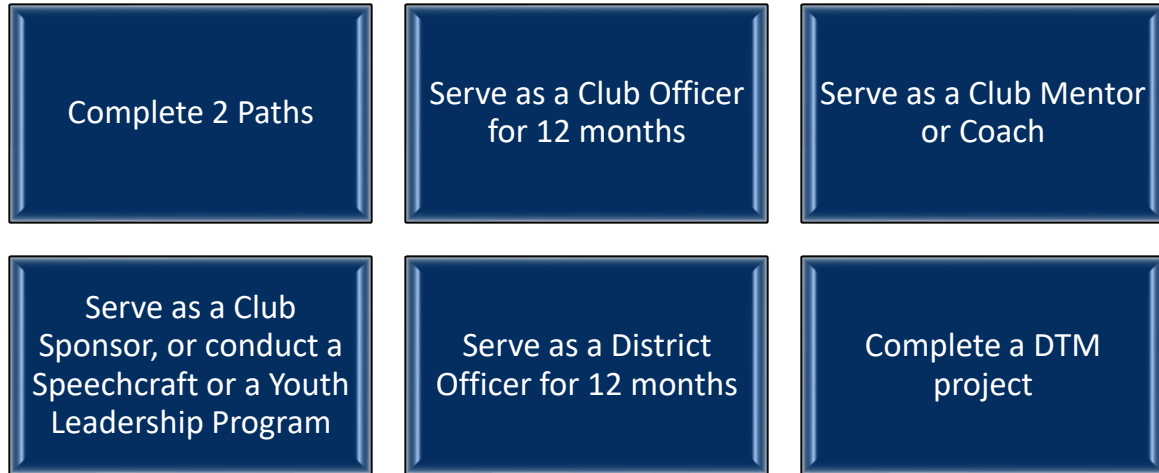


You will be introduced to these concepts as you work through Pathways, but this is just to give you a bit of a head start.

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	
<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	
Motivate Others	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 (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	
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	
<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>

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	
<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>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	
Managing a Difficult Audience	Role Play, 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>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	
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	
<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>

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	
<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	
Motivate Others	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>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>

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>