

## CHECKLIST – COMPETENT LEADER MANUAL

### **Project 1: Listening & Leadership**

**Serve as 3 of the following:**

- Speech Evaluator
- Table Topics Speaker
- Ah Counter
- Grammarian

### **Project 2: Critical Thinking**

**Serve as 2 of the following:**

- Speech Evaluator
- Grammarian
- General Evaluator

### **Project 3: Giving Feedback**

**Serve as the following 3:**

- Speech Evaluator
- Grammarian
- General Evaluator

### **Project 4: Time Management**

**Serve as Timer and 1 other role**

- Timer (Required)
- AND choose 1 additional role:
- Toastmaster
  - Speaker
  - Grammarian
  - Table Topics Master

### **Project 5: Planning & Implementation**

**Serve as 3 of the following:**

- Speaker
- General Evaluator
- Toastmaster
- Table Topics Master

### **Project 6: Organizing & Delegating**

**Complete 1 of the following:**

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

### **Project 7: Developing Your Facilitation Skills**

**Serve as/ complete 2 of the following:**

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

### **Project 8: Motivating People**

**Serve as 3 of the following; Required: either Chairman of a Club Membership Contest OR Chairman of a Club Public Relations Campaign. Both can be done.**

- Club Membership Campaign or Contest Chairman (**Required or PR Chairman**)
- Public Relations Campaign Chairman (**Required or Membership Chairman**)
- Toastmaster
- Speech Evaluator
- General Evaluator

### **Project 9: Mentoring**

**Complete 1 of the following:**

- Mentor a new member (Help with the 1<sup>st</sup> three speeches, explain meeting roles, help with projects in competent leader manual)
- Mentor an experienced member (Help member develop a new skill; example, adding humor to speeches)
- Serve as a Guidance Committee Member for a member's *High Performance Leadership* Project

### **Project 10: Team Building – 2 Choices**

**Serve as both in two separate meetings:**

- Toastmaster, and
- General Evaluator

**OR Complete 1 of the following:**

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