

Success Leadership and Success/Communication Programs

Service as coordinator for the following:

Program	Date Completed	Registration Number*
✓ Speechcraft	_____	_____
✓ How to Listen Effectively	_____	_____
✓ Parliamentary Procedure in Action	_____	_____
✓ How to Conduct Productive Meetings	_____	_____
✓ The Art of Effective Evaluation	_____	_____
✓ Mental Flexibility	_____	_____
✓ The Power of Ideas	_____	_____
✓ Characteristics of Effective Leaders	_____	_____
✓ Developing Your Leadership Skills	_____	_____
✓ From Speaker to Trainer	_____	_____
✓ Improving Your Management Skills	_____	_____
✓ Working in the Team Environment	_____	_____

*Registration Number will be provided by TI upon completion

Coach

Coached a new member with the first three manual projects.

Offices Held

Service from July 1 through December or January 1 through June 30 in the following Club Office:

Office	Date Attended Training	Date Served	Date Helped Prepare Club Success Plan
✓ President	_____	_____	_____
✓ Vice President Education	_____	_____	_____
✓ Vice President Membership	_____	_____	_____
✓ Vice President Public Relations	_____	_____	_____
✓ Secretary	_____	_____	_____
✓ Treasurer	_____	_____	_____
✓ Sergeant at Arms	_____	_____	_____

Order your materials from: toastmasters.org

Visit the District 82 website
<http://www.t82.org/PocketGuides.htm>
 and download your own copy of this Pocket Guide.

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The Better Speaker Series

Conducted the following programs:

Date Completed

✓ 270 - Beginning Your Speech	_____
✓ 271 - Concluding Your Speech	_____
✓ 272 - Take the Terror out of a Talk	_____
✓ 273 - Impromptu Speaking	_____
✓ 274 - Selecting Your Topic	_____
✓ 275 - Know Your Audience	_____
✓ 276 - Organizing Your Speech	_____
✓ 277 - Creating an Introduction	_____
✓ 278 - Preparation and Practice	_____
✓ 279 - Using Body Language	_____

The Successful Club Series

Conducted the following programs:

Date Completed

✓ 290 - Moments of Truth	_____
✓ 291 - Finding New Members for Your Club	_____
✓ 292 - Evaluate to Motivate	_____
✓ 293 - Closing the Sale	_____
✓ 294 - Creating the Best Club Environment	_____
✓ 295 - Meeting Roles and Responsibilities	_____
✓ 296 - Mentoring	_____
✓ 297 - Keeping the Commitment	_____
✓ 298 - Going Beyond Our Club	_____
✓ 299 - How to be a Distinguished Club	_____
✓ 300 - The Toastmasters Education Program	_____

The Leadership Excellence Series

Conducted the following programs:

Date Completed

✓ 311 - The Visionary Leader	_____
✓ 312 - Developing a Mission	_____
✓ 313 - Values and Leadership	_____
✓ 314 - Goal Setting and Planning	_____
✓ 315 - Delegate to Empower	_____
✓ 316 - Building a Team	_____
✓ 317 - Giving Effective Feedback	_____
✓ 318 - The Leader as Coach	_____
✓ 319 - Motivating People	_____
✓ 320 - Service and Leadership	_____
✓ 321 - Resolving Conflict	_____