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Revision: 4.0

Date modified: July 15, 2018

Revision History

Date	Version	Description
12/28/2017	.01	Presented to HarborLites Toastmasters Club #1927 for initial feedback.
01/03/2018	1.0	Finalized to share with Region 10 leaders at Mid-Year Training.
02/18/2018	1.6	Fixed typos and added a note
03/03/2018	1.7.2	Fixed a few typos and re-write of pages 4 and 40-44
03/13/2018	1.7.3	Fixed spelling and some structural/heading changes
04/07/2018	1.7.4	Rewrite of some text and added new information
04/09/2018	1.7.5	Edited Page 44 + another fix - 04/14/18
04/18/2018	2.0	Edited Page 7 Dynamic Leadership (DL)
04/18/2018	2.1	Edited Page 4, Pages 43, 45 and 46
06/04/2018	2.2	Re-write and re-organized the Guide (also temp re-named)
06/07/2018	2.3	Corrections and title change
06/14/2018	3.0	Re-Write and title change
06/18/2018	3.1	Edited following input from people at LACE, especially Barbara Stickler and time, editing and other Assistance from Frannie Stein
06/19/2018	3.2	Major editing and re-writing - Charlotte & Frannie
06/30/2018	3.3	Another major re-write - ready for Proofing and Editing by others
07/05/2018	3.4	Proofing and Editing done by everyone listed below
07/06/2018	3.5	More editing with special help from Dr. Diana Dee, DTM
07/07/2018	3.5.2	Editing of Page 19 and some small details
07/15/2018	4.0	Fix of typo of page #s, some added forms, etc. Thanks to help from those listed below AND help from Pres. of LIFO Club, Dove Street, Alliant Achievers and others at recent Toastmasters meetings

Acknowledgments:

There are many people who have contributed to the development and editing of this document. This list continues to grow and this document continues to grow.

Diana Dee, DTM - District Director Lori Shapiro, DTM - Program Quality Director Norm Stein, DTM - Pathways Education Chair Frannie Stein, DTM - Editor

All members in the Founders District.

Diane Brown, DTM - Pathways Mentor Lee Lance, DTM - Advisor Edward Hill, DTM - Advisor HarborLites Members and **many** other club's members.

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Chapter 1. INTRODUCTION

This booklet is a guide created to provide a consolidated reference for club members and club leaders to help them better understand the components and flow of the Pathways Learning Experience™.

Screenshots and much of the content has been taken directly from Pathways materials and adapted for this guide. It will help members to navigate through the software and understand the requirements of the 10 Paths, their five Levels, including each level's Projects and Assignments.

Testing the Material

Since September 2017, I've been presenting information to leaders and members in Founders District. On June 8th, HarborLites was again a test club. The participants in this "test" were Right to Left:

Steve Emahiser, 3 years - Photographer: not pictured Paul Reynolds, 23 years, Shelly Barack, 4 months Norm Stein, 25 years, Diane Brown, Pathways Mentor Dr. John Strong, 31 years, Frannie Stein, 25 years Ken Rodriguez, 1 week, Kyle Urfer, guest

1st visit to a Toastmasters meeting **Charlotte Drake**, 15 years speaker (not in picture)

As happens in a Toastmasters meeting, it is the members, their response, and their feedback that me to learn! After this meeting I went back to the drawing board for another re-write. Thanks again Harbor-Lites Members! The next week at LACE Officer's Training. (LACE = Toastmasters Learning Institute) I spoke about Pathways with many people. I was inspired to re-write again. It is a work in progress.

The Challenge for All Members

Lori Shapiro, our PQD, has given Diane Brown and me the task of being Founders District Pathways Mentors. The assignment is to achieve the goal of 100% of our members working Pathways. We have discussed the challenge starting new members on Pathways and at the same time supporting and retaining members who have been active prior to Pathways. From these faithful members there has been some grumbling with the challenge of change. The "Pre-Pathways" members have been happy with the way Toastmasters has worked for them. Some "Pre-Pathways" members are wondering" is the change worth the effort? To guard against discouragement, disengagement from Toastmasters, the author began working on a simplified approach to Pathways.

The arrival of visitor Kyle to our club gave rise to the questions about all clubs: How do visitors view the "energy" of the members? Do the current members have a positive attitude about the changes? How many current members are able to mentor new members?

What needs to be done, right now? The answer: Each-one-Teach-one! This simply one-on-one individual tutoring/mentoring commitment asks that, as



HarborLites Club #1927 - founded 1952 - Meeting - 06/08/2018, Costa Mesa California. Presentation and Discussion of Revision 2.3

many members as possible, simply "login" to Pathways, choose a Path and do Level 1 (which is 4 speeches and 1 evaluation.) Once you have experienced success getting to and through Level 1, then you will be able to mentor one other member to do the same thing. With this "Each-one-Teach-one" outreach, we will experience a 'domino effect'/chain reaction: your completion of Level 1, on the Path you choose, will set off a chain of similar events. Before long everyone will have had a successful experience and will be able to help other to have a positive experience in Pathways.

Every club needs eight new members every year. Every club needs mentors for these members. Will clubs continue to have the same "spirit" they had before Pathways? Will the members have a positive approach to helping members reach their personal goals? This is a call for experienced members who have been in Toastmasters for a number of years to remain steadfast. You are needed to share your knowledge, experience, wisdom and judgment. I am lifted by Albert Einstein's word to the wise: "Life is like riding a bicycle. To keep your balance you must keep moving". Now is the time for "established" members to let go of the past, and move forward to the future. Let others help us get comfortable and work together to enjoy this new learning experience. is for as many members (before the roll-out of Pathways) need to login and do Level 1 - 4 speeches and 1 evaluation. Then, it will be easy to mentor new members.

Setting An Example



This mentoring/ tutoring is what I hope will be happening in all clubs. Both **Shelly**, a member for only **4 months**, and **Paul** a member for **23 years** have completed **Level 1**.

Now it is time for Shelly and Paul to help another become comfortable reaching and completing Level 1. Each-one-Teach-one. YOU are the ones who can do it. You can make the changes that are needed for successful clubs!

Toastmasters is Needed!

Toastmasters clubs are needed even more than ever in this era of Xbox, Tablets, Phones. People are not developing "soft skills", the people-to-people communication skills. These "soft skills" include your words, your tone (vocal variety), your eye contact (connecting), your facial expressions, your body language, your message, your story, your ability to engage with others.

What opportunities are available to give people practice, support and encouragement in becoming better communicators and leaders? Yes, there are some excellent programs out there. But none that are ongoing and at such an affordable price! Toastmasters offers a safe place to keep practicing and practicing ... speaking and *listening*. The second most important thing to learn is how to listen! *Communicating and Listening* are the two most important activities required to be valuable in human society. Here are some facts that count. You will remember and learn:

10% of what you read

20% of what you hear

30% of what you see

.....50% of what you see and hear

.....70% of what you discuss

.....80% of what you experience

This is WHY Toastmasters meetings are important! When you attend a meeting, you will remember 50%. just by being there.

When you are an **evaluator**, chances are **you will remember 70%.**

When you are a **speaker**, between the doing and input from the evaluations chances **are you will remember 80%** of the purpose of your assignment.

If you are new to Toastmasters, it can be a journey like none other you have taken. Like any journey, at first it can be a little bumpy. You have a friendly crew to support you and help you - your club members.

The Good The Bad The Ugly

The GOOD: There are a lot of **excellent** materials that will help with your communication and leadership skills. Like anything, what you put into each assignment will be reflected in how much you learn.

The BAD: The educational materials, although you might consider it a little voluminous, are interesting and helpful. Mechanism used, the software, is BAD. It is not appropriate for Toastmasters needs. It is 2014 *Compliance* Software. You can't see where you are going. There is no way you can plan what you are going to DO. However, this booklet is designed to overcome that problem.

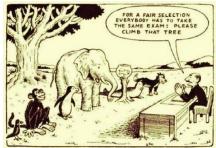
The UGLY: There are a number of inconsistencies and fields that are not usable. An example: a "date due" in *some places* are fields that cannot be filled in and are not relative to what we do. **Solution, for now, just ignore them!**

We Learn In Different Ways

When I first started to study PATHWAYS as a Pathways guide and then when it was finally rolled out, I was really ready to **quit** Toastmasters. I was literally in tears - many times. I was so frustrated, so sad that it appeared I would have to give up my beloved Toastmasters. The members of my club convinced me to stick with it - to find my way through the maze.

HarborLites member Dr. Cynthia Boccara reminded me of the rule of threes. She said; "Charlotte find 3 things you *like.* Then in those things, find 3 things you that will be beneficial to you." *The 3 things I discovered I liked* are explained on the next page - *The 3 Learning Components*. Then within those components, I discovered *many things* that would be helpful for me.

During this period of questioning my continuing with Toastmasters, and the sense of inadequacy it's cumbersome software it caused me to feel, I had a flash of inspiration and encouragement a statement made by an unknown source.



Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will live its whole life believing that it is stupid.

Flashback, followed by a fresh perspective: There were times in my youth that I had to wear a pointed hat, sit on a stool and face the wall. When I was 40, I learned that I have what is called LD, a learning disability. (I prefer the words learning challenge.) Since then I have learned that I actually have four of them. Throughout the years I have observed that almost everyone has at least one challenge; a genetic or environmental challenge. We learn to compensate.

For me, it is essential to be able to plan ahead. Not until I dug deep into Pathways, could I see the entire picture and the procedures, could I move on. This guide is a result of my need to grasp and get a handle on the big picture of Pathways. If you are frustrated or find Pathways confusing, don't worry. It is worth moving on!

In some of my early years I was treated as if I was stupid. Fortunately, I had a very supportive mother and some teachers who allowed me to *learn in my way*. Still, there are times when I am overwhelmed, as I was when I first started on Pathways. I understand how it is for others. I don't want *anyone* to leave or not join Toastmasters because of some confusing software. The things learned, the support of your Toastmasters members are worth staying with it. For some of you, the way the software works will *not be a problem*. However, you may have different challenges. We Learn In Different Ways.

Just remember, do not hesitate to ask questions! The only stupid question is the one you don't ask.

Chapter 2. Overview Descriptions

The 3 Learning Components

Introduction

At first, it may seem a bit overwhelming, even complicated. Once you get into it, you will discover that the *Pathways Learning Experience* is very logical and thorough. There are many tutorials to help you. Although these components are not described, you will see that they are present in the Projects and Assignments and are actually an integral part of the *Pathways learning experience*.

1

Presentation Literacy

Here is an interesting testimonial by a member of a Toastmasters Club in Bethel CT. On their website was an article *The Skill You Need Now: Presentation Literacy.* Then, in the prologue to his *TED TALKS* book, Chris Anderson, head of TED writes:

"There is a new superpower that anyone, young or old, can benefit from. It is called *presentation literacy*. We live in an era where the best way to make a dent in the world may no longer be to write a letter to the editor or publish a book. It may be simply to stand up and say something."

Toastmasters shows you HOW!

2

Contextual Learning

You may have observed that people who join Toast-masters are individuals who want to become better speakers. Many are seeking a purpose and a desire to make a contribution They want to be part of a cause greater and more enduring than themselves. Contextual learning can help bring relevance and meaning to the learning, helping them to relate to the world they live in. You can apply what you are learning to your life, your relationships with family, at work, and in your volunteer/community involvement.

3

Project Management

A project is unique with a specific set of operations designed to accomplish a singular goal. You will see that the *Pathways* helps you to become better at learning how to more effectively and efficiently manage projects. Each path has projects. You will find that every day, in almost everything we do, it is important to learn and use skills needed to do *Project Management*.

The 5 Levels in Each Path Level 1 (L1)

Master the Fundamentals

- ► Ice Breaker
- ► Evaluation & Feedback
- ► Researching & Presenting

Develop or enhance your understanding of the fundamentals needed to be a successful public speaker and evaluator. You'll focus on speech writing and basic speech delivery, as well as receiving, applying and delivering feedback.

Level 2 (L2)

Learning Your Style

- ▶2 Required Projects
- ► Introduction to Toastmasters Mentoring

Develop an understanding of your personal styles and preferences. You'll have the opportunity to identify your leadership or communication styles and preference. You will also be introduced to the basic structure of the Pathways Mentor Program.

Level 3 (L3)

Increasing Knowledge

- ▶1 Required Project
- ▶2 Elective Projects

Note: by the end of Level 3, you need to serve as
Toastmaster + Table Topicsmaster + Evaluator
Begin increasing your knowledge of skills specific to
your path. You'll complete one required project and at
least two elective projects that address your goals
and interests through a wide variety of topics.

Level 4 (L4)

Building Skills

- ▶1 Required Project
- ▶1 Elective Project

Build the skills you need to succeed on your path. You'll have the opportunity to explore new challenges and begin applying what you have learned. You'll complete one required project and at least one elective project.

Level 5 (L5)

Demonstrating Expertise

- ▶1 Required Project
- ▶1 Elective Project
- ► Reflect on Your Path (Required)

In this final level, demonstrate your expertise in the skills you have learned. You'll have the opportunity to apply what you have learned at all levels to accomplish larger projects. You'll complete one required project, at least one elective project and the "Reflect on Your Path" project to bring closure to your path. At the completion of this level you'll become proficient.

The Overview of the 10 Paths

The Focus of the Paths are Presented in Three Groups

Public Speaking Strategic Leadership Management

DYNAMIC LEADERSHIP* (DL)

Focused on Strategic Leadership

This path helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills.

EFFECTIVE COACHING (EC)

Focused on Management

This path helps you build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. This path culminates in a "High Performance Leadership" project of your design.

INNOVATIVE PLANNING (IP)

Focused on Management

This path helps you build your skills as a public speaker and 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.

LEADERSHIP DEVELOPMENT* (LD)

Focused on Management

This path helps you build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.

MOTIVATIONAL STRATEGIES (MS)

Focused on Strategic Leadership

This path helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together - including public speaking.

PERSUASIVE INFLUENCE (PI)

Focused on Strategic Leadership

This path helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This culminates in a *High Performance Leadership* project of your choice.

PRESENTATION MASTERY* (PM)

Focused on Public Speaking

This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery.

STRATEGIC RELATIONSHIPS* (SR)

Focused on Strategic Leadership

This path helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization.

TEAM COLLABORATION* (TC)

Focused on Management

This path helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills.

VISIONARY COMMUNICATION (VC)

Focused on Strategic Leadership

This path helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development & launch of a long-term personal or professional vision.

^{*} These Paths are available in printed materials.

Chapter 3. Start Your Journey

It all starts with you logging on to Toastmasters Website

Go to the Toastmasters International Website www.Toastmasters.org/Login

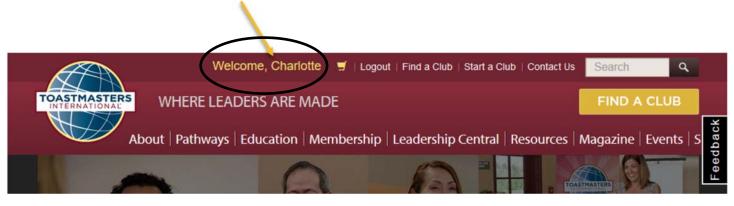
Then Login - Fill In Information

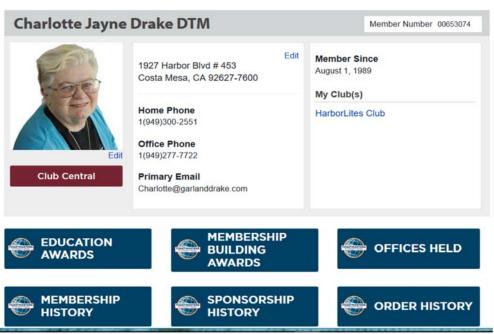
Username - Use the email you have given to Toastmasters)

Password - Fill in

First time users, click on *Forgot Password* link - you will get an email with a temporary Password. Then go back to www.Toastmasters.org/Login - type in the temporary Password. Later, f you want, you can change it.

At this time (or some time) you may want to update your profile. Click on your name



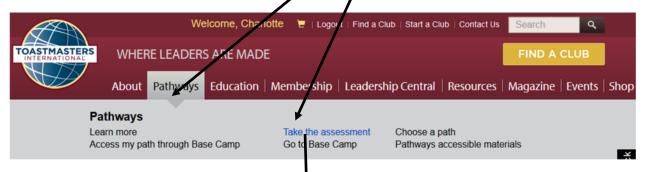


You can add a picture, check your information and update anything that needs to be done.

Also, you may want to look at your Toastmaster History: Awards, Offices Held, Order History, etc.

Steps in Selecting a Path

- 1. When you login to Toastmasters website this what you will see.
- 2. To go to Pathways click on the Pathways Tab. You see the drop down.
- To take the assessment you will select this link: Take the Assessment.



This is what you will see.

Note: If you have taken the assessment, and do not

of a path. Click on the Skip Assessment button-

want to take it again, you can go right to the selection

TAKE ASSESSMENT AND CHOOSE YOUR PATH

Printed **Base Camp** \$20 \$45 (Includes \$25 materials fee) Materials Base Camp is your online gateway to Pathways. Embarking on your Pathways journey through Base Select paths are available in print. Although you will Camp is recommended because it offers full access to have the resources you need to complete your path, the Pathways learning experience and includes: your experience and path options are limited when 10 paths in English and eight other languages* compared to Base Camp. Choosing printed materials offers only partial access to the Pathways learning Customized path recommendation based on your experience and includes: Pathways Assessment results Five paths in English Engaging videos, interactive activities and quizzes Two paths available in eight languages A unique evaluation resource for each project that can be completed and stored electronically A unique evaluation resource for each project Opportunity to earn and give digital badges Full-color, professionally bound materials Ability to share feedback online Standard shipping (with applicable fees) *If you plan to work in a path in any language other than English, Note: You will not be able to take the Pathways Assessment or it is highly recommended that you use Base Camp. This way, you have access to your path online. can choose from all 10 paths as opposed to two. Take Your Assessment **4.** Click the Take Your Assessment button. Even if you just want to pick a Path without taking the learning experience assessment, you need to click this button. 5. Click the down arrow here and select the language. Pathways Assessment **6.** Now the **Start** button will be activated. Click on it. er the following questions to identify the path pment goals. Your answers will remain confidential

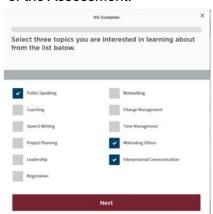
■ Your answers will remain completely confidential.

assessment again when you return to place your order

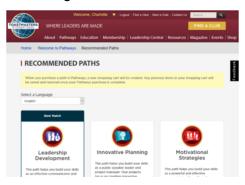
Skip Assessment

at if you complete the assessment but do not select a path, you will be required to take the

7. This is the beginning of the Assessment.



8. After you completed the Assessment, the computer will list three Paths from which you are encouraged to select one.



Strategic Relationships

spects in an occus on now to negociate a posture outcome white outlining store all communication and public speaking skills. Each project emphasizes the int of leadership skills for complex situations and how to create innovative sillenges. The Persuasive Influence path culminates in a "High Performance

Choose this Path

Team Collaboration

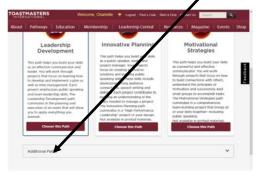
If you joined Toastmasters to become a better speaker ..

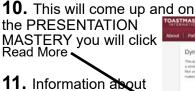
The PRESENTATION MASTERY plan presents the most projects that focus on that goal. For you, this is probably the best Path to start with.

If you are a member who has done even part of the *Competent Communications* manual, for you, this also is the probably the best Path for you to begin with. The material is familiar, just presented in a different environment - online. Familiar material may make it easier for you to mentor new and other members.

Each-One-Teach-One

9. You may simply select the path you want. To select to PRESENTATION MASTERY Path you click the down arrow to see Additional Paths





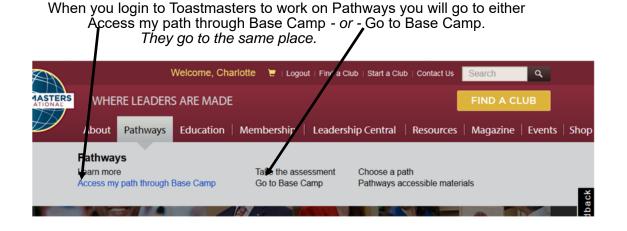
Presentation Mastery

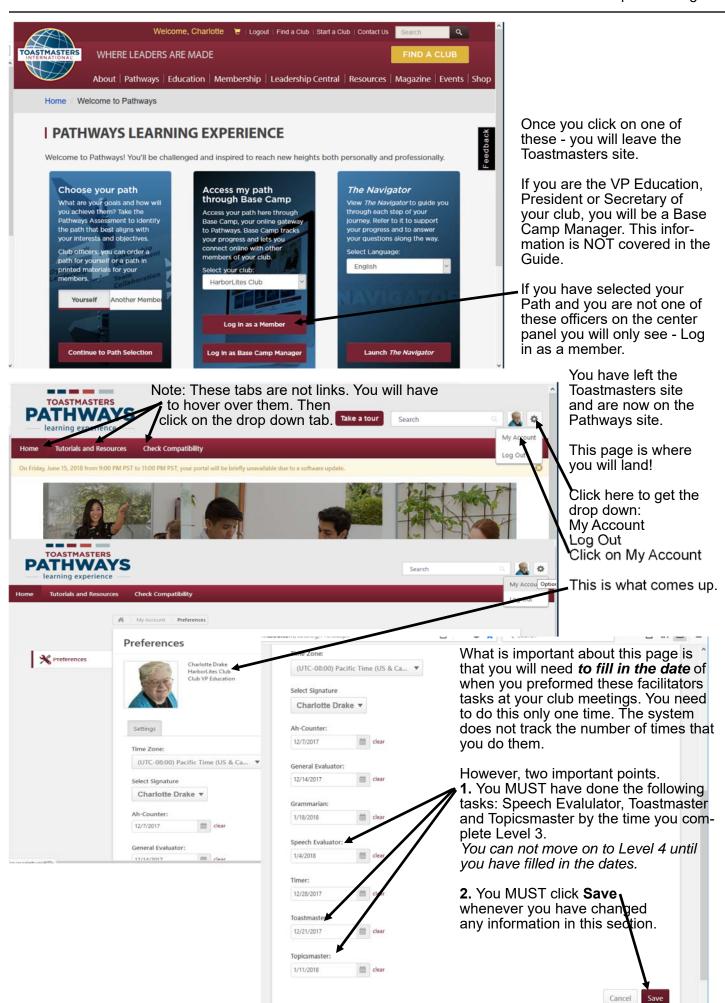
11. Information also the path will pop-up You click on the Choose This Path.

Toastmasters International will the put that information in a shopping chart.

If you are a new member you paid \$20 as a new member fee.
There are no additional charges. If you are a current member already there is no charge for your first Path.

Ready To Start Your Journey?

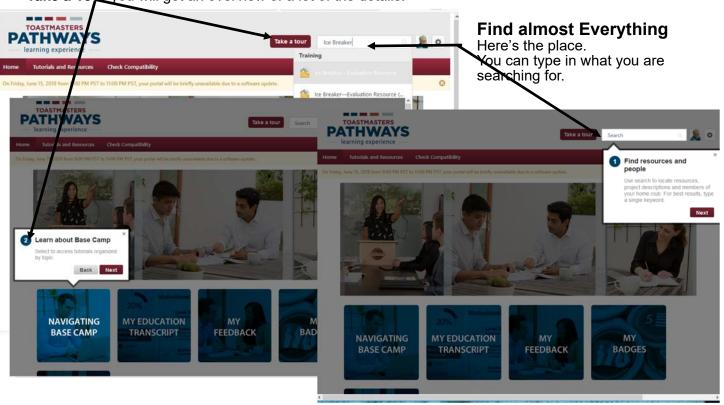


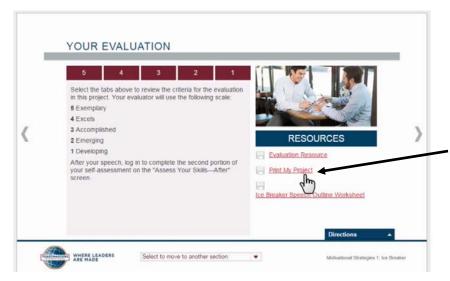


Helpful Hints

How Does It Work?

It helps a lot if you read the directions! If you click on the **Take a Tour** you will get an overview of a lot of the details.





Learning Information - My Way

In each path there are "slides" that dispense information:

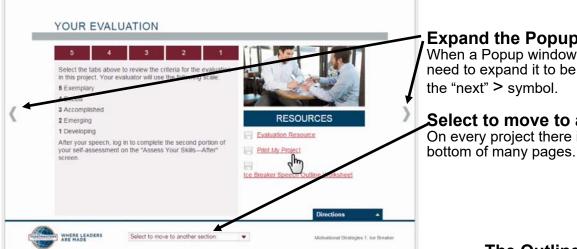
one paragraph at a time.

My brain can not absorb information this way. I need to read and re-read things several times before it registers.

However you can the see the entire project. **Print My Project** allows you to print right from there - or - down load it to read or print later.

You can see the complete Project and all the Assignments with related forms! This option is available in *every* project.

More Helpful Hints



Expand the Popup Windows

When a Popup windows comes up, you will need to expand it to be able to see and use the "next" > symbol.

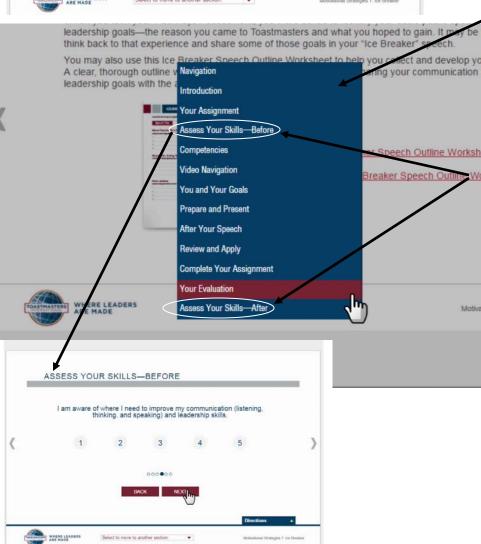
Select to move to another section On every project there is this line on the

> The Outline for Each Project This is what comes up. Every single project has a panel like this. It is as close to an outline you can find.

A couple of important points.

Assess Your Skills - Before Assess Your Skills - After

You MUST complete the questions to **both** of these. As you fill complete them, be sure to click on Finish.



One More Point

Motiv

You can call Toastmasters International Monday through Friday. 6 am to 7 pm - Mountain Time They are really great in answering questions!!!

1.720.439.5050

Outside USA - 001.720,439,5050

Chapter 4 - Outline of All Paths

"If you don't know where you are going, you'll end up someplace else." Yogi Berra
The subtitle shown identifies which best describes Focus of the Projects in the Path:

1 Public Speaking 2 Strategic Leadership 3 Management

Also shown is the page number of the Templet of the related Worksheet for this Path.

DYNAMIC LEADERSHIP* (DL) Focused on Strategic Leadership Worksheet on Page 37										
Focused on Strategic Leadership Worksheet on Page 37 L1: Mastering Fundamentals Leadership Strategic Leadership Strategic Leadership Strategic Leadership Strategic Leadership Style Leadership Style Sty	DYNAMIC LEADERSHIP* (D	L)	EFFECTIVE COACHING (EC)							
L1: Mastering Fundamentals L2: Learning Fundamentals L3: Lassering F		,	•							
L1: Mastering Fundamentals										
Leg Breaker 8101-pg 28 Evaluation and Feedback 8100-pg 28 Researching and Presenting 8102-pg 33 Researching and Presenting 8102-pg 34 Understanding Your Communication Style 8206-pg 34 Introduction to Toastmasters Mentoring 8204-pg 29 Understanding Your Communication Style 8206-pg 34 Introduction to Toastmasters Mentoring 8204-pg 29 Reaching Consensus 8313-pg 32 Reaching Consensus 8313-pg 34										
Researching and Presenting	Li. Wastering Fundamentals	01 ng 20	Li. Wastering Fundamentals							
Researching and Presenting	Evaluation and Foodback 81	01-pg 20	Evaluation and Foodback 8100 ng 28							
L2: Learning Your Style	Researching and Presenting 81	00-pg 20 02-pg 33	Researching and Presenting 8102-pg 33							
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^{*}Available in Print

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L1: Mastering Fundamentals Ice Breaker	L1: Mastering Fundamentals ► Ice Breaker
L2: Learning Your Style Dunderstanding Your Leadership Style 8207-pg 34 Connect with Your Audience	L2: Learning Your Style ➤ Understanding Your Leadership Style 8207-pg 34 ➤ Managing Time
L3: Increasing Knowledge ➤ Present a Proposal	L3: Increasing Knowledge ► Planning and Implementing 8309-pg 31
Active Listening	Electives (choose 2) Active Listening
L4: Building Skills ► Manage Projects Successfully8408-pg 30 Electives (choose 1)	L4: Building Skills ► Leading Your Team
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L5: Demonstrating Expertise ► High Performance Leadership	Write a Compelling Blog8414-pg 34 L5: Demonstrating Expertise Manage Successful Events 8507-pg 30
Electives (choose 1) Ethical Leadership	 Manage Successful Events

MOTIVATONAL STRATEGIES (MS) Focused on Strategic Leadership Worksheet on Page 41	Focused on Strategic Leadership Worksheet on Page 42
L1: Mastering Fundamentals Ice Breaker	L1: Mastering Fundamentals ► Ice Breaker
L2: Learning Your Style ➤ Active Listening	L2: Learning Your Style ► Understanding Your Leadership Style 8207-pg 34 ► Active Listening
L3: Increasing Knowledge ► Understanding Emotional Intelligence 8316-pg 33	L3: Increasing Knowledge ► Understanding Conflict Resolution 8215-pg 33
Electives (choose 2) Connect with Storytelling	Electives (choose 2) Connect with Storytelling
L4: Building Skills Motivate Others8411-pg 31	L4: Building Skills ► Lead in Difficult Situations
Electives (choose 1) Building a Social Media Presence	Electives (choose 1) Building a Social Media Presence
L5: Demonstrating Expertise ► Team Building	L5: Demonstrating Expertise ► High Performance Leadership
Electives (choose 1) Ethical Leadership	Electives (choose 1) Ethical Leadership

PRESENTATION MASTERY* (PM) Focused on Public Speaking Worksheet on Page 43	STRATEGIC RELATIONSHIPS (SR) Focused on Strategic Leadership Worksheet on Page 44
L1: Mastering Fundamentals Ice Breaker	L1: Mastering Fundamentals Ice Breaker
L2: Learning Your Style ➤ Understanding Your Communication Style . 8206-pg 34 ➤ Effective Body Language	L2: Learning Your Style ➤ Understanding Your Leadership Style 8207-pg 34 ➤ Cross-Cultural Understanding 8202-pg 27 ➤ Introduction to Toastmasters Mentoring 8204-pg 29
L3: Increasing Knowledge ► Persuasive Speaking8308-pg 31	L3: Increasing Knowledge ► Make Connections Through Networking 8306-pg 30
Electives (choose 2) Active Listening	Electives (choose 2) Active Listening
L4: Building Skills ► Managing a Difficult Audience 8409-pg 30	- L4: Building Skills > Public Relations Strategies 8412-pg 32 Floatives (chaose 1)
Electives (choose 1) Building a Social Media Presence	Electives (choose 1) Building a Social Media Presence
L5: Demonstrating Expertise ▶ Prepare to Speak Professionally 8509-pg 32 ▶ Reflect on Your Path	- L5: Demonstrating Expertise ▶ Leading Your Volunteer Organization 8505-pg 29 ▶ Reflect on Your Path
Electives (choose 1) Ethical Leadership	Electives (choose 1) Ethical Leadership

*Available in Print
This is the Path suggested as your first one.
See page 19 for WHY this Path is suggested.
† Recommend Electives
‡ Recommended if you are going to be an officer.

TEAM COLLABORATION* (TC)	VISIONARY COMMUNICATION (VC)								
Focused on Management	Focused on Strategic Leadership								
Worksheet on Page 46	Worksheet on Page 47								
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Evaluation and Feedback8100-pg 28	▶ Ice Breaker								
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▶ Introduction to Toastmasters Mentoring 8204-pg 29	▶ Introduction to Toastmasters Mentoring 8204-pg 29								
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L3: Increasing Knowledge	L3: Increasing Knowledge								
Successful Collaboration 8314-pg 33	▶ Develop a Communication Plan 8303-pg 27								
Electives (choose 2)	Electives (choose 2)								
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Creating Effective Visual Aids 8301-pg 27	Connect with Your Audience								
Deliver Social Speeches	Creating Effective Visual Aids 8301-pg 27								
► Effective Body Language 8203-pg 27	Deliver Social Speeches 8302-pg 27								
Focus on the Positive	► Effective Body Language 8203-pg 28								
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Make Connections Through Networking 8306-pg 30	▶ Inspire Your Audience 8305-pg 28								
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▶ Using Descriptive Language 8318-pg 34	▶ Understanding Vocal Variety 8317-pg 34								
► Using Presentation Software	▶ Using Descriptive Language 8318-pg 34								
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L4: Building Skills									
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Motivate Others8411-pg 31									
Electives (choose 1)	Communicate Change 8401-pg 26								
▶ Building a`Social Media Presence 8400-pg 26	Electives (choose 1)								
Create a Podcast 8402-pg 26	▶ Building a`Social Media Presence 8400-pg 26								
► Manage Online Meetings 8407-pg 30	▶ Create a Podcast8402-pg 26								
► Managing a Difficult Audience8409-pg 30	Manage Online Meetings 8407-pg 30								
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	Public Relations Strategies 8412-pg 32								
► Write a Compelling Blog 8414-pg 34	— Question-and-Answer Session 8413-pg 32								
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L5: Demonstrating Expertise	► Write a Compelling Blog 8414-pg 34								
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▶ Reflect on Your Path 8510-pg 33	L5: Demonstrating Expertise								
Electives (choose 1)	Develop Your Vision8501-pg 27								
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High Performance Leadership 8503-pg 28	Electives (choose 1)								
Lessons Learned 8506-pg 29	Ethical Leadership								
Moderate a Panel Discussion 8508-pg 31	► High Performance Leadership 8503-pg 28								
▶ Prepare to Speak Professionally 8509-pg 32	► Leading Your Volunteer Organization 8505-pg 29								
	— ▶Lessons Learned 8506-pg 29								
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	▶ Prepare to Speak Professionally 8509-pg 32								

Chapter 5. A Way to Your WHY

Where Leaders Are Made

Why this reference to leaders? I thought I joined Toastmasters to become a better public speaker. When asked, members say they joined for the same reason: I want to be able to speak better; I want to overcome my fear of talking in front of people; I need to make better presentations at my job. Soon, members observe that communication power translates into leadership.

Communicating, Inspiring, Leading

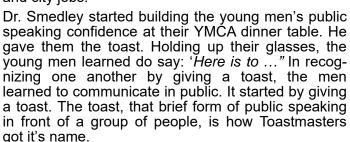
Simon Sinek, best selling writer on communication and leadership, reminds us that *communication skills develop the power to lead*; leading comes from the power to communicate and inspire.

In his book *TED TALKS*, Chris Anderson, Head of TED, hails the power of public speaking. He awakens us to the impact of how public speaking is an ancient art that is wired deeply in our minds. He describes the shared backdrop, around the campfire, "is a short step to the desire to act together, to decide to embark together on a journey, a battle, a celebration." He notes: "The same is true today. As a leader, or as an advocate, *public speaking is the key* to unlocking empathy, stirring excitement, sharing knowledge and insights, and promoting a shared dream. Indeed, the spoken word has actually gained new powers. Our campfire is now the whole world. Thanks to the Internet."

From the Campfire to the City

When Dr. Smedley was serving as Director of Education for the YMCA in Santa Ana, California, his concern for the needs of the young men residing at the YMCA gave rise to Club No. 1 of the Toastmasters Program. The year was 1924.

Farm workers were coming into the city to get jobs. Dr. Smedley realized that these former laborers from ranches and farms did not have the skills, as wage earners, necessary to survive in this new world of city life and city jobs.



Whether adapting from rural life to city life, or adapting from practicing skills using manuals to practicing skills using new-age delivery systems, adapt to change we must. Dr. Smedley was all about change. Helping others change and gain skills gave birth to Toastmasters ninety-four years ago.

What Matters NOW?

We have gone way beyond what Dr. Smedley ever imagined. Still, we need to know how to get a job (Prepare for an Interview, pg. 32) and how to hold a job. Communication skills and new age delivery options are advanced superpowers for those who take advantage of learning and practicing them. These skills are in demand. They are referred to as Presentation Literacy. TED's Chris Anderson urges presentation literacy to be part of the core curriculum and taught in every school, at every level. He views presentation literacy as a requirement for success in the twenty first century.

Responding to this call, Pathways has three Learning Components (pg. 6): 1-Presentation Literacy; 2-Contextual Learning; 3-Project Management. Through the information provided in the Pathways Projects, you can learn the skills needed to achieve your personal goals.

Next, the 10 paths are presented in three focused groups (pg. 7). You can apply what you learn and practice at your Toastmasters clubs. It is way beyond just learning. It is doing, practicing, honing your skills. Pathways provides materials to use to develop a variety of skills needed in today's internet world.

A Way to Your WHY

Finding WHY is a process of discovery, not invention. Simon Sinek

Toastmasters offers the information, the place, and a way to find your own WHY. I know from personal experience that it is definitely a process of discovery. It is through reflecting, learning, storytelling, connecting with your audience (pg. 26), and sharing so that you can discover your own WHY.

The software used for Pathways really can not be considered "user friendly". The issues may be remedied in the future. For now, look beyond shortcomings, to the core objectives, to what is provided. There are a wealth of tools for you, for all members.

Lead by Example

The only way for Toastmasters to survive and to grow is to *embrace* and *adapt to* the new environment. At the same time, remember, *we learn in different ways*. (Do not ask a fish to climb a tree!) This means, we may need to make some adjustments and/or add some tools of our own. The first important step that all Division and Area Directors and Club Officers to be working Pathways. *Lead by Example*!

Does It Make a Difference Which Path?

Maybe not, because there are a 55 Projects (pg. 24). Thirty-eight are offered in all the Paths. Seventeen projects identify the focus of the designated Path. Example: Persuasive Speaking (pg. 31) is used only in the PRESENTATION MASTERY path. It is only my suggestion to work this path as your starting point. That is why I have dedicated the next pages to showcase it.

I wish you success in finding your Way to your own WHY!

PRESENTATION MASTERY (PM) Suggested Starting Path

Code: VPE = Vice President - Worksheet on page 43

L1: Mastering Fundamentals ► Ice Breaker - 8101

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Purpose: The purpose of this project is to introduce yourself to the club and learn the basic structure of a public speech.

Overview: Write and deliver a speech about any topic to introduce yourself to the club. Your speech may be humorous, informational, or any other style that appeals to you.

This project includes:

• 4- 6 minute speech

► Evaluation and Feedback - 8100

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Purpose: The purpose of this project is to present a speech on any topic, receive feedback, and apply the feedback to a second speech.

Overview: Choose any topic for your first 5-7 min. speech. After your speech, carefully review your feedback. At a different club meeting, present a 5-7 minute speech in which you incorporate feedback from your 1st speech. You may choose to present the same speech or a new one. Your second speech should reflect some or all of the feedback from your first speech. After you've completed both, serve as an evaluator at a meeting & deliver constructive feedback about another's presentation.

This project includes:

- 5-7 minute speech (8100-1)
- 5-7 minute speech Incorporating feedback from (8100-2) your first speech into this second speech
 Serving as a speech evaluator (8100-3)

► Researching and Presenting - 8102

This project addresses topic selection strategies, suggestions for research and methods for producing a well-organized speech.

Purpose: The purpose of this project is to learn or review basic research methods and present a wellorganized, well-researched speech on any topic.

Overview: Select a topic that you are not already familiar with or that you wish to learn more about. Be sure your topic is narrow enough to be an effective 5-7 minute speech. Research the topic and begin organizing the information, as described in this project. Practice your speech and continue to refine its organization. Present your speech at a club meeting.

This project includes:

- Researching a topic
- Research Worksheet
- Speech Outline Worksheet
- 5-7 minute speech

L2: Learning Your Style ► Understanding Your

Communication Style - 8206

This project focuses on recognizing your preferred communication style and understands how your style impacts your interactions with others.

Purpose: The purpose of this project is to learn about different communication styles and identify your primary style.

Overview: Complete the Discover Your Communication Style questionnaire to help you identify your style. Deliver a 5-7 minute speech at a club meeting about your communication style and its impact on your professional and/or personal relationships. If you are uncomfortable discussing your communication style, you may speak about the communication styles you have encountered and how they impact you. Your speech should not be a report of the content of this project.

This project includes:

- Discover Your Communication Style questionnaire
- 5-7 minute speech

► Effective BodyLanguage - 8203

This project focuses on how to recognize body language used when speaking publicly and how to use gestures to enhance speech content.

Purpose: The purpose of this project is to deliver a speech with awareness of your intentional and unintentional body language, as well as to learn, practice, and refine how you use nonverbal communication when delivering a speech.

Overview: Prepare a 5-7 minute speech on a topic that lends itself to expression through your movement and gestures. Video record your presentation and get feedback from your mentor or another reviewer before speaking to your club. If you do not have access to a recording device, perform your speech in front of a mirror and make adjustments before your scheduled speech.

This project includes:

• 5-7 minute speech

► Introduction to

Toastmasters Mentoring - 8204

This project introduces the value of mentorship and the Toastmasters view of mentors and protégés.

Purpose: The purpose of this project is to clearly define how Toastmasters envisions mentoring.

Overview: Write and present a 5-7 minute speech about a time when you were a protégé. Share the impact and importance of having a mentor. This speech is not a report on the content of this project.

Note: Every member in Toastmasters Pathways must complete this project.

This project includes:

• 5-7 minute speech

Note: This project is in the Level 2 for ALL Paths.

L3: Increasing Knowledge ► Persuasive Speaking - 8308

This project focuses on helping you to develop and This project covers common behaviors of difficult type of persuasive speech for your topic.

Purpose: The purpose of this project is to understand **Purpose:** The purpose of this project is to practice the the types of persuasive speeches and deliver a per- skills needed to address audience challenges when suasive speech at a club meeting.

Overview: Choose any topic that lends itself to speaking persuasively and prepare a speech. Present your 5 -7 minute speech at a club meeting. If your VPE approves a non-club event or group, your evaluator must ed on the way you manage audience disruptions, not be present for your speech.

This project includes:

• 5-7 minute speech

Electives (choose 2)

Active Listening	. 8200-pg 26
► Connect with Storytelling †	
► Connect with Your Audience †	. 8201-pg 26
► Creating Effective Visual Aids	. 8301-pg 27
▶ Deliver Social Speeches	. 8302-pg 27
Focus on the Positive	. 8304-pg 28
► Inspire Your Audience	. 8305-pg 28
► Make Connections Through Networking	. 8306-pg 30
► Prepare for an Interview	. 8310-pg 32
► Understanding Vocal Variety	. 8317-pg 34
► Using Descriptive Language	. 8318-pg 34
► Using Presentation Software	. 8319-pg 34

► Connect with Storytelling - 8300 †

This project addresses storytelling techniques and descriptive skills to help make every speech relatable and This project addresses how to prepare to answer quesinteresting.

Purpose: The purpose of this project is to practice is a story.

Overview: Choose an established story, a story about your life, or a fictional tale of your own creation.

This project includes:

5-7 minute speech

► Connect with YourAudience - 8201 †

This project focuses on different audience types and sure both segments are completed. how to address them effectively.

Purpose: The purpose of this project is to practice the skills needed to connect with an unfamiliar audi-

Overview: Develop a 5-7 minute speech on a topic that is unfamiliar to the majority of your audience. Because you deliver this speech in your Toastmasters club, you are familiar with the audience members' preferences and personalities. Selecting a topic that is new or unfamiliar to your club members will allow you to practice adapting as you present. As you speak, monitor the audience's reaction to your topic and adapt as necessary to maintain engagement.

This project includes:

• 5-7 minute speech

L4: Building Skills ► Managing a Difficult Audience - 8409

support a viewpoint, and identify the most appropriate audience members and how to address each behavior In a calm, effective and professional way.

you present outside of your Toastmasters club.

Overview: Prepare a 5-7 minute speech on a topic of your choosing. You may write a new speech or use a speech you presented previously. You will be evaluatthe content of your speech. Before your club meeting, send the Role Play Assignments resource to the Toastmaster and VPE. As you present your speech, respond to different types of difficult audience members that disrupt you. The process of speaking and responding to audience members will take 12 to 15 minutes.

This project includes:

- Role play assignment for club members
- 5-7 minute speech

Electives (choose 1)

▶ Building a Social Media Presence	8400-pg 26
Create a Podcast	8402-pg 26
► Manage Online Meetings	8407-pg 30
► Manage Projects Successfully	
▶ Public Relations Strategies	8412-pg 32
► Question-and-Answer Session †	8413-pg 32
➤ Write a Compelling Blog	8414-pg 34

► Question-and-Answer Session - 8413 †

tions and provide information clearly, concisely and with confidence.

using a story within a speech or giving a speech that Purpose: The purpose of this project is to learn about and practice facilitating a question-and-answer session.

> Overview: Select a topic of which you are particularly knowledgeable. Prepare and deliver a speech on this topic, followed by a question-and-answer session. Together, the speech and question-and-answer session must be 15-20 minutes. Use your time effectively to en-

- 5-7 minute speech
- Question-and-answer session after the speech

L5: Demonstrating Expertise ► Prepare to Speak Professionally - 8529

This project is designed to help you define the attributes of professional speakers and apply that understanding to your own skills as a speaker.

Purpose: The purpose of this project is to practice developing and presenting a longer speech.

Overview: Write and present an 18-22 minute keynote-style speech. Exemplify the point of view or message you would convey as a professional-level speaker. You may choose to use visual aids if they fit your speech and your style. Your speech may be humorous, informational, or any style that appeals to you and supports your speech content. If you receive advance approval from the VPE, you may present your speech to a non-toastmaster group.

This project includes:

• 18-22 minute keynote-style speech

► Reflect on Your Path - 8510

This is a required project. It is to be done <u>after</u> you do your elective project. It is your last speech in L5. This will complete your PRESENTATION MASTERY PATH!!

This project is designed to give you an opportunity to share your experience at the end of your path.

Purpose: The purpose of this project is to reflect on your growth during the completion of an entire path.

Overview: At a club meeting, present a 10-12 minute speech to share your experience completing your path. Use this as an opportunity to reflect on how far you have come, summarize the skills you have learned and developed, and to celebrate your achievements. Your speech can be humorous, informational, or any style that that appeals to you and supports your speech content.

This project includes:

• 10-12 minute speech

Note: On Level 5 you are to select one (1) Elective. However, there are two marked as recommended.

Electives (choose 1)

Ethical Leadership	8502-pg 27
► High Performance Leadership	8503-pg 28
► Leading Your Volunteer Organization ‡	
▶Lessons Learned †	
► Moderate a Panel Discussion	

► Lessons Learned - 8506 †

This project addresses how to identify the discussion points of a large group meeting, encourage a culture of contribution and voicing opinions, and facilitate productive discussion that yields results.

Purpose: The purpose of this project is to learn about and apply the skills needed to run a lessons learned meeting during a project or after its completion.

Overview: Facilitate a lessons learned meeting for a team with which you are completing or have completed a project. This meeting is separate from your regular Toastmasters meeting. Organize and facilitate a discussion. Record the results into a document you and your team members can use to facilitate the current project or future projects. If you haven't already, give team members an opportunity to complete a 360° evaluation of you as a team leader. (Use the 360° Evaluation resource.) Finally, present a 5-7 minute speech in your club about the lessons learned meeting or your leadership experience.

This project includes:

- Lessons Learned Response Log Metrics Log
- 5-7 minute speech

► Leading in Your Volunteer Organization-8505 ‡ (8505) Required in L5 for Path SR. Optional in others.

This project focuses on the skills required to lead in a volunteer organization and the importance of recognition and reward in motivating volunteers.

Purpose: The purpose of this project is to apply the skills needed to successfully lead in a volunteer organization.

Overview: Serve in a leadership role in Toastmasters or another volunteer organization for at least six months. You may complete this project based on your employment, but a volunteer organization is preferable. Ask members of the organization to complete a 360° evaluation of your leadership skills. Create a succession plan to aid in the transition after you leave your position of leadership. After your six-month term, deliver a 5-7 minute speech at a club meeting to reflect on your personal experience.

This project includes:

- 6 month (minimum) term as a volunteer leader
- 5-7 minute speech

‡ This Project is suggested if you are a club officers or are planning to be one.

Chapter 6. Projects & Assignments Details

Not to worry - skip the next 2 pages unless you are a coding geek too.

Codes for the 10 Paths

DL DYNAMIC LEADERSHIP

EC EFFECTIVE COACHING

IP INNOVATIVE PLANNING

LD LEADERSHIP DEVELOPMENT

MS MOTIVATIONAL DEVELOPMENT

PI PERSUASIVE INFLUENCE

PM PRESENTATION MASTERY

SR STRATEGIC RELATIONSHIPS

TC TEAM COLLABORATON VC VISIONARY COMMUNIATION

Codes for the 5 Levels

Level 1 = L1, Level 2 = L2, Level 3 = L3, Level 4 = L4, Level 5 = L5

Description of Charts on Pages 24 and 25

age 24 Chapter-6x Projects-in-A	lph	abe	tic	al-	Or	de	r¤					
0 0 0	6	0	0									6
# Project Name (speech time) Elective on ✓L(num)	pg	Code	DL	EC	IP	LD	MS	PI	PM	SR	TC	VC
1 Active Listening (2-5) ✓L3	26	8200	1	1	1	1	L2	L2	1	1	L2	1
2 Building a Social Media Presence (5-7) ✓L4	26	8400	1	1	1	1	1	✓	1	1	1	1
1 Communicate Change (5-7)	26	8401										L4
1 Connect with Storytelling (5-7) ✓L3	26	8300	1	1	~	1	1	1	1	1	1	✓
A Connect with Vous Audience /F 71 /10	200	0004	1	1	10	/	-/	1	1	1	1	1

- 1 This number is used to calculate how many lines are required for the forms shown on next pages.
- Here is the Project name. Example: Active Listening.
- In brackets is listed the speech time requirements. Example (2-5) or (5-7).
- 4 Here is where the Elective projects are marked with a check in front of the Level number.

Example: ✓L3: This means that for Active Listening, all of the Paths marked with a ✓ are optional for Level 3 for all except Paths MS, P1 & TC. For these Paths, this Project is required in L2 (Level 2). (It is *not available as an elective* in L3.)

- **5** pg is the page number where the details about each of these Projects are described. Example: 26.
- **6** Code is the number that is assigned to each project. You will find the code number used on the evaluation form for each project. As an example: Active Listening: 8200E.
- Across the top here are all 10 Path codes: Example DL = DYNAMIC LEADERSHIP. (See codes above)
- Sometimes a Project is used in only one or a few Paths. Example on page 24:

Communicate Change is used only on VC (Visionary Communication) in L4 (Level 4).

Page 25 has the same information, except sorted in Numeric order by the Code number.

Page 24 - Chapter 6

Projects in Alphabetical Order

• • • • •

0	9 6 9	6	6	Ø									8
	Project Name (speech time) Elective on ✓L(num)	pg	Code		EC	IP	LD	MS	PI	РМ	SR	тс	VC
1	Active Listening (2-5) ✓L3	26	8200	1	√	√	1	L2	L2	✓	1	L2	1
-	Building a Social Media Presence (5-7) ✓L4	26	8400	1	1	1	1	1	7	1	1	<u></u>	1
	Communicate Change (5-7)	26	8401			•							L4
1	Connect with Storytelling (5-7) ✓L3	26	8300	1	1	1	1	1	1	1	1	1	<u></u>
1	Connect with Your Audience (5-7) ✓ L3	26	8201	· ✓	1	L2	·	1	7	1	·	7	Ť
3	Create a Podcast (60 min podcast+3 min sp) ✓ L4	26	8402	7	1	<u> </u>	·	1	1	1	1	7	·
2	Creating Effective Visual Aids (5-7) ✓L3	27	8301	1	1	7	1	1	7	1	1	7	7
1	Cross-Cultural Understanding (5-7)	27	8202		_				H	-	L2	1.000	
1	Deliver Social Speeches (two 3-4 speeches) ✓L3	27	8302	1	1	1	1	1	1	1	∠ ∠	7	1
_	Develop a Communication Plan (5-7)	27	8303			N	-			- 5	•	3	L3
	Develop Your Vision (two 5-7)	27	8501						-				L5
	Effective Body Language (5-7) ✓L3	27	8203	1	1	1	1	1	1	L2	1	7	
1	Ethical Leadership (20-40 minute panel) ✓L5	27	8502	1	1	7	1	1	1	1	· /	7	·
1	Evaluation and Feedback #1+2+ev (5-7 + 5-7 + 2-3)	28	8100	L1	L1	L1	L1	L1	L1	L1	<u>.</u> L1	L1	L1
	Focus on the Positive (1-2 or 5-7) \checkmark L3	28	8304	<u> </u>	<u> </u>	7	<u> </u>	<u></u>	7	<u></u>	<u> </u>	-	-
-	High Performance Leadership (two 5-7 sp) ✓L5	28	8503	· /	1	L5	1	7	L5	1	1	7	7
_	Ice Breaker (4-6)	28	8101	L1	L1	L1	L1	L1	L1	L1	L1	<u>.</u> L1	L1
	Improvement Through Positive Coaching (5-7)	28	8403		L4		LI	LI		LI	LI	L1	
	Inspire Your Audience (5-7) ✓L3	28	8305	1	✓	1	1	1	1	1	1	1	
1	Introduction to Toastmasters Mentoring (5-7)	28	8204	L2	L2	L2	L2	L2	L2	L2	L2	L2	L2
1	Lead in Any Situation (8-10)	29	8504	L5	LZ	LZ	LZ	LZ	LZ	LZ	LZ	LZ	LZ
	Leading in Difficult Situations (15-20)	29	8404	Lo	,				L4			-	$\overline{}$
	Leading in Your Volunteer Organization (5-7) ✓L5	29	8505	1	1	1	1	1	✓	1	L5	1	1
	Leading Your Team (5-7)	29	8405			•	L4				Lo		
_	Lessons Learned (5-7) √ L5	29	8506	1	1	1	✓	1	1	1	1	1	1
	Make Connections Through Networking (5-7) ✓L3	30	8306	· ✓	1	7	·	1	·	1	L3	7	<i>\</i>
_	Manage Change (5-7)	30	8406	L4			3.0			*	LS		
_	Manage Change (3-7) Manage Online Meetings (20-25 min.) ✓L4	30	8407	✓	1	1	1	1	1	1	1	1	_
	Manage Projects Successfully (2-3 + 5-7) ✓L4	30	8408	<i>\</i>	1	L4	1	1	· ✓	1	1	1	7
	Manage Successful Events (5-7)	30	8507			L4	L5		- 1		•		
	Managing a Difficult Audience (10-15) ✓L4	30	8409	1	1	1	<u> </u>	1	1	L4	1	1	7
_	Managing Time (5-7)	31	8205		•		L2		-	L4	•	(A 2)	i
	Moderate a Panel Discussion (20-40) ✓L5	31	8508	1	1	1	<u> </u>	1	1	1	1	1	1
_	Motivate Others (5-7)	31	8411				-	L4			•	L4	
	Negotiate the Best Outcome (5-7)	31	8307	L3									
	Persuasive Speaking (5-7)	31	8308							L3			
_	Planning and Implementing (2-3 or 5-7)	31	8309				L3						
	Prepare for an Interview (5-7) 13	32	8310	1	1	1	7	1	1	1	1	1	7
	Prepare to Speak Professionally (18-22) ✓L5	32	8509	1	1	1	1	1	1	L5	1	1	1
_	Present a Proposal (5-7)	32	8312			L3					0.235		
_	Public Relations Strategies (5-7) ✓L4	32	8412	1	1	7	1	1	1	1	L4	1	1
	Question-and-Answer Session (15-20) ✓L4	32	8413	1	1	1	1	1	1	1	✓	1	1
	Reaching Consensus (1-2) or (5-7)	32	8313		L3					3.5%	1,000		
	Reflect of Your Path (10-12)	33	8510	L5	L5	L5	L5	L5	L5	L5	L5	L5	L5
	Researching and Presenting (5-7)	33	8102	L1	L1	L1	L1	L1	L1	L1	L1	L1	L1
1	Successful Collaboration (5-7)	33	8314						-			L3	
12	Team Building (2-3) + (5-7)	33	8511					L5					-
_	Understanding Conflict Resolution (5-7)	33	8315						L3				-
_	Understanding Emotional Intelligence (5-7)	33	8316					L3					-
	Understanding Vocal Variety/Speech Profile (5-7) ✓L3	34	8317	1	1	1	1	<u>√</u>	1	1	1	1	1
_	Understanding Your Communication Style (5-7)	34	8206	L2	L2	- AND	031	L2		L2	986		L2
_	Understanding Your Leadership Style (5-7)	34	8207	L2	L2	L2	L2		L2		L2	L2	L2
	Using Descriptive Language (5-7) ✓L3	34	8318	<u>√</u>	✓	√	<u> </u>	1	<u>-∠</u>	1	✓	<u> </u>	<u></u>
	Using Presentation Software (5-7) ✓ L3	34	8319	· /	1	1	·	1	1	1	1	1	1
_	Write a Compelling Blog (8 posts + sp) ✓ L4	34	8414	1	1	√	1	1	1	1	1	1	1
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Projects in Code # Numeric Order

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#	Project Nam	e (speech time)	Elective on ✓L(num)	pg	Code	DL	EC	ΙP	LD	MS	PI	PM	SR	TC	VC
-			·2+ev (5-7 + 5-7 + 2-3)	28	8100	L1	L1	L1	L1	L1	L1	L1	L1	L1	L1
-	1 Ice Breaker (4-6)				8101	L1	L1	L1	L1	L1	L1	L1	L1	L1	L1
	1 Researching and Presenting (5-7)					L1	L1	L1	L1	L1	L1	L1	L1	L1	L1
-	1 Active Listening (2-5) ✓L3				8102 8200	1	1	1	1	L2	L2	1	1	L2	1
\rightarrow	Connect with Your Audience (5-7) ✓L3				8201	✓	1	L2	1	√	✓	1	1	1	1
	Cross-Cultural Understanding (5-7)				8202								L2		
\vdash	1 Effective Body Language (5-7) ✓L3			27 27	8203	1	1	1	1	1	1	L2	1	1	1
_	Introduction to Toastmasters Mentoring (5-7)			28	8204	L2	L2	L2	L2	L2	L2	L2	L2	L2	L2
\rightarrow	Managing Time (5-7)			31	8205		10-00-00		L2		00-00-20				
\rightarrow	Understanding Your Communication Style (5-7)			34	8206	L2	L2			L2		L2			L2
_	1 Understanding Your Leadership Style (5-7)			34	8207	L2	L2	L2	L2		L2		L2	L2	L2
_	1 Connect with Storytelling (5-7) ✓L3			26	8300	✓	1	√	1	1	√	1	1	1	√
_	2 Creating Effective Visual Aids (5-7) ✓L3			27	8301	1	1	1	1	1	1	1	1	1	1
_	2 Deliver Social Speeches (two 3-4 speeches) ✓L3			27	8302	1	1	1	1	1	1	1	1	1	1
_		ommunication Pla		27	8303			****			7020				L3
-		Positive (1-2 or 5		28	8304	1	1	1	1	1	7	1	1	1	7
\rightarrow		Audience (5-7) ✓		28	8305	1	1	1	1	1	1	1	1	1	7
_			etworking (5-7) ✓L3	30	8306	1	1	1	1	1	1	1	L3	1	1
-				31	8307	L3	850		10.0		1000				
-	1 Negotiate the Best Outcome (5-7) 1 Persuasive Speaking (5-7)				8308							L3	Y		
_		Implementing (2-	-3 or 5-7)	31	8309		 		L3						
\rightarrow		n Interview (5-7)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	32	8310	1	1	1	7	1	1	1	1	1	1
\rightarrow			, LO	32	8312		2.53	L3					_		- 123
_	Present a Proposal (5-7) Reaching Consensus (1-2) or (5-7)			32	8313		L3								
-	Successful Collaboration (5-7)			33	8314					1				L3	
\rightarrow	The manager of the manager of the manager of the manager of the state			33	8315		\vdash				L3				
\rightarrow	Understanding Conflict Resolution (5-7) Understanding Emotional Intelligence (5-7)			33	8316					L3					
\rightarrow			Speech Profile (5-7) ✓L3	34	8317	1	1	1	1		1	1	1	1	1
_		ptive Language (5		34	8318	V	1	7	7	1	7	1	1	1	7
\rightarrow				34	8319	1	1	1	1	1	1	1	1	1	1
-	Using Presentation Software (5-7) ✓L3 Building a Social Media Presence (5-7) ✓L4			26	8400	1	7	1	1	1	1	1	1	1	1
\rightarrow	Communicate Change (5-7)			26	8401		2,5.0				8.50				L4
			cast+3 min sp) ✓L4	26	100 PUZZ 10 N	1	1	7	1	1	7	1	1	1	7
-		: Through Positive	1	28	8403		L4	Ė			848				
\rightarrow		fficult Situations (29	8404				-		L4				
_	Leading In Dr		10-20)	29	8405		\vdash		L4						
-	Manage Char			30	8406	L4							·		
_		ne Meetings (20-2	25 min) √I /	30	8407	<u> </u>	1	1	1	1	1	1	1	1	1
		ects Successfully		30	8408	V	1	L4	1	1	7	1	1	1	1
\rightarrow		Difficult Audience		30	8409	1	1	<u></u>	1	1	1	L4	1	1	1
\rightarrow	Motivate Othe		(10 10) * = 4	31	8411		- 379	- 228		L4	252			L4	
		ons Strategies (5-	7) √1 4	32	8412	1	1	1	1	7	1	1	L4	<u></u>	1
_		d-Answer Session		32	8413	1	1	1	1	1	1	1	7	1	1
\rightarrow		pelling Blog (8 po	1	34	8414	1	1	1	1	1	1	1	1	1	1
-		r Vision (two 5-7)		27	8501						200				L5
-		ership (20-40 min		27	8502	1	1	1	1	1	1	1	1	1	√
_				28	8503	· ✓	7	L5	1	1	L5	1	7	1	7
_	High Performance Leadership (two 5-7 sp) ✓L5 Lead in Any Situation (8-10)			29	8504	L5									
-	Leading in Your Volunteer Organization (5-7) ✓L5			29	8505	✓	1	1	V	1	1	1	L5	1	1
_	Lessons Learned (5-7) √L5			29	8506	· ✓	7	7	7	√	·	1	✓	· /	7
\rightarrow		cessful Events (5-	-7)	30	8507				L5		1916				- 55
\rightarrow		Panel Discussion		31	8508	1	1	1	<u> </u>	1	1	1	1	1	1
	PHILIP REAL PROPERTY AND ASSESSMENT OF THE PROPERTY OF THE PRO	oeak Professiona	Control of the contro	32	8509	→	7	7	Ÿ	→	7	L5	7	7	,
			ily (10-22) ▼ L3	33	8510	L5	L5	L5	2271	L5	L5	L5	L5	L5	L5
\rightarrow	1 Reflect of Your Path (10-12) 2 Team Building (2-3) + (5-7)				8511	Lo	Lo	LO	LO	L5	LO	Lo	LO	LO	Lo
4	ream Buildin	y (z-3) + (3-7)		33	0011					LO					

Descriptions of Projects and Assignments

These are in alphabetical order by the first word of the title.

Code: VPE = Vice President Education

► Active Listening

(8200) Required in L2 for MS, PI, and TC. Optional for all other Paths in L3.

This project covers the difference between hearing and listening, and steps for exploring the ways listening helps build strong, lasting connections.

Purpose: The purpose of this project is to demonstrate your ability to listen to what others say.

Overview: At a club meeting, fulfill the role of Topicsmaster. As Topicsmaster, comment on each speaker's Table Topics® speech to demonstrate your active listening skills. For example, you might say:

"Thank you. That was a compelling opinion on the benefits of gardening. I understand you feel strongly that everyone needs to spend time doing something they love."

This project includes:

Serving as Topicsmaster at a club meeting.

▶ Building a Social Media Presence

(8400) Optional all Paths in L4.

This project addresses how to use different types of online communication. You will create & maintain an online profile to promote yourself or an organization.

Purpose: The purpose of this project is to apply your understanding of social media to enhance an established or new social media presence.

Overview: Use this project and your own research to build a new social media presence or enhance an existing presence. You may focus on a personal goal (such as connecting with old friends or promoting a blog) or on a professional goal (such as promoting a business or organization). Use the tools you identify as best for you and your purpose. After you achieve your goal, deliver a 5-7 minute speech about your results, experience, and the benefits of social media. Submit the Project Completion Form to your VPE to receive credit for completing the project. *With approval you may create a social media presence for your club*.

This project includes:

- Project Completion Form to VPE
- 5-7 minute speech

► Communicate Change

(8401) Required in L4 in VC Path only.

This project focuses on creating a communication plan by gathering evidence to support the need for and communicating change with your audience.

Purpose: The purpose of this project is to practice the skills needed to effectively communicate change to a group or organization.

Overview: Develop a plan for communicating a change to an audience affected by the change. At a club meeting, communicate the change in a 5-7 minute speech. You may speak about a real or hypothetical change that affects your club or another group in your life. This speech is not a report on the content of this project. It is a speech about how you would/will communicate a real/ hypothetical change.

This project includes:

• 5-7 minute speech

► Connect with Storytelling

(8300) Optional for all Paths in L3.

This project addresses storytelling techniques and descriptive skills to help make every speech relatable and interesting.

Purpose: The purpose of this project is to practice using a story within a speech or giving a speech that is a story.

Overview: Choose an established story, a story about your life, or a fictional tale of your own creation.

This project includes:

• 5-7 minute speech

► Connect with YourAudience

(8201) Required in L2 for IP.

Optional for all other Paths in L3.

This project focuses on different audience types and how to address them effectively.

Purpose: This project is to practice the skills needed to connect with an unfamiliar audience.

Overview: Develop a 5-7 minute speech on a topic that is unfamiliar to the majority of your audience. Because you deliver this speech in your Toastmasters club, you are familiar with the audience members' preferences and personalities. Selecting a topic that is new or unfamiliar to your club members will allow you to practice adapting as you present. As you speak, monitor the audience's reaction to your topic and adapt as necessary to maintain engagement.

This project includes:

• 5-7 minute speech

► Create a Podcast

(8402) Optional in L4 for all Paths.

This project addresses the skills you need to develop a podcast, create interesting content and organize a cohesive program. You will learn how to record and upload it to the internet.

Purpose: This project is to introduce you to the skills needed to organize and present a podcast.

Overview: Use this project and your own research to create a podcast. Record a minimum of 60 minutes of content. You are free to divide the episodes as you choose. Each separate episode must be at least 10 minutes, but may be longer if it fits your topic and style. After you record all content, play a 5-10 minute segment in your club. Introduce the segment in a 2-3 minute speech.

- Recording 60 minutes of podcast content (6 10 minute segments
- (6 10 minute segments
- 5-10 minutes play content at meeting
 2-3 minute introduction speech.

► Creating Effective Visual Aids

(8301) Optional in L3 for all Paths.

This project addresses effective methods for choosing the best visual aid for your presentation along with the creation and use of each type.

Purpose: This project is to practice selecting and using a variety of visual aids during a speech.

Overview: Choose a speech topic that lends itself well to using visual aids. Create at least one - no more than three visual aids for a 5-7 minute speech.

This project includes:

- Creating one to three visual aids5-7 minute speech

► Cross-Cultural Understanding

(8202) Required in Path SR in L2 only.

This project focuses on understanding the cultures with which you identify and the impact of stereotypes associated with your cultures and others.

Purpose: The purpose of this project is to identify your own cultural identities and the stereotypes that impact others' perceptions of you.

Overview: Develop a 5-7 minute speech about the cultures with which you most closely identify and the personal impact of the stereotypes commonly associated with those cultures. You may need to spend some time researching the stereotypes believed about your cultures, especially if you are a member of the most dominant cultures in your geographic area. Be aware that all cultural identities have some sort of affiliated stereotype, even if obscure or uncommon.

This project includes:

• 5-7 minute speech

▶ Deliver Social Speeches

(8302) Optional in L3 in all Paths.

This project addresses the skills needed to compose a speech for a social occasion: a toast, an acceptance speech and a speech praising an individual or group.

Purpose: This project is to practice delivering social speeches in front of your club members.

Overview: Develop two different social speeches, each 3 to 4 minutes. Present them at two separate meetings. Choose any two types of social speeches that appeal to you or that you would like to practice.

This project includes:

- 3-4-minute speech #1
- 3-4-minute speech #2

▶ Develop a Communication Plan

(8303) Required for L3 in VC only.

This project focuses on how to formulate a message and develop a plan for a target audience.

Purpose: The purpose of this project is to practice developing a communication plan.

Overview: Develop a communication plan for any event or situation. It may be for a real or hypothetical need. Present a 5-7 minute speech about your experience. You may speak about the planning process, the benefits of developing a plan, or the impact of your plan if you implemented it. Show your VPE your completed plan to receive credit for this project.

This project includes:

- Show completed plan to VPE
- 5-7 minute speech

▶ Develop Your Vision

(8501) Required for L5 in VC only

This project focuses on developing a vision for your work or personal life.

Purpose: The purpose of this project is to develop a detailed vision for your personal life, professional life, or an organization.

Overview: Develop a vision and present it at a club meeting in a 5-7 minute speech. Establish a timeline for implementing your plan using the resources included in this project. Deliver another 5-7 min. speech at a later meeting to present your plan to bring your vision to fruition. Submit your signed Project Completion Form to the VPE to show you completed all resources included in the project.

This project includes:

- Show signed Project Completion form to VPE
- 5-7 minute speech #1
- 5-7 minute speech #2

► Effective BodyLanguage

(8203) Required in L2 for PM. Optional for others in L3. This project focuses on how to recognize body language used when speaking publicly and how to use gestures to enhance speech content.

Purpose: The purpose of this project is to deliver a speech with awareness of your intentional and unintentional body language, as well as to learn, practice, and refine how you use nonverbal communication when delivering a speech.

Overview: Prepare a 5-7 minute speech on a topic that lends itself to expression through your movement and gestures. Video record your presentation and get feedback from your mentor or another reviewer before speaking to your club. Or perform your speech in front of a mirror and make adjustments before your scheduled speech.

This project includes:

• 5-7 minute speech

► Ethical Leadership

(8502) Optional for all Paths in L5.

This project addresses the importance of recognizing the effect of decisions that impact ethics, best practices for making ethical decisions and developing an ethical framework.

Purpose: The purpose of this project is to develop a clear understanding of your own ethical framework and create an opportunity for others to hear about and discuss ethics in your organization/community.

Overview: Define an ethical framework for yourself. To do this, you may need to complete personal research beyond the contents of this project. Then, organize and moderate a 20-40-minute panel discussion about ethics, followed by a question-and-answer session. Review the Moderate a Panel Discussion elective project.

This project includes:

20-40 minutes - Organizing and moderating a panel discussion as well as a question-and-answer session

► Evaluation and Feedback

(8100) Required for all Paths in L1.

This project addresses the skills needed to give and receive feedback. You will learn about giving, receiving and applying feedback.

Purpose: The purpose of this project is to present a speech on any topic, receive feedback, and apply the feedback to a second speech.

Overview: Choose any topic for your first 5-7 min. speech. After your speech, carefully review your feedback. At a different meeting, present a 5-7 minute speech in which you incorporate feedback from your 1st speech. You may choose to present the same speech or a new one. Your second speech should reflect some or all of the feedback from your first speech. After completing both, serve as an evaluator at a meeting and deliver constructive feedback about another's presentation.

This project includes:

- 5-7 minute speech (8100E-1)
- 5-7 minute speech incorporating feedback from (8100-E2) (your first speech) into this second speech
- 2-3 minute Serving as a speech evaluator (8100E-3)

▶ Focus on the Positive

(8304) Optional for all L3.

This project addresses strategies for improving your personal interactions by understanding the impact of your attitudes and thoughts on daily interactions.

Purpose: This project is to practice being aware of your thoughts, feelings, and your impact on others.

Overview: Keep a daily record of your moods and attitudes for a minimum of 2 weeks, noting when you feel positive or negative, your successes and efforts, and 3 things for which you are grateful. Record and evaluate changes in your behavior or the behavior of those around you. At a meeting, share some aspect of your experience. You may schedule a 2-3 minute report or a 5-7 minute speech. Then submit your signed Project Completion Form to your VPE to indicate you completed the journal.

This project includes:

- 2-3 minute report or a 5-7 minute speech
- Project Completion Form for VPE

► High Performance Leadership

(8503) Required for EC, IP, PI in L5. Optional for others. The focus of this project is to design and complete a project with well-defined goals, lead a team and be accountable to a guidance committee.

Purpose: The purpose of this project is to apply your leadership and planning knowledge to develop a project plan, organize a guidance committee, and implement your plan with the help of a team.

Overview: Select a project to complete with a team of at least three members. Form a guidance committee and meet at least five times through the duration of the project. Deliver a 5-7 minute speech at a club meeting to introduce your plan and vision. After you implement the plan, deliver a second 5-7 minute speech at a club meeting to share your experience developing and completing your plan.

This project includes:

- 5 meetings with team
- 5-7 minute speech #1
- 5-7 minute speech #2

► Ice Breaker

(8101) Required for all Paths in L1.

This foundational project is designed to introduce you to your club and the skills you need to begin your Toastmasters journey.

Purpose: The purpose of this project is to introduce yourself to the club and learn the basic structure of a public speech.

Overview: Write and deliver a speech about any topic to introduce yourself to the club. Your speech may be humorous, informational, or any other style that appeals to you.

This project includes:

• 4-6 minute speech

► Improvement Through Positive Coaching

(8403) Required for L4 in EC Path only.

This project focuses on how your actions can positively affect others and how to nurture relationships and assist an individual in reaching a goal.

Purpose: The purpose of this project is to develop and apply skills for coaching a fellow member or a person outside of Toastmasters who can benefit from your expertise.

Overview: Outside of club meetings, coach an individual through a project. Speak with your VPE to develop a plan for coaching a club member versus an individual outside of Toastmasters. After your coaching commitment, present a 5-7 minute speech at a club meeting about your experience as a coach. Your speech may be humorous, informational, or any style that appeals to you and is appropriate for your content.

This project includes:

• 5-7 minute speech

► Inspire Your Audience

(8305) Optional in all Paths in L3.

This project addresses how to present a speech in an enthusiastic and inspiring fashion to establish a strong rapport with your audience.

Purpose: The purpose of this project is to practice writing and delivering a speech that inspires others.

Overview: Select a topic with the intent of inspiring your audience and prepare a 5-7 minute speech for your club.

This project includes:

• 5-7 minute speech

► Introduction to

Toastmasters Mentoring

(8204) Required in all Paths in L2.

This project introduces the value of mentorship and the Toastmasters view of mentors and protégés.

Purpose: The purpose of this project is to clearly define how Toastmasters envisions mentoring.

Overview: Write and present a 5-7 minute speech about a time when you were a protégé. Share the impact and importance of having a mentor. This speech is not a report on the content of this project.

This project includes:

• 5-7 minute speech

► Lead in Any Situation

(8504) Required in Paths DL and TS only for L5.

This project focuses on leadership and recognizing the need to adapt your style based on the situation and the people you lead.

Purpose: This project is to apply the skills needed to successfully lead in a volunteer or an organization.

Overview: For at least six months, take on a leadership role in Toastmasters (at any level), within another volunteer organization, or in your career. While serving in your role, ask your peers to complete a 360° evaluation. Present an 8-10 minute speech about your experience as a leader. Your speech may be humorous, informational, or any type that appeals to you. The speech is not a report on the content of this project, but a reflection of your experience and/or the impact of the 360° evaluation.

This project includes:

- Serving in a leadership for a minimum of six months
- 8-10 minute speech

► Leading in Difficult Situations

(8404) Required in MS for L4 only

This project focuses on the fundamentals of managing challenges, analyzing difficult situations and identifying best strategies for overcoming adversity.

Purpose: This project is to practice strategies for adjusting to unexpected changes to a finalized plan.

Overview: Design and complete a project plan for any event or set of goals. Your plan may be real or hypothetical. Add as many details to your plan as possible for the best success of this project. In a 5-7 minute speech at a club meeting, share your plan. Distribute copies of the Plan Disruption Ideas resource to club members and allow them 2-3 minutes to discuss possible disruptions to your plan. Listen and present impromptu solutions to the disruptions introduced by club members. The total time to complete this assignment in a meeting is 15-20 minutes.

This project includes:

5-7 minute speech + Disrupted hands outs +
 2-3 minutes impromptu answers
 total of 15-20 club meeting time

► Leading in Your Volunteer Organization‡

(8505) Required in L5 for Path SR. Optional in others. This project focuses on the skills required to lead in a volunteer organization and the importance of recognition and reward in motivating volunteers.

Purpose: The purpose of this project is to apply the skills needed to successfully lead in a volunteer organization.

Overview: Serve in a leadership role in Toastmasters or another volunteer organization for at least six months. You may complete this project based on your employment, but a volunteer organization is preferable. Ask members of the organization to complete a 360° evaluation of your leadership skills. Create a succession plan to aid in the transition after you leave your position of leadership. After your six-month term, deliver a 5-7 minute speech at a club meeting to reflect on your personal experience.

This project includes:

- 6 month (minimum) term as a volunteer leader
- 5-7 minute speech are going to be an officer.

► Leading Your Team

(8405) Required in L4 for LD Path only.

This project is designed to help you accomplish a task while leading a small group and give you the opportunity to practice basic skills of leadership.

Purpose: The purpose of this project is to lead a small team to the completion of a project.

Overview: Build a team of two to four people and lead your team to the completion of a project of your design. After you accomplish the project, present a 5-7 minute speech about you or your experience leading your team. Your speech may be humorous, informational, or any other format that appeals to you. Your project can be any of the following (coordinate with your vice presidents marketing and public relations): A club-specific project, such as hosting an open house, organizing a speech contest, or coordinating a membership-building campaign. A non-Toastmasters specific project that helps the greater good, such as organizing volunteers for a charity, collecting food for community members in need, etc.

(Keep in mind that you're doing this as a private individual and not in the name of Toastmasters a work -related group or team project.)

This project includes:

• 5-7 minute speech

► Lessons Learned

(8506) Optional for all Paths in L5.

This project addresses how to identify the discussion points of a large group meeting, encourage a culture of contribution and voicing opinions, and facilitate productive discussion that yields results.

Purpose: The purpose of this project is to learn about and apply the skills to run a lessons learned meeting during a project or after its completion.

Overview: Facilitate a lessons learned meeting for a team with which you are completing or have completed a project. This meeting is separate from your regular Toastmasters meeting. Organize and facilitate a discussion. Record the results into a document you and your team members can use to facilitate the current project or future projects. If you haven't already, give team members an opportunity to complete a 360° evaluation of you as a team leader. (Use the 360° Evaluation resource.) Finally, present a 5-7 minute speech in your club about the lessons learned meeting or your leadership experience.

- Lessons Learned Response Log Metrics Log
- 5-7 minute speech

► Make Connections Through Networking

(8306) Required in SR Path for L3.

Optional for all other Paths in L3.

This project focuses on how to network effectively and understanding the importance of being a professional ally to people in your network.

Purpose: The purpose of this project is to develop and practice a personal strategy for building connections through networking.

Overview: Prepare for and attend a networking event. After the event, present a 5-7 minute speech to your club. Your speech can include a story or stories about your experience, a description of what you learned, or a discussion on the benefits of networking. Your speech may be personal to you or informational about networking. If you attend a non-Toastmasters event, you must sign the Project Completion Form and give it to your VPE.

This project includes:

- Project Completion Form to VPE
- 5-7 minute speech

► Manage Change

(8406) Required in DL only for L4 only.

This project focuses on how to plan for change, develop a communication plan, and identify obstacles to success.

Purpose: The purpose of this project is to practice developing a change management plan.

Overview: Create a change management plan for a real or hypothetical situation. You may create a plan that is based on a past change or a future change that is happening in your personal, Toastmasters, or professional life. Share your change management plan with your club in a 5-7 minute speech. Your speech may be humorous, informational, or any other style that appeals to you. It is not a report on what you learned from the project. It is an overview of your plan, how it will benefit you and the group it affects.

This project includes:

5-7 minute speech

► Manage Online Meetings

(8407) Optional for all Paths in L4.

This project addresses how to effectively conduct online meetings and webinars, prepare and organize necessary visual aids, and lead with confidence.

Purpose: The purpose of this project is to practice facilitating an online meeting or leading a webinar.

Overview: Conduct a 20-25 minute online meeting with fellow Toastmasters or a 20-25 minute webinar with visual aids for fellow Toastmasters. You determine the topic of your meeting or webinar. Research and use software that best fits your needs and geographic area. Invite your evaluator to participate in the online meeting or webinar. If you complete your assignment with non-Toastmasters, you must receive approval from the VPE and invite your evaluator to attend.

This project includes:

20-25 online meeting or webinar

► Manage Projects Successfully

(8408) Required for L4 in Path IP. Optional for others. This project focuses on skills needed to effectively manage a project, develop rapport with stakeholders and cultivate strong relationships with a team.

Purpose: The purpose of this project is to practice developing a plan, building a team, and fulfilling the plan with the help of your team.

Overview: Form a team of three to four people and choose a project. Create a plan for your project and present the plan to your club in a 2-3 minute speech. Work with your team to complete your project. Present a 5-7 minute speech about your experience. This speech may be humorous, informational, or any type of speech that appeals to you. It should not be a report about the content of this project, but a reflection of your experience applying what you learned. When considering projects to complete, refer to future projects on your path.

This project includes:

- 2-3 minute speech about your plan
- 5-7 minute speech about your experience

► Manage Successful Events

(8507) Required in L5 for Path IP only.

This project is designed to give you tools to coordinate an event. It includes steps to manage the unexpected, leading a team, creating positive outcomes.

Purpose: This project is to practice planning, organizing, leading, and implementing an event.

Overview: Plan, coordinate, and complete an event of your choosing. Tools for planning all aspects of an event are included in this project. After you complete the event, present a 5-7 minute speech in your club. Share the impact of the planning process, your team, and the organization for which the event was held. Your speech may be humorous, informational, or any style that appeals to you. It is not a report on the content of this project.

This project includes:

• 5-7 minute speech

► Managing a Difficult Audience

(8409) Required in L4 for Path PM. Optional for others. This project covers common behaviors of difficult audience members and how to address each behavior In a calm, effective and professional way.

Purpose: The purpose of this project is to practice the skills needed to address audience challenges when you present outside of your Toastmasters club.

Overview: Prepare a 5-7 minute speech on a topic of your choosing. You may write a new speech or use a speech you presented previously. You will be evaluated on the way you manage audience disruptions, not the content of your speech. Before your club meeting, send the Role Play Assignments resource to the Toastmaster and VPE. Respond to different types of difficult audience members that disrupt you. The process of speaking and responding to audience members will take 12-15 minutes.

- Role play assignment for club members
- 5-7 minute speech + Responding to audience = 12-15 minutes meeting time

► Managing Time

(8205) Required in Path LD for L2 only.

This project is designed to help you manage your time, discover time management techniques, and employ them in your speeches and daily life.

Purpose: The purpose of this project is to observe your own time management patterns.

Overview: Develop a 5-7 minute speech on any topic. As you develop your speech, record the time required for each task in order to help you determine how you can improve your time management strategies. Present your speech at a club meeting. Finally, submit the Project Completion Form to your VPE.

This project includes:

- Time and Task Log Project Completion Form to VPE
- 5-7 minute speech

► Moderate a Panel Discussion

(8508) Optional for all Paths in L5.

This project addresses the skills needed to successfully moderate a panel discussion and how to be an effective participant on a panel.

Purpose: The purpose of this project is to apply your skills as a public speaker and leader to facilitate a panel discussion.

Overview: Plan and moderate a 20-40-minute panel discussion. The panel discussion can be on any topic and may take place at a club meeting or outside of Toastmasters with the approval of your VPE. Toastmasters who participate as panelists do not receive credit in Toastmasters Pathways. When you have the opportunity, volunteer to act as a panelist for another member completing this project.

This project includes:

• 20-40 minute - moderate a panel discussion

► Motivate Others

(8411) Required in Paths MS and TC only for L4.

This project focuses on how people are motivated. It is designed to help you build your leadership skills by effectively motivating team members.

Purpose: The purpose of this project is to practice the skills needed to motivate team members through the completion of a project.

Overview: Build a team of three to four people to help you create and complete a project to benefit your club. Use the information in the project to develop motivational strategies for each team member. After the project, you may choose to ask team members and at least one club officer to complete a 360° evaluation to give you feedback on your communication and leadership. Deliver a 5-7 minute speech at a club meeting about your experience. Your speech is not a report on the content of this project.

This project includes:

• 5-7 minute speech

► Negotiate the Best Outcome

(8307) Required for DL in L3 only.

This project focuses on identifying negotiation styles, engaging in mutually beneficial discussions, and finding and building common ground.

Purpose: The purpose of this project is to learn about different types of negotiation and the strategies that can be used when negotiating.

Overview: Develop a 5-7 minute speech about a past or upcoming negotiation in your life. The negotiation must be one that you have participated in or will participate in. You may choose to reflect on the strategies you used or those that you believe would be the most beneficial in the future. Your speech can be persuasive, humorous, informational, or crafted in any style and supports your speech content.

This project includes:

• 5-7 minute speech

► Persuasive Speaking

(8308) Required in PM for L3 only.

This project focuses on helping you to develop and support a viewpoint, and identify the most appropriate type of persuasive speech for your topic.

Purpose: The purpose of this project is to understand the types of persuasive speeches and deliver a persuasive speech at a club meeting.

Overview: Choose any topic that lends itself to speaking persuasively and prepare a speech. Present your 5-7 minute speech at a club meeting. If your VPE approves a non-club event or group, your evaluator must be present for your speech.

This project includes:

• 5-7 minute speech

► Planning and Implementing

(8309) Required for L3 in Path LD only.

This project is designed to help you develop realistic plans to meet your objectives and to successfully monitor a project to completion.

Purpose: The purpose of this project is to practice developing a plan and bringing that plan to fruition.

Overview: Select any small-scale project, such as a family party, a short trip, a themed Toastmasters meeting, or any other event or project that requires planning. Develop and implement the plan, with or without help from others. At a club meeting, deliver a 2-3 minute report or a 5-7 minute speech about your experience. Submit the Project Completion Form to your VPE to confirm you completed all planning resources.

- The Project Completion Form to VPE
- 2-3 minute report or 5-7 minute speech

► Prepare for an Interview

(8310) Optional for all Paths in L3.

This project addresses the skills you need to identify and speak about personal strengths and present yourself well in an interview of any type.

Purpose: This project is to practice the skills needed to present yourself well in an interview.

Overview: Determine which type of interview you would like to practice, such as a job or expert interview. Prepare by reviewing your skills and abilities. Complete the resources in the project and give them to your interviewer before your presentation. You determine which member of your club interviews you, but your interviewer must be someone other than your evaluator. In a 5-7 minute role-play presentation at a club meeting, practice answering interview questions to promote your skills, abilities, and experience.

This project includes:

• 5-7 minute role-play interview at a club meeting

► Prepare to Speak Professionally

(8509) Required in Path PM for L5. Optional for others. This project is designed to help you define the attributes of professional speakers and apply that understanding to your own skills as a speaker.

Purpose: The purpose of this project is to practice developing and presenting a longer speech.

Overview: Write and present an 18-22 minute keynote-style speech. Exemplify the point of view or message you would convey as a professional-level speaker. You may choose to use visual aids if they fit your speech and your style. Your speech may be humorous, informational, or any style that appeals to you and supports your speech content. If you receive advance approval from the VPE, you may present the speech to a non-Toastmasters group.

This project includes:

• 18-22 minute keynote-style speech

► Present a Proposal

(8312) This is required for L3 in Path IP only.

This project introduces how to select key information to present in a proposal to build a case with supporting evidence and realistic solutions.

Purpose: The purpose of this project is to practice developing and presenting a proposal.

Overview: Develop a proposal to improve any area of your life. It may involve your personal or professional life, or your Toastmasters club. If your proposal involves your club, speak with the appropriate officer. For example, if you have a proposal to increase club membership, discuss it with the vice president membership. In a 5-7 minute speech at a club meeting, present your entire proposal or aspects of it.

This project includes:

• 5-7 minute speech

► Public Relations Strategies

(8412) Required in L4 for Path SR others are optional. This project focuses on how to promote awareness of an organization, formulate a public relations strategy and use various public relations tactics.

Purpose: The purpose of this project is to practice the skills needed to effectively use public relations strategies for any group or situation.

Overview: Create a public relations plan for a real or hypothetical group or situation. If it involves your club, it must be hypothetical unless you communicate with the vice president public relations and club president. Share your plan in a 5-7 minute speech at a club meeting. This speech is not a report on the content of this project, but an example of how you will or might apply what you learned.

This project includes:

• 5-7 minute speech

► Question-and-Answer Session

(8413) This is an optional Project in L4 for all Paths. This project addresses how to prepare to answer questions and provide information clearly, concisely and with confidence.

Purpose: The purpose of this project is to learn about and practice facilitating a question and answer session.

Overview: Select a topic of which you are particularly knowledgeable. Prepare and deliver a speech on this topic, followed by a question-and-answer session. Together, the speech and question-and-answer session must be 15-20 minutes. Use your time effectively to ensure both segments are completed.

This project includes:

 5-7 minute speech + Question-and-answer session after the speech = 15-20 meeting

► Reaching Consensus

(8313) This project is required in L3 for Path EC only. This project focuses on reaching consensus and the importance of including all group members in the decision-making process.

Purpose: The purpose of this project is to work with a group to practice reaching consensus on any topic.

Overview: Apply the techniques described in the project to practice leading a group of people toward consensus at a club meeting in 20 minutes. Choose a topic that will offer you and your group a challenge, but avoid topics that you know are unlikely to reach consensus in the timeframe. (Note: It is ok if you cannot reach consensus in 20 minutes.) Then, give a 2-3 minute closing statement on the experience or the decision. You may also choose to lead a non-Toastmasters group toward consensus. Apply the techniques described in the project. Choose a topic that will offer you and your group a challenge. At a club meeting, deliver a 5-7 minute speech about the experience. Your speech can be persuasive, humorous, informational, or crafted in any style that appeals to you and supports your speech content. Submit your signed Project Completion Form to VPE.

- 5-7 minute speech + Q&A = 12-20 meeting
- Project Completion Form to VPE

► Reflect on Your Path

(8510) Required for all Paths in L5.

This speech is to be done after you do your elective project/speech. It is your last speech in L5.

This project is designed to give you an opportunity to share your experience at the end of your path.

Purpose: The purpose of this project is to reflect on your growth during the completion of an entire path.

Overview: At a meeting, present a 10-12 minute speech to share your experience completing your path. Use this opportunity to reflect on how far you have come, summarize the skills you have learned and developed, and to celebrate your achievements.

This project includes:

• 10-12 minute speech

► Researching and Presenting

(8102) Required in all Paths in L1.

This project addresses topic selection strategies, suggestions for research and methods for producing a well-organized speech.

Purpose: The purpose of this project is to learn or review basic research methods and present a wellorganized, well-researched speech on any topic.

Overview: Select a topic that you are not already familiar with or that you wish to learn more about. Be sure your topic is narrow enough to be an effective 5 -7 minute speech. Research the topic and begin organizing the information, as described in this project.

This project includes:

• 5-7 minute speech

► Successful Collaboration

(8314)Only in Path TC this project is required for L3. The focus of this project is the benefit of collaboration, building an environment of trust, and encouraging creative debate within a group.

Purpose: This project is to introduce or review strategies for working in a collaborative group.

Overview: Your goal is to apply the collaboration strategies you learned to a small-scale project, such as planning a meeting. Deliver a 5-7 minute speech about your experience with the process. This speech is about you, your learning, and your perceptions of the experience.

This project includes:

5-7 minute speech

► Team Building

(8511) Required for Path MS in L5 only.

This project addresses the benefits of team building. It is designed to help you build a sense of collaboration and trust within a team completing a project.

Purpose: This project is to practice the skills needed to build a cohesive team and host an event.

Overview: Build and work with a small team to design and host a team-building event, either in your club or another environment. Before the event, deliver a 2-3 minute report at a club meeting to share your plans. After the event, deliver a 5-7 minute speech. The speech needs to be about your event, the impact of leading on you and your team.

This project includes:

- 2-3 minute report5-7 minute speech

► Understanding Conflict Resolution

(8315) Required for L3 only in Path PI only

This project is designed to introduce conflict resolution strategies and provide an opportunity to resolve a conflict scenario within an interactive activity.

Purpose: The purpose of this project is to develop or enhance your understanding of the steps and strategies to address conflict.

Overview: Complete the conflict resolution video activity in the project. Prepare a 5-7 minute speech to discuss how you manage conflict, how you can develop a stronger strategy, and your best attributes in a conflict situation. You may also share the impact of the video activity. Your speech may be humorous, informational, or any style. This project is not a report on or a critique of the content of this project.

This project includes:

• 5-7 minute speech

► Understanding Emotional Intelligence (8316) Required in L3 in Path MS only.

This project addresses elements of emotional intelligence. It is designed to help you understand your own emotions and the emotions of others.

Purpose: The purpose of this project is to cultivate an understanding of how your emotions impact your relationships. It is also designed to help you identify how others' emotions impact your emotional state.

Overview: For a minimum of two weeks, keep a journal about your emotions and how they impact you and others. Discuss the impact of tracking your emotions in a 5-7 minute speech at a club meeting. (Note: You are not required to share the intimacies of your experience.) Finally, submit the signed Project Completion Form to your VPE to indicate you completed your journal.

- Project Completion Form to VPE
- 5-7 minute speech

► Understanding Vocal Variety

(8317) Optional for all Paths for L3.

This project addresses the importance of vocal variety when giving a speech and provides activities to develop and nurture its use.

Purpose: The purpose of this project is to practice using vocal variety to enhance a speech.

Overview: Learn or review the importance of vocal variety. Use the exercises in this project to improve your vocal variety skills. Then, present a 5-7 minute speech on any topic at a club meeting. The primary focus of the evaluation is your vocal variety.

This project includes:

5-7 minute speech

► Understanding Your Communication Style

(8206) Required in Paths DL, EC, MS, PM & VC in L2. This project focuses on recognizing your preferred communication style and understands how your style impacts your interactions with others.

Purpose: The purpose of this project is to learn about different communication styles and identify your primary style.

Overview: Complete the Discover Your Communication Style questionnaire to help you identify your style. Deliver a 5-7 minute speech at a club meeting about your communication style and its impact on your professional and/or personal relationships. If you are uncomfortable discussing your communication style, you may speak about the communication styles you have encountered and how they impact you. Your speech should not be a report of the content of this project.

This project includes:

5-7 minute speech

► Understanding Your Leadership Style

(8207) Required in L2 in all except MS and PM. This project introduces the different styles of leadership and help you identify your preferred style.

Purpose: The purpose is to identify your primary leadership style or styles.

Overview: Complete the Discover Your Leadership Style questionnaire. Consider how your leadership style impacts people around you and how you can adjust it to more effectively lead people with styles different from your own. Deliver a 5-7 minute speech at a club meeting to share some aspect of your leadership styles general. You may discuss your style preferences when working with others, and how you can adapt it to situations, or leadership styles in general and how they impact a group.

This project includes:

5-7 minute speech

► Using Descriptive Language

(8318) Optional for all Paths in L3. This project addresses the difference between literal and figurative language along with how to determine when to use each to create vivid descriptions.

Purpose: The purpose of this project is to practice writing a speech with an emphasis on adding language to increase interest and impact.

Overview: Speak on any topic. Develop a 5-7 minute speech describing the topic in detail.

This project includes:

• 5-7 minute speech

► Using Presentation Software

(8319) Optional for all Paths in L3.

This project addresses the use of presentation software from identifying topics that benefit from the use of technology to effective slide design & presentation.

Purpose: This project is to introduce or review basic presentation software strategies for creating and using slides to support or enhance a speech.

Overview: Select a speech topic that lends well to a visual presentation using technology. Use the content of this project and your own research to help you develop your slides. Give a 5-7 minute speech using the slides you developed.

This project includes:

- Developing presentationslides
- 5-7 minute speech

► Write a Compelling Blog

(8318) Optional for all Paths in L4.

This project addresses the basics of developing a blog and successfully engaging a readership.

Purpose: This project is to review or introduce the skills needed to write and maintain a blog.

Overview: Post a minimum of 8 blog posts in month. Your blog may be new or one you have already established. You must receive approval from the VPE to blog on behalf of your club. Deliver a 2-3 minute speech about blogging experience. Give the Project Completion Form to the VPE.

- Maintain a blog and posting at least 8 times in 1 month
- Project Completion Form to VPE
- 2-3 minute speech

Chapter 7. Planning Your Journey - Your Way

Come With an Empty Cup

In the June 2018 issue of the Toastmasters Magazine, our International President, **Balraj Arunasalm**, DTM wrote an article addressing the challenges of **Change**. Here is an excerpt from that article.

"It's an old adage that we must empty our cup to get new tea." When attending a speech or training, it is imperative that we arrive with an empty cup. Drop all preconceived ideas and be neutral. Arrive with an open mind - willing and eager to learn - rather than expecting to validate existing knowledge. Be engaged in the training and be open to new ideas.

Go through life and through Toastmasters, holding an empty cup, collecting the knowledge and wisdom of those who have gone before you and sharing it with those who come after you. Seize every training opportunity you have in Toastmasters and beyond! Continued training leads to continued success.

The Team's Game Plan

The Game Plan is that I encourage all **District Directors**, **Area Directors** and **Club Officers** to give this *Plan* a try. I recommend that we choose the way our Founders District started: Using one basic tool, the *Competent Communications* manual. Likewise, as the starting point in Pathways, let us start with the basic skills path called PRESENTATION MASTERY.

Once we are at ease with the Pathways system, then we can easily select any of the other 9 paths. It is that simple.

It is my opinion that the members who accept this Game Plan are the ones who can set the pace, can help meet the goal of 100% of our members working on Pathways in just a few months. If everyone STARTS with Presentation Mastery in the beginning it will be as fundamental and pivotal as it has been for Pre-Pathways members working on the Competent Communications manual.

We can use the same successful approach to PATH-WAYS! It is easy for members to mentor each other when we have done the same assignments.

Each-one-Teach-one

Does It Make a Difference?

One of the objectives of PATHWAYS is to encourage more people to do more projects. The percentage of people who finished the previous manual was much lower they it should have been. Thus, they have developed a more WIN-WIN situation. They want more members to earn an award earlier. You complete Level 1 after four speeches and one evaluation.

Does it make a difference which Path you chose? Maybe not ... unless you selected a PATH that has some required projects that are more advanced or are more involved and require more time than you want to spend on a project.

A Plan - A Map

When you take a trip, when you build a house, when you do almost everything - you have a MAP. Something that helps you to know where you are going and about when you will get there.

You have a destination - with a goal a Plan - a Map is very valuable.

There are some problems with Pathways. Mostly it is the software - not the information. Sometime in the future you can hope that it will get fixed. In the meantime, you need to make the most of it and simply plan ahead and enjoy your journey.

A plan - a map is what you need. That is what is on the next pages.

A Helpful Tool for YOU

On the next pages are forms for *every* Path. This may be your best (easiest) way to get an idea how involved a path may be. You could find this a fast and easy way to find your first path ... or ... your next path, and your next and

Descriptions	.Page
Lines and Fields Explained	_
Dynamic Leadership (ws-DL)	
Effective Coaching (ws-EC)	38
Innovative Planning (ws-IP)	39
Leadership Development (ws-LD)	40
Motivational Development (ws-MD)	41
Persuasive Influence (ws-PI)	42
Presentation Mastery (ws-PM)	43
Strategic Relationships (ws-SR)	44
Team Collaboration (ws-TC)	45
Visionary Communication (ws-VC)	46
Generic Form (ws-00)	47

Going for Your DTM?

If you want to be a member of a prestigious club, if you are going for you DTM, you will use this form too in addition to a single path form. In PATHWAYS, if you want to, you can earn your DTM in two years, maybe even less.

DTM Information and Worksheets48-49

Yogi Berra's quote is worth repeating.

"If you don't know where you are going, you'll end up someplace else."

Your Personal PATHWAYS Learning Experience - Plus Explanation of A Very Helpful Tool - Templet of a Path Worksheet

Path # is your sheet number. Example: 1 would be for your 1st path, 2 would be for your 2nd path, etc.

② Date you joined, your Toastmasters ID # and, your name.

This is where the name of the Path is place. There is a templet for each Path with all the required projects for the named Path.

Also there is one generic templet which has only the required Projects that appear Level 1, Level 2 and Level 5.

Then, on page 49 is the Templet for one if you are going for your DTM.

4 L1 (Level 1) Mastering Fundaments

The first three fields are already filled in with the Required Projects for this (and all) Paths.

The next four fields you will fill in with:

the date when you gave the speech the title of your speech name or of your evaluator

Then where the VPE initials, indicating that this assignment has been completed.

(5) L2 (Level 2) Learning Your Style

All the Required Project fields are all ready filled in relative to the named Path. The next four fields you will fill in as described above.

6 L3 (Level 3) Increasing Knowledge

The information for the Required Projects are already filled in relative to the named Path.

At Level 3 you will choose two (2) Elective Projects. On each templet you will see E-1> and E-2>. On these lines, you will fill in the information about Electives you have chosen. (See Chapters 4 and 6.)

L4 (Level 4) Building Skills

The information for the Required Project(s) are already filled in relative to the named Path.

At Level 4 you will choose one (1) Elective Project. On the templets you will see an E>. You will fill in the blank line(s) with information about your chosen Elective.

8 L5 (Level 5) Demonstrating Expertise

The information for the Required Project(s) are already filled in relative to the named Path.

At Level 5 you will choose one (1) Elective Project. On the templets you will see an E>. You will fill in the blank line(s) with information about your chosen Elective.

After you have completed <u>each Level</u>, there are two things that must be done.

A. A Base Camp Manager (this would be either VPE or President or Secretary) must mark your record approved before you can move on to the next level.

and

B. To receive credit at Toastmasters International, an officer of your club must go to the Toastmasters International website,

Click on Leadership Center,

Click on Club Central,

Click on Submit Educational Awards.

Select Member Name

Click on the appropriate award.

It will read:

Online Path Name, Level number and (language)

These are the only duties carried over from the Competent Leadership manual. The dates you completed these you post in the *My Account* section.

Three of these (ev, tm, tt) must be completed by the time you complete Level 3, otherwise you will not be able to move on to Level 4.

See ① Key that describes the coded items.
See page 11 for more details about My Account.

- ①.This is the **PLUS** shown above in the title. After you have finished L1, it is recommended that every member, at some time, serve as a Club Officer. You will fill in the Officer Title, Dates served, Officer Training Dates (2 x a year) and Success Plan Date (when the officers fill out the DCP form).
- (11) This is the **Key** that identifies the two letter codes used for the various assignments Also listed are the special assignments such as membership activities, newsletter, etc.
- (12) It is important to acknowledge, to encourage and to track your participation. Because only a few of the leadership projects from the *Competent Leadership* Manual are included in Pathways. In our club, we will continue to assign these tasks at our meetings and will continue to recognize our members performance for completing all 10 of the projects.
- (13) Since you will often have completed all the fields assigned for a specific task, you can be working on a 2nd track. This way you get credit for these as you do them. Write in the dates for these various assignments are completed.

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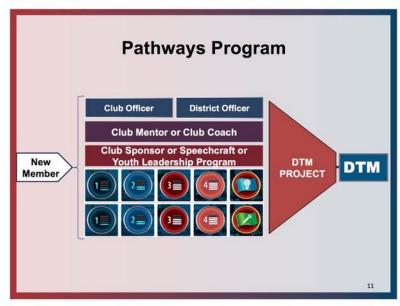
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7 Steps to Your DTM



Item PWWS-DTM - Worksheet - This is for those of you who want to earn the highest award that you can earn! Your DTM

You can start this sheet at any time. If your goal is to earn a DTM (maybe another one) go ahead and start this form. See pages 36 and 37.

- ① ② ③ Step #1 & #2 For your DTM, you need to complete two different paths.
- 3 5 6 7 8 For these fields you simple write the dates you completed and any notes you want. You will use your completed forms (page 37). Items 1 1 1 1 are the same as described on page 36.

(14) **Steps** #4, #5, #6 and #7 These are the other activities you will need to do to earn your DTM. This is why it's important to plan ahead. Step #6 requires a year commitment. You won't want to leave this for last. GO FOR IT!!

If you wish to earn the highest award in Toastmasters, your DTM, there are 7 steps to get there. However, you do not need to do them is this order. Think of it as earning a degree in college. To get a degree, you take several courses at a time. In this case you can be doing Step 4 at the same time you are doing Step 1, and so on. You may not be interested in working towards your DTM and that's okay. You work the PATHS you want to - at the pace you want.

Step 1 = Complete 1st PATH - (5 Levels)

Step 2 = Complete 2nd PATH - (5 Levels)

Step 3 = Serve as a (select 1)

Club Sponsor or Speech Craft or Youth Leadership Program For more information contact the Club Growth Director

Step 4 = Serve as a (select 1)

Club Mentor or Club Coach For more information contact the Club Growth Director

Step 5 = Serve as a Club Officer - for 12 months

Step 6 = Serve as a District Officer - for 12 months

Step 7 = Complete the DTM Project

In 7 Steps - The Way to Your DTM

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Chapter 9 Toastmasters 'Heritage' Materials Map into Pathways

A Work in Progress.

A THOUGHT to be Explored in the future.

Many of you have expressed an interest in using some of the excellent material in our pre-Pathways, 'Heritage' educational manuals. Quite a bit of this material has been left out of PATHWAYS.

However, some of these valuable 'Heritage' materials do appear in Levels that come later on in a given Path. The following are some suggestions on how to utilize the 'Heritage' materials.

On the next page is a list of 'Heritage' resources, which I believe should be presented at Toastmaster meetings. All of these resources are currently available as free, digital downloads. In some cases, the accompanying PowerPoint presentation is also available. You will benefit from checking your projects and assignments to see how you might use this helpful material for credit in PATHWAYS.

Suggestions for using material in:

The Successful Club Series,
The Better Speaker Series and
The Leadership Excellence Series

New Clubs

Many of the speeches/presentations in the above listed series could be given as Speech #2 in Level 1, delivered by a new member, or by a club sponsor or a club mentor. You will need to make arrangements with the VPE for the extra time required for these speeches.

All Other Clubs

It is helpful for all clubs to have projects from the above listed series presented to club members. The information will help new members better understand how your club works. For other members, it is a reminder of things that may have "slipped by" or have been forgotten. Simply check out your PATH Projects and Assignments, as listed in Chapter 2. Then check out the details of the Assignments in Chapter 3.

Although the software that PATHWAYS uses does not allow you to go ahead, there is no law that prevents members who have worked on the previous Educational Awards, (i.e. ACB, ALB, etc.) to move forward and apply the information provided in these series materials as a Project/Assignment listed in PATHWAYS Learning Experience.

Suggestions for using material in:The Competent Communications Manual

HarborLites Club requires members to give "manual" speeches. Evaluations are done relative to both the stated objectives* of the assignment/project and the personal goals of the member. *In Pathways it is refered to as "the Purpose of ..."

The first objective is always to help our members work on their personal goals. That is easy because, whatever the subject matter, or the member's personal goals, the objectives in the Competent Communications Manual will almost always apply.

For members who have been in Toastmasters for a number of years, they are more comfortable working the projects, as presented in the Competent Communications Manual.

As VPE, I work with the experienced members to identify, 1) what the member wants to work on, and 2) what might be helpful for the club members, at this particular time.

Suggestions for using material in: The Competent Leadership Manual

Competent Leadership Manual suggestions are described in Chapter 7, Item . (12) and (13). Implementation ideas for incorporating the Competent Leadership Manual is a work in progress. In HarborLites Club #1927, we are using a tracking system which I developed several years ago.

It needs work in order for other clubs to be able to use this handy tracking system.

List of the Heritage Learning Materials to Consider

time	code	The Successful Club Series
60-90	290	Moments of Truth
10-15	291	Finding New Members
10-15	292	Evaluate to Motivate
10-15	293	Closing the Sale
10-15	294	Creating the Best Club Climate
10-15	295	Meeting Roles & Responsibilities
10-15	296	Mentoring
10-15	297	Keeping the Commitment
10-15	298	Going Beyond Our Club
10-15	299	How to be a Distinguished Club
time	code	The Better Speaker Series
10-15	270	Beginning the Speech
10-15	271	Concluding Your Speech
10-15	272	Controlling Your Fear
10-15	273	Impromptu Speaking
10-15	274	Selecting Your Topic
10-15	275	Know Your Audience
10-15	276	Organizing Your Speech
10-15	277	Creating Your Introduction
10-15	278	Preparation and Practice
10-15	279	Using Body Language
time	code	Leadership Excellence Series
10-15	312	Developing a Mission
10-15	313	Values and Leadership
10-15	314	Goal Setting and Planning
10-15	315	Delegate to Empower
10-15	316	Building A Team
10-15	317	Giving Effective Feedback
10-15	318	The Leader as a Coach
10-15	319	Motivating People
10-15	320	Service and Leadership
10-15	321	Resolving Conflict

time	code	Competent Communication
4-6	225-01	#1-The Ice Breaker
5-7	225-02	#2-Organize Your Speech
5-7	225-03	#3-Get to the Point
5-7	225-04	#4-How to Say It
5-7	225-05	#5-Your Body Speaks
5-7	225-06	#6-Vocal Variety
5-7	225-07	#7-Research Your Topic
5-7	225-08	#8-Get Comfortable w/Visual Aids
5-7	225-09	#9-Persuade with Power
8-10	225-10	#10-Inspire Your Audience
time	code	Competent Leadership
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3 of 4 2 of 3 3 of 3 ti + 1 3 of 4	265-01 265-02 265-03 265-04 265-05 265-06	#1-Listening and Leadership #2-Critical Thinking #3-Giving Feedback #4-Time Management #5-Planning and Implementation #6-Organization and Planning
3 of 4 2 of 3 3 of 3 ti + 1 3 of 4 1 2 of 4	265-01 265-02 265-03 265-04 265-05 265-06 265-07	#1-Listening and Leadership #2-Critical Thinking #3-Giving Feedback #4-Time Management #5-Planning and Implementation #6-Organization and Planning #7-Developing Facilitation

Notes/Questions/Suggestions

If you have some questions or would like to share your thoughts, suggestions, comments - all and any feedback is appreciated.

The following items are available. You may request them from me and I will email the items you request.

Pathways-RG-WC-YourJourney-4.0.PDF

PDF file of the 52 page Reference Guide booklet by Charlotte (w/Cover)

Elective-Projects.xlsx

Excel file of the Alph and Num list of all the projects
Pages 24 and 25 in the Reference Guide - Your Journey booklet

PWWS-1807-Master.xlsx

Excel file of the worksheets for tracking your work 12 Templates seen on Pages 37-47 and 49 in booklet

PWWS-FillablePDF-Sheets - Folder

Fillable PDF files of the worksheets for track your work. 12 Templets seen on Pages 37-47 and 49 in booklet

Pathways - Ice Breaker (8101) condenced.PDF

A good item to give to your new members. (6 pages)

Base Camp Manager Duties.PDF

From Toastmasters International - Step-by-Step Information

EvaluationForms - Folder

PDF files of all the Evaluation Forms in Pathways in Alph order

EvaluationFormsCodeNum - Folder

PDF files of all the Evaluation Forms in Pathways in numeric order

Request Items from cjd@CharlotteDrake.com

REMEMBER the Goal

Each-one-Teach-one

Note: Plans are in the works for a Website and/or a Blog with Q&A and Updates