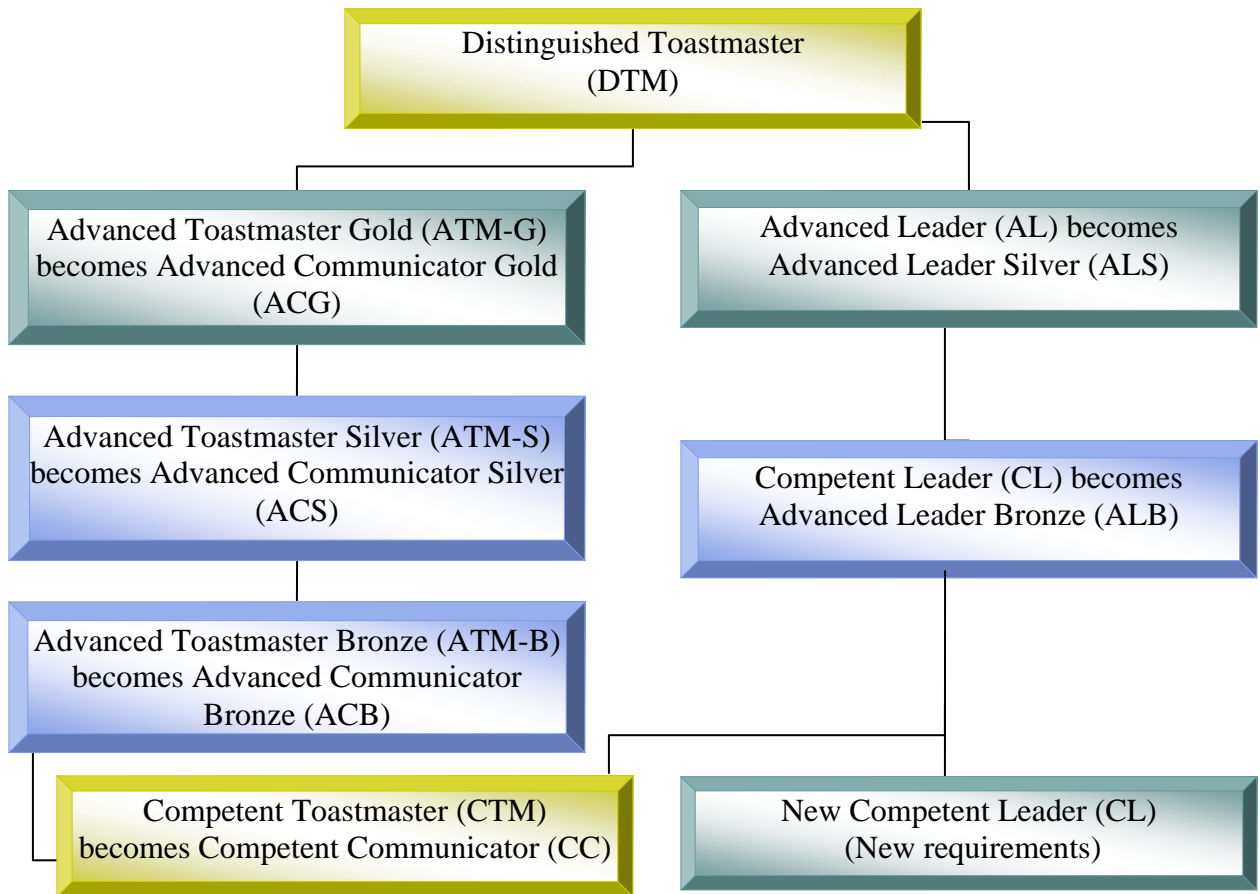


**Until July 1<sup>st</sup>, 2006**



**Starting July 1<sup>st</sup>, 2006**

Communication	Leadership
<p><b>COMPETENT COMMUNICATOR (CC)</b></p> <ul style="list-style-type: none"> <li>Completed the Competent Communication manual</li> </ul> <p><b>ADVANCED COMMUNICATOR BRONZE (ACB)</b></p> <ul style="list-style-type: none"> <li>Achieved Competent Communicator award (or Competent Toastmaster award)</li> <li>Completed two Advanced Communication manuals*</li> </ul> <p><b>ADVANCED COMMUNICATOR SILVER (ACS)</b></p> <ul style="list-style-type: none"> <li>Achieved Advanced Communicator Bronze award (or Advanced Toastmaster Bronze award)</li> <li>Completed two additional Advanced Communication manuals*</li> <li>Conducted any two programs from The Better Speaker Series* and/or The Successful Club Series*</li> </ul> <p><b>ADVANCED COMMUNICATOR GOLD (ACG)</b></p> <ul style="list-style-type: none"> <li>Achieved Advanced Communicator Silver award (or Advanced Toastmaster Silver award)</li> <li>Completed two additional Advanced Communication manuals*</li> <li>Conducted a Success/Leadership Program*, Success/Communication Program* or a Youth Leadership Program</li> <li>Coached a new member with the first three speech projects</li> </ul>	<p><b>COMPETENT LEADER (CL)</b></p> <ul style="list-style-type: none"> <li>Completed the Competent Leadership manual</li> </ul> <p><b>ADVANCED LEADER BRONZE (ALB)</b></p> <ul style="list-style-type: none"> <li>Achieved Competent Leader award</li> <li>Achieved Competent Communicator award (or Competent Toastmaster award)</li> <li>Served at least six months as a club officer (president, vice president education, vice president membership, vice president public relations, secretary, treasurer or sergeant at arms) and participated in the preparation of a Club Success Plan while serving in this office</li> <li>While serving in the above office, participated in a district-sponsored club officer training program</li> <li>Conducted any two programs from The Successful Club Series* and/or The Leadership Excellence Series*</li> </ul> <p><b>ADVANCED LEADER SILVER (ALS)</b></p> <ul style="list-style-type: none"> <li>Achieved Advanced Leader Bronze award (or "old" Competent Leader award)</li> <li>Served a complete term as a district officer (district governor, lieutenant governor, public relations officer, secretary, treasurer, division governor or area governor)</li> <li>Served successfully as a club sponsor, mentor, or coach</li> <li>Completed the High Performance Leadership program</li> </ul>
<p><b>DISTINGUISHED TOASTMASTER (DTM)</b></p> <ul style="list-style-type: none"> <li>Achieved Advanced Communicator Gold award (or Advanced Toastmaster Gold award)</li> <li>Achieved Advanced Leader Silver award (or Advanced Leader award)</li> <li>Distinguished Toastmaster is the highest recognition a member may receive.</li> </ul>	

**\*Better Speaker Series**

<i><b>Presentation Title</b></i>	<i><b>Time</b></i>
Beginning Your Speech	10-15
Concluding Your Speech	10-15
Take the Terror out of a Talk	10-15
Impromptu Speaking	10-15
Selecting Your Topic	10-15
Know Your Audience	10-15
Organizing Your Speech	10-15
Creating an Introduction	10-15
Preparation and Practice	10-15

**\*Successful Club Series**

<i><b>Presentation Title</b></i>	<i><b>Time</b></i>
The Moments of Truth	30-40
Finding New Members for Your Club	10-15
Evaluate to Motivate	10-15
Closing the Sale	15-20
Creating the Best Club Climate	10-15
Meeting Roles and Responsibilities	10-15
Mentoring	30-40
Keeping the Commitment	15-20
Going Beyond Our Club	15-20
How To Be A Distinguished Club	10-15
The Toastmasters Education Program	10-15

**\* Success/Communication Programs**

<i><b>Program Title</b></i>	<i><b>Number of Sessions</b></i>	<i><b>Each Session</b></i>
Speechcraft	4-8	1-2 hours
How to Listen Effectively	1	2.5-3 hours
The Art of Effective Evaluation	1	2.5-3 hours
Building Your Thinking Power I: Mental Flexibility	1	2-2.5 hours
Building Your Thinking Power II: The Power of Ideas	1	2 hours
From Speaker to Trainer	1	4-5 hours

**\*Success/Leadership Programs**

<i><b>Program Title</b></i>	<i><b>Number of Sessions</b></i>	<i><b>Each Session</b></i>
How to Conduct Productive Meetings	1	1 hour
Parliamentary Procedure in Action	5	15 minutes
Parliamentary Procedure, Westminster Model	5	15 minutes
Leadership I: Characteristics of Effective Leaders	1	2.5 hours
Leadership II: Developing Your Leadership Skills	1	2.5 hours
Leadership III: Working in the Team Environment	1	1-1.5 hours
Improving Your Management Skills	1	2.5-3 hours

## \*Leadership Excellence Programs

<i>Title</i>	<i>Description</i>
The Visionary Leader	Discusses how leaders create and communicate a vision for their organization to help it be successful.
Developing a Mission	Addresses how successful leaders create and communicate a mission for their organization.
Values and Leadership	Examines values and how to employ them as you lead a team toward achieving a goal.
Goal Setting and Planning	Reviews the processes leaders use to set goals and develop plans to achieve these goals.
Delegate to Empower	Discusses how to effectively delegate tasks and responsibilities.
Building a Team	Reviews how to create and lead a team.
Giving Effective Feedback	Provides suggestions for offering feedback to others on their performance.
The Leader as a Coach	Discusses how to work with a team to help them improve.
Motivating People	Examines how to be sensitive to your team members' needs and create an environment that will motivate them.
Service and Leadership	Provides the overall concepts of the service leadership philosophy.
Resolving Conflict	Provides concepts that will help the presenter and the participants learn conflict resolution

## \*Advanced Communication Manuals

The Entertaining Speaker
Speaking to Inform
Public Relations
The Discussion Leader
Specialty Speeches
Speeches by Management
The Professional Speaker
Technical Presentations
Persuasive Speaking
Communicating on Television
Storytelling
Interpretive Reading
Interpersonal Communications
Special Occasion Speeches
Humorously Speaking