Toastmasters Leadership Manuals
What is Leadership?

- Behavior of an individual **directing** the activities of a group **toward a shared goal**

- Process of **giving purpose** (**meaningful direction**) to a collective effort and causing **willing effort to be expended to achieve purpose**

- Ability of an individual to **influence, motivate, and enable others to contribute** towards the effectiveness and success of an organization
Leadership Qualities

- Planner
- Risk-taker
- Inspiring
- Courageous
- Listeners
- Decisive
- Visionaries
- Passionate
- Motivators
- Organizers
- Critical thinkers
- Team Builders
Leaders are made, not born

- Leadership is a lifelong study
- A safe place to practice, make mistakes, and learn
  - Learn by doing
  - Don’t know the answer? Ask!
- Mentorship opportunities
Educational System

LEADERSHIP TRACK

New Member

Competent Leader → Advanced Leader Bronze → Advanced Leader Silver

COMMUNICATION TRACK

Competent Communicator → Advanced Communicator Bronze → Advanced Communicator Silver → Advanced Communicator Gold → DTM
The Leadership Track

- Fulfill club meeting roles
- Serve in officer roles at the club level and council level
- Developing a vision
- Goal setting and planning
- Developing plans and strategies
- Team building
10 Projects focus on different leadership skills

- Listening
- Critical thinking
- Giving Feedback
- Time Management
- Plan and Implement
- Organize and Delegate
- Facilitation Skills
- Motivating People
- Mentoring
- Team Building
Competent Leadership Manual (CL)

- Each project contains the following:
  - Executive Summary
  - Objectives
  - Reasons why skill is important
  - Tips and Ways to practice skill in the club
    - Requires to serve in one or more meeting roles
  - Assignment

1. Listening and Leadership

Summary

Listening is an important leadership skill. Good listening helps you to identify and clarify issues, make decisions, resolve conflict and be creative. Listening skills also play a major role in team-building. You can learn to be a leader by following a few simple suggestions.

Objectives

- Determine your current listening skills
- Identify the seven steps to better listening
- Practice listening skills in various club meeting roles
Competent Leadership Manual (CL)

- Appendix
  - Meeting role information and tips for successfully fulfilling each meeting role
    - Tips for before, during, and after meeting
    - Resource list for each role
  - Project Matrix: Meeting roles fulfill project requirements
  - Award requirements
  - Club officer descriptions
Advanced Leadership Manuals

- Club Leadership Handbook (ALB)
- Leadership Excellence Series (ALB)
- Successful Club Series (ALB and ACS)
- District Leadership Handbook (ALS)
- High Performance Leadership (ALS)
- Success/Leadership Program (ACG)
Club Leadership Handbook (ALB)

- Governing Documents / Executive Committee
- Club Timeline
- Club Leadership Roles
- Distinguished Club Program
- Club Finance
- Club Events: Elections and Club Speech Contests
  - Club Officer Installation Script
Leadership Excellence Series (ALB)

- Visionary Leader
- Developing a Mission
- Values and Leadership
- Goal Setting and Planning
- Delegate to Empower
- Building a Team
- Giving Effective Feedback
- Leader as a Coach
- Motivating People
- Service and Leadership
- Resolving Conflict
Successful Club Series (ALB and ACS)

- Moments of Truth
- Finding New Members for Your Club
- Evaluate to Motivate
- Closing the Sale
- Creating the Best Club Climate
- Mentoring
- Keeping the Commitment
- Going Beyond Our Club
- Meeting Roles and Responsibilities
- How to be a Distinguished Club
- Toastmasters Educational Program
District Leadership Handbook (ALS)

- Governing Documents, Procedures, Executive Committee, and District Council
- District Structure and Timeline
- District Leadership Roles
- Distinguished Programs and Awards
- Membership and Club Building
- District Events: Conferences and Elections
High Performance Leadership (ALS)

- What is High Performance Leadership (HPL)?
  - 5 part action-learning project that will help you develop your leadership skills with feedback from a Guidance Committee
    - Learn About Leadership
    - Chose your Objective
    - Winning Commitment to Your Objective
    - Working the Plan
    - Analyzing and Presenting Your Results
Success/Leadership Program (ACG)

- Educational Workshops
  - Part I: Characteristics of Effective Leaders
    - 90 Minutes
  - Part II: Developing Your Leadership Skills
    - 60-90 Minutes
  - Part III: Working in a Team Environment
    - 60-90 Minutes
Service to Membership

- Club Executive Committee
  - President
  - Vice president education
  - Vice president membership
  - Vice president public relations
  - Secretary
  - Treasurer
  - Sergeant at arms
  - Immediate past president

- Area Council
  - Area governor
  - Assistant area governor
  - Education and training
  - Marketing
  - Secretary
  - Club presidents
  - Club vice presidents education
  - Club vice presidents membership

- Division Council
  - Division governor
  - Assistant division governor
  - Education and training
  - Marketing
  - Area governors of the division

- District Council
  - District leaders
  - Club president and vice president education

- District Executive Committee
  - District governor
  - Lieutenant governor
  - Education and training
  - Marketing
  - Public relations officer
  - Secretary
  - Treasurer
  - Division governors
  - Area governors
  - Immediate past district governor

- International Officers
  - International President
  - International President-Elect
  - First Vice President
  - Second Vice President
  - Immediate Past International President
  - International Directors

- Board of Directors

- World Headquarters