How to Use the HPL Program

Study :: Action :: Feedback

The projects in the HPL manual require considerable thought, preparation and time. The rewards you receive will depend upon the effort you expend. Complete each project to the best of your ability and challenge yourself to do even more.

The project you select should be one that requires you to improve, use and challenge your leadership skills.

Using Toastmasters' proven three-part learning process of s**tudy, action** and **feedback**, your first step will be to select a project providing you with a leadership role.

This project will be a practical workshop in which to learn leadership skills, put those skills into action and then receive feedback on your performance and progress.

Part I

❶ Learning About Leadership

Study

The Need for Leadership Today
- ✓ Leaders and Managers
- ✓ Formal Authority and Earned Authority
- ✓ To Lead and to Serve
- ✓ The Six Dimensions of Service Leadership
- ✓ Service Leadership Chart
- ✓ How to Become a More Effective Leader

Action
- ✓ Quiz: Assess Your Knowledge of Leadership
- ✓ Assess Your Current Leadership Skills
- ✓ Select a Project

Feedback
- ✓ Recruit Your Guidance Committee
- ✓ Guidance Committee Meeting Agenda

Part II

❷ Choosing Your Objective

Study
- ✓ Vision, Mission and Core Values
- ✓ Forming a Vision
- ✓ Turning a Vision into a Mission
- ✓ Defining Core Values
- ✓ Communicating Your Vision and Mission

Action
- ✓ Describe Your Vision
- ✓ Write Your Mission Statement
- ✓ Define Your Core Values
- ✓ Plan Your Speech to the Club
- ✓ Present Your Speech to the Club

Feedback
- ✓ Guidance Committee Meeting Agenda
- ✓ Evaluation Guide for "Sharing Your Vision"

Part III

❸ Winning Commitment to Your Objective

Study
- ✓ How to "Enroll" Others in Your Vision
- ✓ How to Form an Action Team
- ✓ How to Create an Action Strategy
- ✓ Develop an Action Plan
- ✓ How to Decide on Roles, Goal, and Timetables

Action
- ✓ Recruit Your Action Team
- ✓ Build Your Team by Sharing Ownership
- ✓ Create an Action Strategy
- ✓ Begin to Develop an Action Plan
- ✓ Define Roles, Goal, and Timetables
- ✓ Write the Plan
- ✓ Action Plan and Timetable

Feedback
- ✓ Meet With Your Guidance Committee

Part IV

❹ Working the Plan

Study
- ✓ Help Your Team Accomplish its Mission
- ✓ Support ✓ Development ✓ Appreciation
- ✓ Hold Periodic Progress Review Meetings
- ✓ Review Your Own Personal Progress
- ✓ Deal with Obstacles/Setbacks/Problems
- ✓ When and How to Rethink Your Direction

Action
- ✓ Review Your Progress Against Your Plan
- ✓ Overcome Problems
- ✓ Handle Conflict
- ✓ Re-evaluate the Overall Plan
- ✓ Get Feedback from the Team
- ✓ Re-evaluate Your Leadership Skills

Feedback
- ✓ Meet With Your Guidance Committee

Part V

❺ Analyzing and Presenting Your Results

Study
- ✓ Review Results
- ✓ Present Results to Your Club
- ✓ The "Leadership Excellence" Award

Action
- ✓ Plan Your Speech to the Club
- ✓ Review Speech with Guidance Committee
- ✓ Present Your Speech to the Club
- ✓ Evaluation Guide: "Presenting the Results"

Feedback
- ✓ Meet With Your Guidance Committee