

COMPETENT LEADERSHIP

The Competent Leadership manual features 10 projects, which you complete while serving in various meeting roles and participating in other club activities such as helping with a newsletter or getting involved with a membership building campaign.

An evaluator will give you feedback on each project, helping you to improve.

This Pocket Guide is only a handy reference and in no way substitutes for the Competent Leadership Manual (#265). Order your copy from TI.

Project 1: Listening and Leadership

Listening is an important leadership skill. Good listeners help you acquire information, enabling 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 better listener by following a few simple suggestions.

Develop and practice listening skills by serving in **any three of these four** roles:

- Evaluator
- AH Counter
- Table Topics Speaker
- Grammarian

Project 3: Giving Feedback

Team members need to know what they are doing well, what they are not doing well and how they can improve. Giving performance feedback is a necessary leadership function. When done properly, feedback can relieve stress, improve interpersonal relationships and promote trust and respect for leaders and team members.

Develop and practice feedback skills by serving in these **three roles**:

- Evaluator
- Grammarian
- General Evaluator

Project 5: Planning and Implementation

A plan provides direction for the leader and the team. The planning process involves setting goals and objectives and preparing plans and schedules to accomplish them. The process forces leaders to look beyond their everyday activities and think about what they want to happen in the future. Involving team members in the process will encourage their commitment.

Develop and practice planning and implementation skills by serving in any three of these four roles:

- Toastmaster of the Day
- Table Topics Speaker General
- Speaker
- Evaluator

Project 2: Critical Thinking

A leader gathers information, then analyzes, interprets and understands it before acting. Critical thinkers question what they read and hear, then determine the quality of a piece of information and use logical reasoning to reach conclusions. Critical thinkers make better decisions. You can learn to think more critically by following a few suggestions.

Develop and practice critical-thinking skills by serving in **any two of these three** roles:

- Evaluator
- Grammarian
- General Evaluator

Project 4: Time Management

Time management helps leaders make the most of the time available to them. You can budget your time and accomplish projects and tasks efficiently by identifying long-term and short-term goals, make a daily to-do list, prioritize the list, make a schedule, delegate when possible, leave time for unexpected tasks, and manage interruptions.

Develop and practice time-management skills by serving as **timer PLUS any one of these four** roles:

- Toastmaster of the Day
- Table Topics Speaker
- Speaker
- Grammarian

Project 6: Organizing and Delegating

Leaders must ensure the team is organized and capable of accomplishing goals and objectives, and they must provide the structure in which the team will operate. Delegation also plays a major role. A leader should accomplish functions that only he or she has the knowledge and authority to do and delegate all other tasks to team members.

Develop and practice organization and delegation skills by serving in **any one of these roles**:

- Help organize a club membership campaign or contest
- Help organize a club speech contest
- Help organize a club special event
- Help organize a public relations campaign
- Help produce the club newsletter
- Assist the club's webmaster