

Project 7: Developing Your Facilitation Skills

A facilitator establishes the structure the team needs to function effectively, ensures the structure is working and removes obstacles that may be impeding progress. A facilitator also resolves conflicts which are inevitable any time two or more people are required to work together. Good facilitation skills can help the group reach a resolution.

Develop and practice facilitation skills by serving in **any two of these four roles**:

- General Evaluator
- Table Topics Master
- Toastmaster
- Befriend a guest at a club meeting

Project 9: Mentoring

A mentor recognizes an individual who has less experience and cultivates that person's potential and talents and helps him or her succeed. Leaders also are mentors. You can be a mentor by offering someone opportunities for skill development, helping the person recognize areas needing work, providing helpful advice, being a role model, and encouraging the person to think for himself or herself.

Develop and practice mentoring skills by serving in **one of these three roles**:

- Mentor for a new member
- Mentor for an experienced member
- Guidance committee member for someone who is working on a High Performance Leadership Program project



POCKET GUIDE for COMPETENT LEADER

The Competent Leadership manual is the core of the leadership track. It features 10 projects, which you complete while serving in various club meeting roles.

Project 8: Motivating People

A motivated team will overcome obstacles of all types to achieve its goals. A leader creates and maintains an environment where team members are likely to become motivated. Leaders find out what motivates team members, then develop reward systems that match what team members value. They also look for ways to reward team members for doing the right things.

Develop and practice motivational skills by serving in **three of these roles, at least one of which is marked with an asterisk**:

- Public relations campaign chairman*
- Membership campaign or contest chairman*
- General Evaluator Toastmaster
- Evaluator

Project 10: Team Building

Teams offer great benefits. Team members have a variety of knowledge and skills, which results in more creativity and greater productivity. When a good team is in place, a leader has more time to devote to leadership issues. Team members must be carefully chosen and trained and encouraged to openly discuss issues with you and among themselves.

Develop and practice team-building skills by **servicing as both Toastmaster and General Evaluator, or by serving in one of these roles**:

- Club membership campaign or contest chairman
- Club public relations campaign chairman
- Club speech contest chairman
- Club special event chairman
- Club newsletter editor or webmaster