

Success Leadership and Success/Communication Programs

Service as coordinator for the following:

Program	Date Completed	Registration Number*
✓ Speechcraft	_____	_____
✓ How to Listen Effectively	_____	_____
✓ Parliamentary Procedure in Action	_____	_____
✓ How to Conduct Productive Meetings	_____	_____
✓ The Art of Effective Evaluation	_____	_____
✓ Mental Flexibility	_____	_____
✓ The Power of Ideas	_____	_____
✓ Characteristics of Effective Leaders	_____	_____
✓ Developing Your Leadership Skills	_____	_____
✓ From Speaker to Trainer	_____	_____
✓ Improving Your Management Skills	_____	_____
✓ Working in the Team Environment	_____	_____

*Registration Number will be provided by TI upon completion

Coach

Coached a new member with the first three manual projects.

New Member's Name

Date

Offices Held

Service from July 1 through December or January 1 through June 30 in the following Club Office:

Office	Date Attended Training	Date Served	Date Helped Prepare Club Success Plan
✓ President	_____	_____	_____
✓ Vice President Education	_____	_____	_____
✓ Vice President Membership	_____	_____	_____
✓ Vice President Public Relations	_____	_____	_____
✓ Secretary	_____	_____	_____
✓ Treasurer	_____	_____	_____
✓ Sergeant at Arms	_____	_____	_____

Order your materials from: toastmasters.org

Visit the Gaveliers TM Club website
<http://gavelierstoastmasters.com/MembersArea.htm>
 and download your own copy of this Pocket Guide.

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The Better Speaker Series

Conducted the following programs:

Date Completed

- ✓ 270 - Beginning Your Speech _____
- ✓ 271 - Concluding Your Speech _____
- ✓ 272 - Take the Terror out of a Talk _____
- ✓ 273 - Impromptu Speaking _____
- ✓ 274 - Selecting Your Topic _____
- ✓ 275 - Know Your Audience _____
- ✓ 276 - Organizing Your Speech _____
- ✓ 277 - Creating an Introduction _____
- ✓ 278 - Preparation and Practice _____
- ✓ 279 - Using Body Language _____

The Successful Club Series

Conducted the following programs:

Date Completed

- ✓ 290 - Moments of Truth _____
- ✓ 291 - Finding New Members for Your Club _____
- ✓ 292 - Evaluate to Motivate _____
- ✓ 293 - Closing the Sale _____
- ✓ 294 - Creating the Best Club Environment _____
- ✓ 295 - Meeting Roles and Responsibilities _____
- ✓ 296 - Mentoring _____
- ✓ 297 - Keeping the Commitment _____
- ✓ 298 - Going Beyond Our Club _____
- ✓ 299 - How to be a Distinguished Club _____
- ✓ 300 - The Toastmasters Education Program _____

The Leadership Excellence Series

Conducted the following programs:

Date Completed

- ✓ 311 - The Visionary Leader _____
- ✓ 312 - Developing a Mission _____
- ✓ 313 - Values and Leadership _____
- ✓ 314 - Goal Setting and Planning _____
- ✓ 315 - Delegate to Empower _____
- ✓ 316 - Building a Team _____
- ✓ 317 - Giving Effective Feedback _____
- ✓ 318 - The Leader as Coach _____
- ✓ 319 - Motivating People _____
- ✓ 320 - Service and Leadership _____
- ✓ 321 - Resolving Conflict _____