

Instructions

Use the below worksheet to track your progress towards your next CL award. For each role you serve, or task you complete, put the date next to the meeting role or task.

When you have met the requirements for a specific project, write the latest date for the project in your CL manual. Then have the VP Education sign off for the project in your CL manual to denote that you have completed it. When all ten projects are completed, you will send in the CL application.

Project # 1: **Listening and Leadership**

Serve in any 3 of these roles:

_____ Table Topics Speaker
_____ Evaluator
_____ Ah Counter
_____ Grammarian

Project # 2: **Critical Thinking**

Serve in any 2 of these roles:

_____ Evaluator
_____ General Evaluator
_____ Grammarian

Project # 3: **Giving Feedback**

Serve in these 3 roles:

_____ Evaluator
_____ General Evaluator
_____ Grammarian

Project # 4: **Time Management**

Serve as Timer plus any other role:

_____ Timer
_____ Toastmaster
_____ Table Topics Master
_____ Grammarian
_____ Speaker

Project # 5: **Planning and Organization**

Serve in any 3 of these roles:

_____ Toastmaster
_____ Table Topics Master
_____ Speaker
_____ General Evaluator

Project # 6: **Organizing and Delegating**

Serve in any of these roles:

_____ Help organize Club Speech Contest
_____ Help organize Club Special Event
_____ Help organize P.R. Campaign
_____ Help organize a Membership Drive
_____ Help produce a Club Newsletter
_____ Assist the Club Webmaster

Project # 7: **Develop Facilitation Skills**

Serve in any 2 of these roles:

_____ Toastmaster
_____ Table Topics Master
_____ General Evaluator
_____ Befriend a Club Meeting Guest

Project # 8: **Motivating**

Serve as 1 campaign chair plus any 2 other roles:

_____ Toastmaster
_____ Evaluator
_____ General Evaluator
_____ Chair a P.R. Campaign
_____ Chair a Membership Campaign

Project # 9: **Mentoring**

Serve in any 1 of these roles:

_____ Mentor a New Member
_____ Mentor an Existing Member
_____ Serve on HPL Guidance Committee

Project # 10: **Team Building**

Serve in both roles or any 1 of chair, web or newsletter:

_____ Toastmaster
_____ General Evaluator
_____ Chair a Club Speech Contest
_____ Chair a Club Special Event
_____ Chair a P.R. Campaign
_____ Chair a Membership Campaign
_____ Serve as Club Newsletter Editor
_____ Serve as Club Webmaster

How it Works

The Competent Leader manual was first available in January 2006. Starting July 1, 2006, the CL award could be given to the members that earn it.

The CL award replaced the old CL award (which was renamed to the Advanced Leader Bronze, or, ALB). This manual can be pursued by any Toastmaster at any level. It is earned by completion of the manual.

The purpose of the manual is to allow the member to gain feedback on how s/he performs various meeting roles. The feedback is received in the form of written answers to four or five questions about the expected performance for the role being performed. Optionally, the feedback can be given verbally during a meeting, provided the club has time for such feedback.

A member can earn only one credit in the CL manual per club meeting, regardless of how many roles the member serves in the meeting. Thus, it requires at least 20 meetings to complete the manual.

Use this document as a worksheet to track your progress toward your next CL award.

For More Information



Competent Leader Manual: Worksheet