

# Competent Leadership project checklist

Use this checklist in conjunction with your **Competent Leadership manual**. When you have completed all ten projects, please fill out the application in the back of your manual and give it to your club Vice President-Education to submit to Toastmasters International for your award. *Checklist developed by Kevin Doyle, DTM, IPDDG, District 49*

Project		How Many Roles?	Roles	Done
1.	Listening and Leadership	Any 3 of 4 roles	<input type="checkbox"/> Speech Evaluator <input type="checkbox"/> Grammarian <input type="checkbox"/> Ah Counter <input type="checkbox"/> Table Topics Speaker	<input type="checkbox"/>
2.	Critical Thinking	Any 2 of 3 roles	<input type="checkbox"/> Speech Evaluator <input type="checkbox"/> Grammarian <input type="checkbox"/> General Evaluator	<input type="checkbox"/>
3.	Giving Feedback	All 3	<input type="checkbox"/> Speech Evaluator <input type="checkbox"/> Grammarian <input type="checkbox"/> General Evaluator	<input type="checkbox"/>
4.	Time Management	<b>Timer</b> plus any 1 of 4 other roles	<input type="checkbox"/> <b>Timer</b> (required) <input type="checkbox"/> Speaker <input type="checkbox"/> Grammarian <input type="checkbox"/> Table Topic Master <input type="checkbox"/> Toastmaster (TMOD)	<input type="checkbox"/>
5.	Planning and Implementation	Any 3 of 4 roles	<input type="checkbox"/> Speaker <input type="checkbox"/> Table Topic Master <input type="checkbox"/> Toastmaster (TMOD) <input type="checkbox"/> General Evaluator	<input type="checkbox"/>
6.	Organizing and Delegating	Any 1 of 6 roles	<input type="checkbox"/> Help organize club speech contest <input type="checkbox"/> Help organize club special event <input type="checkbox"/> Help organize public relations campaign <input type="checkbox"/> Help organize club membership campaign or contest <input type="checkbox"/> Help produce club newsletter <input type="checkbox"/> Assist club webmaster	<input type="checkbox"/>
7.	Developing Facilitation Skills	Any 2 of 4 roles	<input type="checkbox"/> Table Topic Master <input type="checkbox"/> Toastmaster (TMOD) <input type="checkbox"/> General Evaluator <input type="checkbox"/> Befriend a guest at a meeting	<input type="checkbox"/>
8.	Motivating People	Any 3 of 5 roles, 1 of which must be • Membership campaign / contest chair, or • Public relations chair	<input type="checkbox"/> Speech Evaluator <input type="checkbox"/> General Evaluator <input type="checkbox"/> Toastmaster (TMOD) <input type="checkbox"/> Membership Campaign/Contest Chair <input type="checkbox"/> Public Relations Chair	<input type="checkbox"/>
9.	Mentoring People	Any 1 of 3 roles	<input type="checkbox"/> Mentor for new member <input type="checkbox"/> Mentor for existing member <input type="checkbox"/> <i>High Performance Leadership</i> guidance committee member	<input type="checkbox"/>
10.	Team Building	Both TM and General Evaluator or any one (1) of remaining roles	<input type="checkbox"/> <b>Toastmaster (TMOD) and</b> <input type="checkbox"/> <b>General Evaluator;</b> <input type="checkbox"/> Chair club speech contest <input type="checkbox"/> Chair club special event <input type="checkbox"/> Chair public relations campaign <input type="checkbox"/> Chair club membership campaign or contest <input type="checkbox"/> Serve as club newsletter editor <input type="checkbox"/> Serve as club webmaster	<input type="checkbox"/>

# Competent Leadership project goals

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from the Toastmasters International *Competent Leadership* manual

## **Project 1: Listening and Leadership**

- Determine your current listening skills
- Identify the seven steps to better listening
- Practice listening skills in various club meeting roles

## **Project 2: Critical Thinking**

- Determine your current thinking skills
- Practice critical-thinking skills in various club roles

## **Project 3: Giving Feedback**

- Determine your current skills in giving feedback
- Identify the steps in giving feedback effectively
- Practice giving feedback as you serve in various meeting roles

## **Project 4: Time Management**

- Determine your current time-management skills
- Identify steps to effectively manage time
- Practice time-management skills in various club roles

## **Project 5: Planning and Implementation**

- Determine current planning and implementation skills
- Identify steps in planning and implementation process
- Practice planning and implementation skills in various club roles

## **Project 6: Organizing and Delegating**

- Determine current skills in organizing and delegating
- Identify steps in the organization and delegation process
- Practice skills in organizing and delegating during various club roles

## **Project 7: Developing your Facilitation Skills**

- Determine your present facilitation abilities
- Identify facilitation strategies
- Practice facilitation skills in various meeting roles

## **Project 8: Motivating People**

- Determine your current motivation skills
- Identify conditions that motivate people
- Practice motivational skills while serving in club roles

## **Project 9: Mentoring**

- Determine your current mentoring skills
- Identify the steps in being a good mentor
- Practice mentoring skills in various club roles

## **Project 10: Team Building**

- Determine your current team-building skills
- Identify the steps in building a team
- Practice team-building skills while serving in various club roles