

TOASTMASTERS
INTERNATIONAL



EXPANDING YOUR HORIZONS

Success Leadership and
Success Communication Programs



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL

www.toastmasters.org

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SUCCESS LEADERSHIP

AND SUCCESS COMMUNICATION

SERIES



Success Communication and *Success Leadership* are series of workshops to help develop and provide practice in the following skills:

- ▶ Leadership
- ▶ Public speaking
- ▶ Conducting meetings
- ▶ Parliamentary procedure
- ▶ Listening
- ▶ Evaluation
- ▶ Creative thinking

Use the workshops to enhance members' skills during club meetings, to improve employee performance in the workplace and to promote awareness of Toastmasters in the community.

Both coordinators and participants of these workshops benefit.

BENEFITS TO COORDINATORS

- ▶ Develop strong presentations skills
- ▶ Improve your training abilities
- ▶ Demonstrate teaching skills in a workshop environment
- ▶ Learn the details of meeting planning
- ▶ Gain expertise with visual aids
- ▶ Provide educational service to others

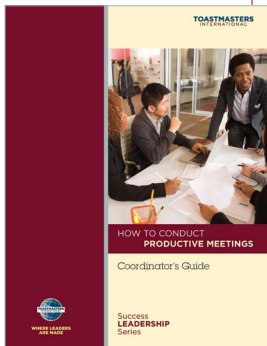
BENEFITS TO PARTICIPANTS

- ▶ Acquire a keen insight about these education topics
- ▶ Apply new skills in role-plays and exercises
- ▶ Observe and learn from the presentation skills of others
- ▶ Collaborate with other people who have similar interests
- ▶ Share your thoughts about the important ideas covered

Visit www.toastmasters.org/commtrack for more information.



SUCCESS LEADERSHIP



HOW TO CONDUCT PRODUCTIVE MEETINGS (ITEM 236)

Efficiently conducted meetings take advantage of valuable resources. Learn and practice the techniques and dynamics of conducting productive meetings in small groups.

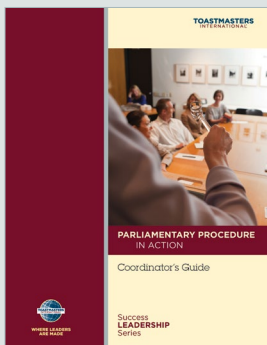
TOPICS

- ▶ Effective purpose statements
- ▶ Leading a meeting
- ▶ Evaluating a meeting

CONTENTS

- ▶ Coordinator's Guide (Item 236B)
- ▶ Workbook (8 copies) (Item 236A)
- ▶ CD with PowerPoint presentation (Item 236CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (8 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: one hour



PARLIAMENTARY PROCEDURE IN ACTION (ITEM 237)

Rules of order are part of the culture of most organizations, making the ability to apply parliamentary procedure a valuable skill. Learn and practice participating in and leading parliamentary discussions.

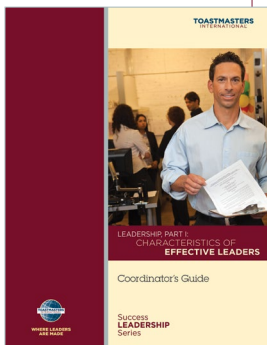
TOPICS

- ▶ Presenting and discussing motions
- ▶ Learning subsidiary motions
- ▶ Handling privileged motions

CONTENTS

- ▶ Coordinator's Guide (Item 237A)
- ▶ Chart of Motions (set of 10) (Item 237C)
- ▶ CD with PowerPoint presentation (Item 237CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (10 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: five sessions, 15 minutes each



LEADERSHIP, PART I: CHARACTERISTICS OF EFFECTIVE LEADERS (ITEM 255)

Leaders influence and inspire team members to achieve a mission or goal. Learn the qualities of effective leaders; discover your own leadership style, and learn to identify your team's leadership needs.

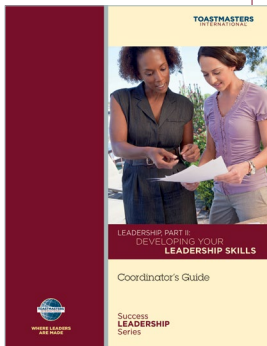
TOPICS

- ▶ Determining your leadership style
- ▶ Identifying team leadership needs
- ▶ Discussing leadership gaps and leadership matches

CONTENTS

- ▶ Coordinator's Guide (Item 255A)
- ▶ Workbook (10 copies) (Item 255B)
- ▶ CD with PowerPoint presentation (Item 255CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (10 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: 90 minutes



LEADERSHIP, PART II: DEVELOPING YOUR LEADERSHIP SKILLS (ITEM 256)

Effective leaders know their own leadership styles and understand the needs of their teams. Learn and practice the skills and techniques of effective leaders, such as team-building, motivating and coaching.

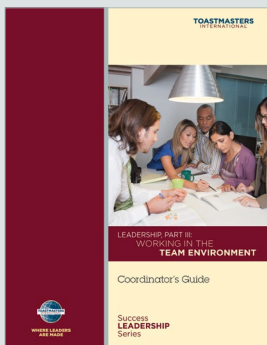
TOPICS

- ▶ Personal fulfillment
- ▶ Motivation
- ▶ Coaching team members to improve performance

Presentation time: 60 to 90 minutes

CONTENTS

- ▶ Coordinator's Guide (Item 256A)
- ▶ Workbook (10 copies) (Item 256B)
- ▶ CD with PowerPoint presentation (Item 256CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (Item 261)
- ▶ Expanding Your Horizons (Item 211)



LEADERSHIP, PART III: WORKING IN THE TEAM ENVIRONMENT (ITEM 258)

Successful leaders build relationships and trust in their teams and resolve conflict. Learn and practice leadership skills by working with and leading teams.

TOPICS

- ▶ Developing team relations
- ▶ Encouraging commitment
- ▶ Resolving conflict

Presentation time: 60 to 90 minutes

CONTENTS

- ▶ Coordinator's Guide (Item 258A)
- ▶ Workbook (10 copies) (Item 258B)
- ▶ CD with PowerPoint presentation (Item 258CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (10 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)



IMPROVING YOUR MANAGEMENT SKILLS (ITEM 259)

Managers are an integral part of any organization. Learn and practice the skills and qualities required to be an effective manager.

TOPICS

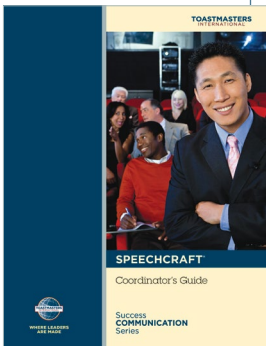
- ▶ Setting goals
- ▶ Motivating others
- ▶ Solving problems

Presentation time: two and a half to three hours

CONTENTS

- ▶ Coordinator's Guide (Item 259A)
- ▶ Workbook (10 copies) (Item 259B)
- ▶ CD with PowerPoint presentation (Item 259CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (10 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

SUCCESS COMMUNICATION



SPEECHCRAFT® STARTER KIT (ITEM 205)

Speechcraft develops leadership and speaking skills. Gain confidence writing and delivering speeches; practice impromptu speaking; and use audiovisual aids, body language and effective listening.

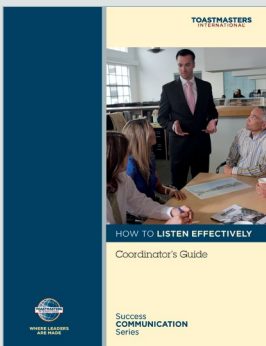
TOPICS

- ▶ Delivering prepared speeches
- ▶ Learning to evaluate effectively
- ▶ Conducting quality meetings

CONTENTS

- ▶ Coordinator's Guide (3 copies) (Item 204)
- ▶ Workbook (5 copies) (Item 204H)
- ▶ Instructions for the Advisor (10 copies) (Item 208)
- ▶ An Opportunity to Succeed (15 copies) (Item 207)
- ▶ Your Club's #1 Membership Building Tool (3 copies) (Item 203A)
- ▶ Speechcraft promotional kit (Item 203)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (5 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: four, six or eight sessions, one to two hours each



HOW TO LISTEN EFFECTIVELY (ITEM 242)

Listening is much more active than most people think. Learn and practice receiving, organizing and interpreting what is said.

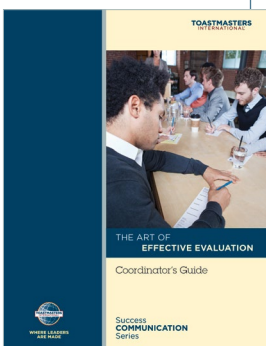
TOPICS

- ▶ Developing skills in active listening
- ▶ Learning how to avoid distractions
- ▶ Practicing listening to understand

CONTENTS

- ▶ Coordinator's Guide (Item 242A)
- ▶ Workbook (10 copies) (Item 242B)
- ▶ CD with PowerPoint presentation (Item 242CD)
- ▶ Evaluation form (10 copies)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (10 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: two and a half to three hours



THE ART OF EFFECTIVE EVALUATION (ITEM 251)

No matter what your vocation, the ability to effectively evaluate any situation is crucial. Learn and practice the finer points of offering constructive criticism.

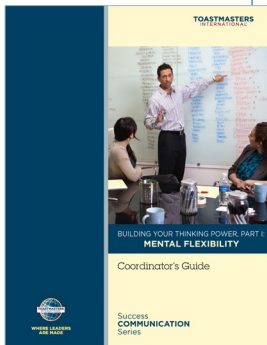
TOPICS

- ▶ Determining overall evaluation strengths and weaknesses
- ▶ Building self-esteem through evaluation
- ▶ Practicing evaluation skills

CONTENTS

- ▶ Coordinator's Guide (Item 251A)
- ▶ Workbook (20 copies) (Item 251B)
- ▶ CD with PowerPoint presentation (Item 251CD)
- ▶ Club Climate Questionnaire (pad of 20) (Item 251C)
- ▶ Speech evaluation form (2 pads of 30) (Item 251D)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (20 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)

Presentation time: two hours



BUILDING YOUR THINKING POWER, PART I: MENTAL FLEXIBILITY (ITEM 253)

By increasing your mental flexibility, you are better able to adapt so you can achieve the best outcomes. Learn and practice becoming a better listener, a keener observer, a more skilled thinker and a more effective problem-solver.

TOPICS

- ▶ Exercising perceptual skills and mental flexibility
- ▶ Interpreting information in an open-minded way
- ▶ Thinking strategically

Presentation time: two to two and a half hours

CONTENTS

- ▶ Coordinator's Guide (Item 253A)
- ▶ Workbook (20 copies) (Item 253B)
- ▶ CD with PowerPoint presentation (Item 253CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (20 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)



BUILDING YOUR THINKING POWER, PART II: THE POWER OF IDEAS (ITEM 254)

People who are skilled at producing new ideas can make profound contributions to society. Learn and practice the basic principles of creative thinking, and explore specific techniques that can make all of us more effective idea producers.

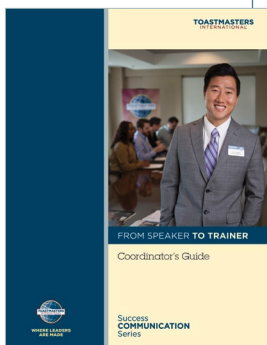
TOPICS

- ▶ Convergent and divergent thinking
- ▶ Enhancing imagination
- ▶ Creating ideas through brainstorming

Presentation time: two and a half to three hours

CONTENTS

- ▶ Coordinator's Guide (Item 254A)
- ▶ Workbook (20 copies) (Item 254B)
- ▶ CD with PowerPoint presentation (Item 254CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (20 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)



FROM SPEAKER TO TRAINER (ITEM 257)

Properly trained people increase productivity and make fewer mistakes. Learn and practice the five steps involved in preparing and presenting a training program using adult learning principles. Learn the roles of trainers and the differences between public speaking and training, and gain practical experience in facilitating discussion and conducting exercises.

TOPICS

- ▶ Conducting a gap analysis
- ▶ Writing training objectives
- ▶ Conducting an effective role-play

Presentation time: four hours and 45 minutes

CONTENTS

- ▶ Coordinator's Guide (Item 257A)
- ▶ Workbook (10 copies) (Item 257B)
- ▶ CD with PowerPoint presentation (Item 257CD)
- ▶ Coordinator certificate (Item 260)
- ▶ Participant certificate (20 copies) (Item 261)
- ▶ Expanding Your Horizons (Item 211)



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