

# Competent Leader Manual Checklist

**Project 1: Listening And Leadership:**

Serve as 3 of the following:

- Evaluator .....
- Table Topics Speaker .....
- Ah Counter .....
- Grammarian .....

**Project 2: Critical Thinking:**

Serve as 2 of the following:

- Evaluator .....
- Grammarian .....
- General Evaluator .....

**Project 3: Giving Feedback:**

Serve as the following 3:

- Evaluator .....
- Grammarian .....
- General Evaluator .....

**Project 4: Time Management:**

Serve as timer and 1 other role

- Timer (Required) .....

AND: Choose one additional role:

- Toastmaster .....
- Speaker .....
- Grammarian .....
- Table Topics Master .....

**Project 5: Planning And Implementation:**

Serve as 3 of the following:

- Speaker .....
- General Evaluator .....
- Toastmaster .....
- Table Topics Master .....

**Project 6: Organizing And Delegating:**

Complete 1 of the following:

- Help Organize a Club Speech Contest .....
- Help Organize a Club Special Event .....
- Help Organize a Club Membership Campaign Or Contest .....
- Help Organize a Public Relations Campaign .....
- Help Produce the Club Newsletter ...
- Assist the Club's Webmaster .....

**Project 7: Develop Your Facilitation Skills:**

Serve as/Complete 2 of the following:

- Toastmaster .....
- General Evaluator .....
- Table Topics Master .....
- Befriend a Guest at a Club Meeting .....

**Project 8: Motivating People: Serve as 3 of the following; required: EITHER chair of a club membership campaign or contest OR chair of a club public relations campaign. Both can be done.**

- Membership Campaign or Contest Chair (Required or PR Chair) .....
- Public Relations Campaign Chair (Required or Membership Chair) .....
- Toastmaster .....
- Evaluator .....
- General Evaluator .....

**Project 9: Mentoring:**

Complete 1 of the following:

- Mentor a new member (Help with 1<sup>st</sup> 3 Speeches, explain meeting roles, help with projects in competent leader manual) .....
- Mentor an Experienced Member (Help member develop a new skill; ex. adding humor to speeches) .....
- Serve as a Guidance Committee Member for Someone's High Performance Leadership Project .....

**Project 10: Team Building; 2 Choices**

- Serve as both Toastmaster and General Evaluator (two separate meetings) .....

OR Complete 1 of the following:

- Membership Campaign or Contest Chair .....
- Public Relations Campaign Chair ...
- Club Speech Contest Chair .....
- Club Special Events Chair .....
- Club Newsletter Editor .....
- Webmaster .....