

Toastmasters International Educational Series' Modules

Better Speaker Series

The **Better Speaker Series** modules are designed as 10-15 minute educational speeches to be given in your club. They give practical tips that can be of benefit to all members for improving one's speaking skills. Presentation of 2 of these modules fulfills an **Advanced Communicator Silver** requirement.

The *Better Speaker Series* modules include scripts and PowerPoint presentations. The series includes:

Beginning Your Speech (270) - Suggestions for starting off your speech right

Concluding Your Speech (271) - Tips for ending your speech with power

Take the Terror out of a Talk/Controlling Your Fear (272) – Everyone is nervous when they speak, this module presents techniques for overcoming nervousness when speaking

Impromptu Speaking (273) - Don't be caught off balance when speaking off-the-cuff; tips and techniques used in Table Topics

Selecting Your Topic (274) - Running out of speech ideas? Here are tips for how to develop new ones and resources for ideas

Know Your Audience (275) - If you can relate to your audience, they will relate to you; what you should know and the questions to ask before speaking in front of a new audience

Organizing Your Speech (276) - Once you know what to say, consider next the when and the how; reinforces the concepts learned in project 2 of the Competent Communicator manual "Organize Your Speech"

Creating An Introduction (277) - Great introductions should precede great speeches; tips for crafting appropriate introductions

Preparation And Practice (278) - Techniques for preparing and rehearsing your next speech

Using Body Language (279) - Techniques that will help speakers add impact to their speeches; reinforces the objectives of project 5 in the Competent Communicator manual "Your Body Speaks"

Sample Module of the Month Agenda

Advertise these sessions in your organization. The sessions will help your members and guests become better at writing and delivering a speech. Presenters can earn credit towards an Advanced Communicator Silver.

July..... Selecting Your Topic
August Beginning Your Speech
September Organizing Your Speech
OctoberConcluding Your Speech
November Creating An Introduction

-OR-

July..... Taking the Terror out of a Talk
August Preparation and Practice
September Using Body Language
OctoberImpromptu Speaking
November Know Your Audience

They do not need an oral evaluation, so one module can replace one speech/evaluation in a regular club meeting.

Leadership Excellence Series

The Leadership Excellence Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters. Presenting 2 of these short modules fulfills an **Advanced Leader Bronze** requirement.

The *Leadership Excellence Series* modules include scripts and PowerPoint presentations. The series includes:

The Visionary Leader (311) – Leaders need visions for their organizations to give them purpose and direction; this module discusses how leaders create and communicate a vision for their organization to help it be successful

Developing A Mission (312) – A mission statement defines the purpose for an organization or project clearly and concisely; this module addresses how successful leaders create and communicate a mission for their organization

Values And Leadership (313) – Values are beliefs and this module examines values and how to employ them as you lead a team toward achieving a goal

Goal Setting And Planning (314) – Does your club want to be Distinguished? This module reviews the processes leaders use to set goals and develop plans to achieve these goals

Delegate To Empower (315) – Effective leaders do not try to do everything themselves; this module discusses how to effectively delegate tasks and responsibilities

Building A Team (316) – A successful Toastmasters club is a team effort; this module reviews how to create and lead a team

Giving Effective Feedback (317) – Everyone wants to know how they are doing in their job or role; this module provides suggestions for offering feedback to others on their performance

The Leader As A Coach (318) – Different people respond better to different leadership styles; this module discusses how to work with a team to help them improve

Motivating People (319) – Team members have different motivations and needs; this module examines how to be sensitive to your team members' needs and create an environment that will motivate them

Service And Leadership (320) – Toastmasters, like many other groups, is a service organization; this module provides the overall concepts of the service leadership philosophy

Resolving Conflict (321) – In any environment, conflict will arise at some time; this module provides concepts that will help the presenter and the participants learn conflict resolution skills

Sample Module of the Month Agenda

Advertise these sessions in your organization. The sessions will help your members and guests become better leaders.

Presenters can earn credit towards an Advance Leader Bronze.

July.....The Leader as Coach
AugustDelegate to Empower
September Building a Team
OctoberGiving Effective Feedback
November Motivating People

They do not need an oral evaluation, so one module can replace one speech/evaluation in a regular club meeting.

Successful Club Series

Modules in this series address the quality of club meetings and offer tips on attracting and maintaining members. Most modules are about 15 minutes in length. Presentation of 2 of these modules fulfills an **Advanced Communicator Silver** or **Advanced Leader Bronze** requirement.

The Successful Club Series modules include scripts and PowerPoint presentations. The series includes:

The Moments Of Truth (290) – This module is interactive and helps clubs recognize and deal with situations critical to club success; a great club self-evaluation tool

Finding New Members For Your Club (291) – Membership building is the key to a club's continuing success; this module brainstorms ways to help you seek out those vital new members

Evaluate To Motivate (292) – A key element of a Toastmasters meeting is the evaluation of the prepared speeches; this module offers tools for giving an evaluation that benefits the speaker and the audience

Closing The Sale (293) – Why won't members join my club? Are you remembering to "close the sale?" Use this module to learn to exercise your powers of persuasion during those moments when a guest is deciding to join

Creating The Best Club Climate (294) – Are your club meetings fun to attend? Are the meetings well run? This module includes techniques for creating and maintaining a healthy club environment

Meeting Roles And Responsibilities (295) - Does your club involve everyone at every meeting? The module reviews the different meeting roles – from Toastmaster of the Day to Timer; this is a great way to encourage involvement and promote the Competent Leader manual projects

Mentoring (296) – Joining a Toastmasters club as a new member can be overwhelming – how will I learn it all? This program defines mentoring, explains benefits and discusses responsibilities of mentors

Keeping The Commitment (297) – Do you remember the Toastmasters' Promise on the membership application? This module discusses the 10 standards that comprise "A Toastmasters Promise" and how follow the Promise benefits all members of your club

Going Beyond Our Club (298) – There are opportunities out there within Toastmasters besides just your club to learn, grow and share your knowledge and experience. This module discusses those learning and leadership opportunities available to members in addition to regular club meetings; to become a Distinguished Toastmaster (DTM), this is a requirement

How To Be A Distinguished Club (299) – What is a Distinguished Club? This module explains and promotes the Distinguished Club Program to the members of your club and describes the benefits

The Toastmasters Educational Program (300) - This module provides an orientation to the entire educational program; understand the requirements for each step on your journey to Distinguished Toastmaster (DTM)

Sample Module of the Month Agenda

These sessions will help your clubs deliver the educational program to your members, and fit their needs.

Presenters can earn credit towards Advanced Leader Bronze or Advanced Communicator Silver.

July..... Evaluate to Motivate

August Mentoring

September Meeting Roles & Responsibilities

October The Toastmasters Educational Program

November How to Be a Distinguished Club

They do not need an oral evaluation, so one module can replace one speech/evaluation in a regular club meeting. They may also be good for your monthly officer meetings.

Success/Leadership, Success/Communication and Youth Leadership

Toastmasters' **Success/Leadership** and **Success/Communication** programs are a series of modules to help develop and provide practice in such skills as Leadership, Public Speaking, Conducting Meetings, Parliamentary Procedure, Listening, Evaluation and Creative Thinking. These modules can be used in several ways: inside the Toastmasters club to enhance members' skills; in companies to increase employees' skills and promote awareness of Toastmasters; and in the community to enhance the general public's skills and to promote awareness of Toastmasters. All modules are presented by club members serving as representatives of their clubs.

The modules can be financially self-supporting; clubs may charge a small fee to participants to cover the costs of the modules.

As the seminar leader you will:

- Develop strong presentation skills
- Improve your training abilities
- Demonstrate teaching skills in a workshop environment
- Learn the "ins and outs" of meeting planning
- Understand the role of a seminar leader
- Gain expertise with visual aids
- Provide a much needed educational service to others

Participants in each program will:

- Acquire insight into these topics
- Apply the skills learned in role-play and exercises
- Observe and learn from the presentation skills of others
- Work with other people who have similar interests
- Offer their own thoughts on the important topics covered

Seminar leadership fulfills a requirement for the **Advanced Communicator Gold** educational award.

Success/Leadership Modules

[How To Conduct Productive Meetings](#) - Learn how to conduct productive meetings

[Parliamentary Procedure in Action](#) – This program is designed to provide Toastmasters with the basic skills to effectively lead and participate in parliamentary discussion.

[Leadership, Part I: Characteristics of Effective Leaders](#) - This educational seminar program explores the qualities, values and styles effective leaders display.

[Leadership, Part II: Developing Your Leadership Skills](#) - This educational seminar program helps members develop leadership skills.

[Leadership, Part III: Working in the Team Environment](#) - This educational program helps participants learn to use leadership skills as they pertain to working with and leading teams.

[Improving Your Management Skills](#) - This educational seminar program will give participants the knowledge and skills they need to be more effective managers.

Success/Communication Modules

[Speechcraft](#) – This program is designed to develop speaking and leadership skills in a workshop format; this program is often used as a club membership recruitment tool.

[How to Listen Effectively](#) – This program teaching listening, speaking and leadership skills.

[The Art of Effective Evaluation](#) - This program will give club members the knowledge, motivation and skills they need to become more effective evaluators.

[Building Your Thinking Power, Part I: Mental Flexibility](#) - This educational seminar program teaches participants how to adapt their behavior to achieve the best results.

[Building Your Thinking Power, Part II: The Power of Ideas](#) - This educational seminar program teaches participants how to become more creative thinkers.

[From Speaker to Trainer](#) - This educational seminar program teaches participants how to develop and present training programs.

Youth Leadership

Kids need the *Youth Leadership* program so they can grow to meet the challenges of adulthood and leadership successfully. Sponsored and conducted by Toastmasters International and its local clubs, *Youth Leadership* helps young people build their communication and leadership skills so they may become tomorrow's leaders in business, industry and the community. The program's eight-session, workshop-style design enables participants to develop these skills through practical experience. Participants learn to:

- Overcome nervousness when speaking before an audience.
- Organize and present ideas logically and convincingly.
- Listen carefully to others' ideas.
- Offer advice to help others improve their speaking and leadership skills.
- Participate in - and even lead - group discussion or meetings.

The sessions include the following:

- Evaluation of present speaking ability
- Discussion of chairmanship principles
- Presentation of speeches
- Impromptu talks
- Group evaluation
- Discussion of speech organization
- Discussion and practice in listening
- Discussion of gestures in speaking
- Discussion of voice and vocabulary
- Exercise in chairmanship

Generally, meetings follow a format similar to that of a Toastmasters club meeting. There is an announced agenda and participants learn and practice parliamentary procedure during each meeting. Participants select officers who preside over the meetings; the remaining members are assigned other duties on a rotating basis, so everyone is actively involved. Participants also deliver short impromptu and prepared speeches. In every meeting, participants learn to apply the principles of listening, thinking and speaking.

How to Start a Program

Youth Leadership may be conducted for scout troops, 4-H clubs, church youth groups and many other organizations, and for young people in the community. However, all programs must be presented by a Toastmasters club, following the guidelines in the *Youth Leadership Coordinator's Guide* (Item 802). Clubs may order coordinator's guides and *Youth Leadership Participant's Notebooks* (Item 805) from World Headquarters.