

Welcome to YOUR Toastmasters Club

A supportive team,
your audience, is ready
to clap and cheer for you,
as you recall and share
experiences that have
contributed to your life.

As you share, you will
be surprised at how the purpose of
your life becomes ever more clear.

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Authors Comments and Notes

Toastmasters clubs offer the same “structure”. Usually the same activities as described in this document. What is unique is the culture of YOUR club. Clubs take on their own “personality” their own culture. The club becomes YOUR safe place to grow, to learn and to be able to share your thoughts, ideas, experiences, dreams and helpful information.

Acknowledgments

There are many people who have contributed to the development and editing of this document and the many other materials offered on the website. See the list at on the back page.

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Toastmasters Awards Earned by Charlotte

Area Governor of the Year - Founders District - 2014-2015
Toastmaster of the Year - Division A of Founders District - 2014-2015
Distinguished Toastmaster (DTM) - August 17, 2015
Certificate of Appreciation from HarborLites Toastmasters Club #1927
December 17, 2015
Spirit of Excellence - October 26, 2016
Certificate of Appreciation
as Author of the Pathways Reference Guide - 2017-2018
Distinguished Toastmaster (DTM) (#2) - March 27, 2018
Toastmaster of the Year - Founders District - 2017-2018
Distinguished Toastmaster (DTM) (#3) - March 2019
Lawrence “Chris” Gregory - Mentorship Award - 2018-2019
Distinguished Toastmaster (DTM x 3) - July 30, 2019
Founder’s District Pioneer - First Pathways DTM Award - August 2019

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Introduction

Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

Your Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

Toastmasters International Values

- ▶ Integrity
- ▶ Respect
- ▶ Service
- ▶ Excellence

A Toastmaster's Promise

Being a Toastmaster means more than simply making a commitment to self-development. Everyone who joins a Toastmasters club is making a commitment to the club, to its members and to the organization as a whole. As a member of Toastmasters International and my club, I promise...

- To attend club meetings regularly-
- To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- To prepare for and fulfill meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
- To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

The Toastmasters Experience

In his book, *TED TALKS*, Chris Anderson, writes: "Public speaking is an ancient art, wired deeply into our minds. Archaeological discoveries dating back hundreds of thousands of years have found community meeting sites where our ancestors gathered around a fire. In every culture on earth people learned to share their stories, hopes and dreams."

Some History Change Starting in 1924

From the beginning, humans have adapted, have changed how and where they lived. In 1924, one person helped make the change an exciting journey for many, maybe millions, of people. When Dr. Smedley was serving as Director of Education for the YMCA in Santa Ana, California, his concern for the needs of the young men residing at the YMCA gave rise to Club No. 1 of the Toastmasters Program. The year was 1924. Farm workers were coming into the city to get jobs. Dr. Smedley realized that these former laborers from ranches and farms did not have the skills, as wage earners, necessary to survive in this new world of city life and city jobs.



From the Campfire to the City

Dr. Smedley knew that since the beginning of time, we humans have learned from sitting around the campfire and telling stories. The men coming into town to live at the YMCA left their campfires behind to find a new life.

These men already possessed the inborn skills of speaking and of sharing. They just did not know how to use those abilities in this new world. Dr. Smedley started building the young men's public speaking confidence at the dinner table. He gave them the toast. Holding up their glasses, the young men learned to say:

"Here is to ..."

In recognizing one another by giving a toast, the men learned to communicate in public. It started by giving a toast. The toast, that brief form of public speaking in front of a group of people, is how Toastmasters got its name.

Whether adapting from rural life to city life, or adapting from practicing skills using manuals to practicing skills using new-age delivery systems, adapt to change we must! Dr. Smedley was all about change. Helping others change and gain skills gave birth to Toastmasters many years ago.

As a new member to Toastmasters, you will find that it can be a journey like none other you have ever taken. At first, it can be a little bumpy. However, you have a friendly crew to support you and help you - the club members and the club mentors.

Speaking to large or small groups, or even one-to-one, may intimidate or frighten you. Yet, good communication skills are vital if you want to be successful.

Leaders in business say that the ability to communicate well orally is one of the most important skills their recruiters look for in job candidates. Businesses want people who express themselves clearly and confidently, and are persuasive and comfortable communicating with a wide range of people, from top executives to assembly-line workers.

Most schools and universities do not offer this type of training. Toastmasters does. In Toastmasters you will learn how to formulate, express, and sell your ideas and yourself with poise and confidence. You will improve your ability to listen and evaluate others' ideas, and you'll learn leadership skills along the way.

By joining your Toastmasters club, you have begun a journey that will greatly improve your life.

How Toastmasters Works

The Toastmasters program is not a college, trade school, or other formal course in public speaking. You will find no instructors, professors, or classrooms. No one's work is graded and no tests are administered. In Toastmasters, members learn by studying the projects, practicing, and helping one another. Learning takes place in the club environment. Club meetings are workshops where you study and practice communication, listening and leadership skills with others who are there for the same reasons you are. You learn by both participating and by watching fellow club members.

During club meetings you will build "quick thinking" skills, as you give one to two-minute speeches on general subjects during Table Topics. You will introduce speakers, conduct meetings, and perform other roles that will give you plenty of practice in a variety of communication experiences.

About Your Club

Your club is the center of the Toastmasters learning experience. If you want to learn more about your club and how it works, the following information about the club meeting itself, meeting participants' roles and responsibilities, and club leadership will help you.

The Club Meeting

A Toastmasters club meeting consists of three basic parts: Prepared Speeches, Evaluations and Table Topics.

Prepared Speeches

During this portion of the meeting, several members present speeches based on projects in Pathways. Usually two to three speakers are scheduled; however, this may vary depending on the meeting program and length of the meeting.

Evaluations

Each prepared speech and leadership role is verbally evaluated by a fellow member in a helpful, constructive manner using given evaluation criteria. In addition, the evaluator prepares a written evaluation, and all members are invited to submit written comments, too.

Table Topics

In this segment, members not otherwise scheduled as program participants have an opportunity to present one- to two-minute impromptu talks.

Some clubs also conduct a business meeting at least once each month to handle club affairs. The business meeting provides an opportunity for members to practice parliamentary procedure and leadership skills. The order in which these segments are conducted may vary. Length of each portion may vary, too, depending on meeting length. Some clubs meet for one hour or less, while some clubs meet for 90 minutes or more.

Newer Communication Skills

Over time manuals were created. In the 1970s there was a major change in the educational materials for Toastmasters' members. Two learning areas were provided: Communication and Leadership. Next, in 2017 the current educational program was launched worldwide. This is where the two disciplines in the previous materials were combined. In addition, new, modern methods of communicating were added. This new educational program is called the PATHWAYS learning experience™. In Pathways there are three distinctive disciplines, three different new-age learning experiences.

Three New-Age Learning Experiences Presentation Literacy

Can best be described in the words of Chris Anderson, head of TED, "*If you commit to being the authentic you, I am certain that you will be capable of tapping into the ancient art that is wired inside us. ... Presentation literacy isn't an optional extra for the few. It's a core skill for the twenty-first century. It's the most impactful way to share who you are and what you care about. If you can learn to do it, your self-confidence will flourish, and you may be amazed at the beneficial impact it can have on your success in life, however you might choose to define that.*" In the prologue to his *TED TALKS* book, Chris Anderson: "There is a new superpower that anyone, young or old, can benefit from. It is called *presentation literacy*. We live in an era where the best way to make a dent in the world may no longer be to write a letter to the editor or publish a book. It may be simply to stand up and say something".

Toastmasters is where you become comfortable to tell the "stories" in your life that have made a difference.

Contextual Learning

You may have observed that people who join Toastmasters are individuals who want to become better speakers. Many are seeking a purpose and a desire to make a contribution. They want to be part of a cause greater and more enduring than themselves. Contextual learning brings relevance and meaning to real life applications. You can apply Pathways learning projects to your life, your family and work relationships and your community involvement.

Project Management

A project is unique with a specific set of operations designed to accomplish a singular goal. Pathways helps you to become better at learning how to more effectively and efficiently manage projects. Each path has projects. You will find that every day, in everything you do, you will be using the skills involved in *Project Management*.

Toastmasters is Needed Now!

Toastmasters educational materials and clubs are needed *even more than ever* in this era of Xbox, Tablets, Smart Phones, etcetera. **The need is on two planes.**

The First Plane - New Age Tools

Preschool children are learning how to swipe or punch places to make interesting things happen on the device they are holding. However, do people really know or understand the power and the responsibilities of these new age communication devices? Along with “technical knowledge” there is *much more to learn* about the most effective way to communicate with the new-age devices!

The Second Plane - Human Connections

Because of all these devices, people are not developing “soft skills”, the people-to-people communication skills.

These “soft skills” include *your*:

- words
- tone (vocal variety)
- eye contact (connecting)
- facial expressions
- body language
- Message
- Story
- and—your ability to engage with others.

What opportunities are available to give people practice, support and encouragement in becoming better communicators and leaders? Yes, there are some excellent programs out there. But none that are on-going and affordable!

Toastmasters offers a safe place to keep practicing and practicing - speaking *and* listening. In Toastmasters you will learn how to really listen and then to provide helpful feedback in the form of evaluating speeches. *Communicating and Listening* are the two most important activities required to be valuable asset in human society.

Facts: You will remember and learn:

- 10% of what you read
- 20% of what you hear
- 30% of what you see
- 50% of what you see and hear
- 70% of what you discuss
- 80% of what you experience

This is WHY Toastmasters meetings are important!

- When you **attend a meeting, you will remember 50%** just by being there
 - When you are an **evaluator**, chances are **you will remember 70%**
 - When you are a **speaker**, with the combination of giving your speech and hearing your evaluation, chances are you will retain **80%** of the purpose of your assignment
-
-

Meeting Roles and Responsibilities

In Toastmasters, you learn by participating. During club meetings you will participate in many roles, and each one is a learning experience. Following, are roles you will be called upon to fulfill and tips for doing a good job. *Roles and responsibilities vary from club to club, so check with your Vice President Education or mentor when you are assigned a role.* The persons performing these roles are often called the meeting facilitators.

When you are ...

A Speaker

A major portion of each meeting is centered around three or more speakers. Their speeches are prepared based on assignments in Pathways. You will learn more about this role in the information provide in Pathways.

An Evaluator

People join a Toastmasters club to improve their speaking and leadership skills. However, most members don't realize that they are actually learning more about how *to improve their listening skills*. As an Evaluator you are developing many important skills: leadership, listening, critical thinking, feedback and multinational. Members prepare and present speeches based on projects in Pathways. When evaluating a speaker, your purpose is to help the speaker become less self-conscious and more confident. Your overall evaluation should be encouraging and motivate the speaker or leader to improve.

The Toastmaster

The main duty of the Toastmaster is to act as a host and conduct the entire program, including introducing participants. For obvious reasons this task is not usually assigned to a member until he or she is familiar with the club and its procedures. Program participants should be introduced in a way that engages the audience and motivates each member to listen. The Toastmaster creates an atmosphere of interest, expectation, and receptivity.

A Reminder: Explain the elements of our meetings: Table Topics, Speeches, Evaluations. Next, in place, each facilitator stands up and explains his or her task. You are responsible for keeping the meeting moving, beginning and ending on time. You let the Topicsmaster know how many questions (and maybe as long each answer should be).

At the beginning of a meeting, some clubs have the members to read out loud their duties. Reading out loud helps you to learn to work on your communication skills including: timing vocal variety, volume, and even eye contact.

The General Evaluator

The General Evaluator is just what the name implies—an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards. The General Evaluator is responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her. You are responsible for the evaluation team, which consists of the Timer, Grammarian, Ah-Counter and for giving helpful feedback to the evaluators.

Example of short text that could be read at the meeting.

The duties of the General Evaluator are to:

- Introduce the Evaluators
 - Evaluate the Evaluators ... and if there is time I will also
 - Evaluate the Toastmaster, Table Topicsmaster and the entire meeting.
-

When You Are ... continued

Table Topicsmaster

The Toastmasters program has a tradition—every member speaks at a meeting. The Table Topics session is that portion of the meeting which ensures this tradition. The purpose of this period is to have members think on their feet and provided an impromptu response to a spontaneous, general question, and speak about it for a minute or two. The Topicsmaster prepares and issues the topics; originality is desirable as much as possible. Each speaker may be given an individual subject or a choice of subjects may be presented from which the members can draw at random.

Example of what short text that could be read at the meeting.

The theme I have selected is _____.

- I select subjects and questions that will allow speakers to offer opinions. The questions are to be short and not complicated and don't require specialized knowledge. I need to keep my own comments short.
- I encourage speakers to use the Word of the Day.
- To qualify for the Best Table Topics Speaker the minimum time required is a minimum of 1 minute and the **maximum time** is _____.
- Each speaker gets a different question and I will call on speakers at random.
- First I will state the question briefly, then call on the respondent.
- As the respondent comes up to the lecture, I will repeat the question, shake hands with the speaker and then sit down

Grammarian

Being grammarian is truly an exercise in expanding your listening skills. You have two basic responsibilities: First, to introduce new words to members, and second, to comment on the use of English during the course of the meeting. (Some clubs make using the word of the day as a requirement to win Best Table Topics Speaker.)

Example of short text that could be read at the meeting.

- I will note who used the word of the day during Table Topics.
- Throughout the meeting, I listen to everyone's word usage.
- I'll write down any awkward use or misuse of language, incomplete sentences, sentences that change direction in midstream or incorrect grammar.
- When called on at the end of Table Topics, I will name the people who qualified by using the word of the day.
- At the end of the meeting, I give a complete report.

Timer

The Toastmaster of the meeting will call on you to explain the timing rules. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the club clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions—something that we do every day.

Example of what short text that could be read at the meeting.

- I am responsible for monitoring time for each speaker. I operate the timing signal, or offer alternative timing signals indicating to each speaker how long he or she has been talking. To qualify a speaker must reach the minimum time.
- Throughout the meeting, I carefully keep track of the time and next to their name, post the time they spoke.
- When I am called on to report I announce the speaker's name and the time taken. Or, I may do the "short version" and mention only those members who are eligible for awards.

When You Are ... continued

Ah Counter

The purpose of the Ah-Counter is to note words and sounds used as a crutch or pause filler by anyone who speaks during the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*. You should also note when a speaker repeats a word or phrase such as “I, I” or “This means, this means.”

Example of what short text that could be read at the meeting.

- The purpose of the Ah-Counter is to note any word or sound used as a crutch by anyone who speaks during the meeting.
- *Words* may be inappropriate interjections: such as “and”, “well”, “but”, “so”, “like”, “you know.”
- *Sounds* may be “ah”, “um,” “er.”
- I will also note when a speaker repeats a word or phrase such as “I, I” or “This means, this means.”
- In addition, I’ll look for *over-used phrases* such as “without further ado,” “at this time”.
- (If you use a bell) I will ring the bell on all fillers, **except** for *Ice Breakers Speeches* and *speeches or comments by visitors*. The bell ringing is not meant to intimidate you, only to remind you.

Vote Counter

Not all clubs vote. If your club does—there are 3 elements of the meetings where the members vote. These are for Best Table Topics Speaker, Best Speaker and Best Evaluator.

Example of short text that could be read at the meeting.

- After each segment is completed, the votes are sent to me to count. I do not vote, unless there is a tie. Then I vote and **do not** disclose how I voted.
- At the end of the meeting, when the Toastmaster calls for my report, *without any comments*, I simply announce the name of the winner.

Some clubs have other roles such as Joke Master, Parliamentarian, Education Minute.

Education Minute

Suggestion: Have members read a page from this booklet. This will serve two purposes: 1) Educational information about the club roles and activities and 2) Practice of reading out loud with vocal variety, etc.

The HarborLites Club has these two extra roles.

Listening Master

How to Listen Effectively from the Success Communication Series (Item 242) in the section titled ***Listening ... A Learned Skill:***

“... in every communication situation there is a sender and a receiver. The problem is too many people are sending and too few are receiving.

Here’s another fact to think about. Hearing is not the same as listening. Hearing is to listening what seeing is to reading. Hearing is merely one step in the process of listening. Listening involves receiving, organizing, interpreting, and responding to information that is heard.

Modern research tells us that, without training, most of us are poor listeners. Research also shows that listening can be improved as easily as any other skill. It’s a learned behavior. With proper instruction and practice you can learn to listen just like you learned to read.

Today [in this presentation] you will learn nine valuable techniques for improving your listening skills. These techniques have been proven productive for a variety of listening situations.”

Example of what short text that could be read at the meeting.

- I will be listening closely to all the speakers.
 - At the end of the meeting, when the Toastmaster calls on me, I will ask 3 to 6 questions to see how well you have been listening.
-

When You Are ... continued

Body Language

As Dr. Cynthia Boccara* says: "You make your first impression in the *first 7 seconds!*. Your brain is hardwired to make those quick judgments. Our caveman ancestors used the same body language we use today. We send messages of

- Are you friend or foe?
- Do I trust you?
- Do I like you or not like you?
- and more things ...

Example of what short text that could be read at the meeting.

The duties of the body language evaluator are to observe carefully and note the following:

- Excellent use of body language - posture/carriage.
- Facial expressions and eye contact.
- Good or poor gestures.

*Dr. Cynthia, a member of the HarborLites club, is a Doctor of Chiropractic. In addition she is a public speaker and a Coach for individuals, business, clubs and corporations: Speeches, Workshops, Seminars, etc.

Your Club's Leadership

Meeting participants play an important role in making the club educational and enjoyable. Another group of people has even more responsibility for meeting quality and the long-term success of the club. This group is called the club executive committee. Following are the titles and standards of each executive committee member.

President:

- Top ranking club officer/ Presiding Officer
- Club CEO, Managing Director, Cheerleader and Coach
- Overall health, direction, and progress of the club and its members
- Heads Distinguished Club Program Plan with Executive Council
- Leads Executive Council meetings monthly
- Represents club at District Executive Committee meetings and vote on important District business matters
- Pathways Base Camp Manager

VP Education:

- 2nd ranking club officer
 - Schedule meeting roles
 - Track all Members' Pathways Levels in a Path
 - Appoints Members to divide leadership tasks for hosting speech contests
 - Coordinates the Mentor Program with VP Membership and volunteer Members
 - Approves and submits educational awards in Pathways and to Toastmasters International
 - Member of Executive Council
 - Pathways Base Camp Manager
-

VP Membership:

- 3rd ranking club officer, the Clubs #1 recruiter
 - Monitors membership levels and retention
 - Manages process of welcoming guests and transforming guests into members
 - Member of Executive Council
-

VP Public Relations:

- 4th ranking club officer
 - Link to the outside world
 - Web master (or delegate)
 - Social Media specialist
 - Brand Manager
 - Promote club inside and outside Toastmasters
 - Member of Executive Council
-

Secretary:

- 5th ranking club officer Club's note-taker and record-keeper
 - Manage club correspondence
 - Back-up/Assistant Sergeant-at-Arms
 - Member of Executive Council
 - Pathways Base Camp Manager
-

Treasurer:

- 6th Ranking Club Officer
 - Club's chief accountant
 - Submit member dues to T.I.
 - Back-up/Assistant Sergeant-at-Arms
 - Member of Executive Council
-

Sergeant-at-Arms:

- 7th Ranking Club Officer
 - Keep track of club property
 - Setup/cleanup: recruit help!
 - Greet visitors
 - Member of Executive Council
-
-

The Pathways learning experience™

There are other items in this series that go into more detail about the Pathways experience. This section will introduce you to some basic information. Your questions, comments, and suggestions are very welcome! Remember, the only stupid question is the one you don't ask.

Communicating, Inspiring, Leading

Simon Sinek, author of *START WITH WHY*, reminds us that *communication skills develop the power to lead*. Leading comes from the power to communicate and the power to inspire.

Chris Anderson, in his book *TED TALKS*, hails the power of public speaking. He awakens us to the impact of how public speaking is an ancient art that is wired deeply in our minds. He describes the shared back-drop, around the campfire, "is a short step to the desire to act together, to decide to embark together on a journey, a battle, a celebration". He notes: "The same is true today. As a leader, or as an advocate, *public speaking is the key* to unlocking empathy, stirring excitement, sharing knowledge and insights, and promoting a shared dream. The spoken word has actually gained new powers. *Our campfire is now the whole world. Thanks to the Internet!*"

By the Numbers

Here is an outline of the various components of Pathways. It is not very complicated when explained by the numbers - they are:

- 11 Paths
- 3 Classifications
- 3 Groups and
- 5 Levels

→ 11 Paths

There are 11 Paths offered, from which you can choose (described on page 21). All the Paths are designed to provide Projects that will help you to continue to grow, to expand your skills and knowledge.

→ 3 Classifications

The classifications are defined by the *focus* of the Required Projects:
These are:

- **Public Speaking** which is the process or act of performing a speech designed to: inform, persuade and entertain.
- **Management** is the administration of an organization. It includes the activities of setting the strategy of an organization and coordinating the efforts of its employees/volunteers to accomplish its objectives.
- **Leadership**, specifically strategic leadership, is the ability to influence others to voluntarily make decisions that enhance the prospects of the organization's long-term success stability.

→3 Groups

These groups are defined by the time needed to invest in the Required Projects and/or the specific skill sets needed.

- **Group A** is recommended for new members because these Paths require the least amount of investment/commitment in time and less experience in the skills needed.
- **Group B** requires more of an investment in time and a higher level of new age communication skills, plus more speaking and/or presentation skills.
- **Group C** requires more investment in time than the Paths in Group B. In some Paths, up to a six (6) month commitment is required and/or more computer and/or new age communication skills plus more speaking/presentation skills.

→5 Levels of Learning

The levels are progressive, each helping you to develop more/better skills. Every Path has 5 levels. They are defined as:

- **Level 1 (L1) - Mastering the Fundamentals:** To develop or enhance your understanding of the fundamentals needed to be a successful public speaker and evaluator. You'll focus on speech writing and basic speech delivery, as well as receiving, applying and delivering feedback.
- **Level 2 (L2) - Learning Your Style:** To develop an understanding of your personal styles and preferences. You'll have the opportunity to identify your leadership or communication styles and preference. You will be introduced to the basic structure of the Pathways Mentor Program.
- **Level 3 (L3) - Increasing Knowledge:** To begin increasing your knowledge of skills specific to your path. You'll complete one required project and at least two elective projects that address your goals and interests through a wide variety of topics.
- **Level 4 (L4) - Building Skills:** To build the skills you need to succeed on your path. You'll have the opportunity to explore new challenges and begin applying what you have learned. You'll complete one required project and one elective project.
- **Level 5 (L5) - Demonstrating Expertise:** In this final level, you will demonstrate your expertise in the skills you have learned. You'll have the opportunity to apply what you have learned at all levels to accomplish larger projects. The second of your required projects is entitled "Reflect on Your Path". This brings closure to your chosen path. Upon completion, you'll have achieved proficiency!

The Eleven Paths Overview

One way to describe a Path is to consider it like a college course, with modules described as Levels. Here are brief descriptions of the Paths.

As Norm Stein (a member since 1993) was working Pathways, observed — every path provides projects that involve collaboration and leadership. Organizing a team, communicating ideas and working together for common goals gives rise to problem solving that extends beyond the club, into the family, the community, the state, the nation and the world.

A1. PRESENTATION MASTERY (PM)

Classification: Focuses on Public Speaking

→ *This path is suggested as the first Path for most members, for both new members and member moving over from the traditional program.*

This path helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing & speech delivery.

A2. MOTIVATIONAL STRATEGIES (MS)

Classification: Focuses on Management

This path helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team- building project that brings all of your skills together - including public speaking.

A3. LEADERSHIP DEVELOPMENT (LD)

Classification: Focuses on Leadership

This path helps you build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.

B1. STRATEGIC RELATIONSHIPS (SR)

Classification: Focuses on Leadership

This path helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization.

B2. DYNAMIC LEADERSHIP (DL)

Classification: Focuses on Leadership

This path helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills.

B3. VISIONARY COMMUNICATION (VC)

Classification: Focuses on Leadership

This path helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision.

B4. ENGAGING HUMOR (EH)

Classification: Focuses on Public Speaking

The Engaging Humor path is designed to help you build your skills as a humorous and engaging public speaker. The projects on this path focus on understanding your sense of humor and how that sense of humor translates to engaging audience members. The projects contribute to developing an understanding of how to effectively use humor in a speech, including challenging situations and impromptu speeches. This path culminates in an extended humorous speech that will allow you to apply what you learned.

C1. TEAM COLLABORATION (TC)

Classification: Focuses on Management

This path helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills.

C2. EFFECTIVE COACHING (EC)

Classification: Focuses on Management

This path helps you build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. This path culminates in a “High Performance Leadership” project of your design.

C3. INNOVATIVE PLANNING (IP)

Classification: Focuses on Management

This path helps you build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions.

C4. PERSUASIVE INFLUENCE (PI)

Classification: Focuses on Leadership

This path helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This culminates in a *High Performance Leadership* project of your choice.

Catalog of Items

Check the website for new items

Best for *Free Downloads*

Can be printed 1-sided or 2-sided

- Guide for Leaders GL
 - Base Camp Managers Quick Guide..... BCQGf
 - Members Quick Guide—Pathways on Line MQGf
 - Welcome to Your Club..... WY1f *
 - * This Document
 - **Paths in Group A - Suggested 1st Paths**
 - Presentation Mastery Path A1f
 - Motivational Strategies Path..... A2f
 - Leadership Development Path..... A3f
 - **Paths in Group B - Suggested 2nd choice of Paths**
 - Strategic Relationships Path B1f
 - Dynamic Leadership Path..... B2f
 - Visionary Communication Path..... B3f
 - Engaging Humor Path B4f
 - **Paths in Group C - requires more investment**
 - Team Collaboration Path..... C1f
 - Effective Coaching Path..... C2f
 - Innovative Planning Path..... C3f
 - Persuasive Influence Path..... C4f
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Available in Print

Pathways Guides for Leaders

- Guide for Leaders - with 3-Ring Binder.....GL-1
- Guide for Leaders - 60 pages print sheets onlyGL-2
- Guide for Leaders - Black Ink Only, comb bindingGL-3
- Base Camp Managers Quick Guide..... BCQG

Booklets—Pathways Guides for Members

- Welcome to Your Toastmasters Club (this one) WY-1
- Members Quick Guide—Pathways on Line MQG

• Paths in Group A - Suggested 1st Paths

- Presentation Mastery Path A1
- Motivational Strategies Path..... A2
- Leadership Development Path..... A3

• Paths in Group B - Suggested 2nd choice of Paths

- Strategic Relationships Path B1
- Dynamic Leadership Path..... B2
- Visionary Communication Path..... B3
- Engaging Humor Path B4

• Paths in Group C - requires more investment

- Team Collaboration Path..... C1
 - Effective Coaching Path..... C2
 - Innovative Planning Path..... C3
 - Persuasive Influence Path..... C4
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Other Items

There are some other items not listed. As an example the *Your Personal Tracking Sheet for PATHWAYS learning experience™*.
Also, 2-page Evaluation Sheets
There is one for each Path.

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FREE to download Items

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at Learning Labs and Workshops*

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