



# Heriot-Watt University Malaysia Toastmasters Club (HWUMTMC)

## STARTER PACK

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# Toastmaster 101



# 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.

# CORE VALUES

**INTEGRITY**  
**RESPECT**  
**SERVICE**  
**EXCELLENCE**



# SIGNS OF A HEALTHY CLUB

Goals to Achieve			Goal	To Date	Status
Education					
1	Level 1 awards	All Pathways education awards must be submitted in both Base Camp and Club Central	4	5	✓
2	Level 2 awards	All Pathways education awards must be submitted in both Base Camp and Club Central	2	2	✓
3	More Level 2 awards	All Pathways education awards must be submitted in both Base Camp and Club Central	2	2	✓
4	Level 3 awards	All Pathways education awards must be submitted in both Base Camp and Club Central	2	4	✓
5	Level 4, Level 5, or DTM award	All Pathways education awards must be submitted in both Base Camp and Club Central	1	1	✓
6	One more Level 4, Level 5, or DTM award	All Pathways education awards must be submitted in both Base Camp and Club Central	1	1	✓
Membership					
7	New members		4	4	✓
8	More new members		4	10	✓
Training					
9	Club officers trained June-August		4	7	✓
	Club officers trained November-February		4	7	
Administration					
10	Membership-renewal dues on time		Y	2	✓
	Club officer list on time		Y	1	

To ensure the quality of the club and meetings, the Distinguished club program (DCP) is introduced to ensure that the club are on the right path to achieve the club's mission. It is seperated into 4 parts

- 1) Education
- 2) Membership
- 3) Club officers training
- 4) Adminstration



# EXCO TEAM

**President**

David Teoh

**Vice President Education**

Marcus Ooi

**Vice President Membership**

Lim Seow Fong

**Vice President Public Relations**

Keith Michael

**Secretary**

Foo Pei Sin

**Treasurer**

Devinya

**Sergeant at Arms**

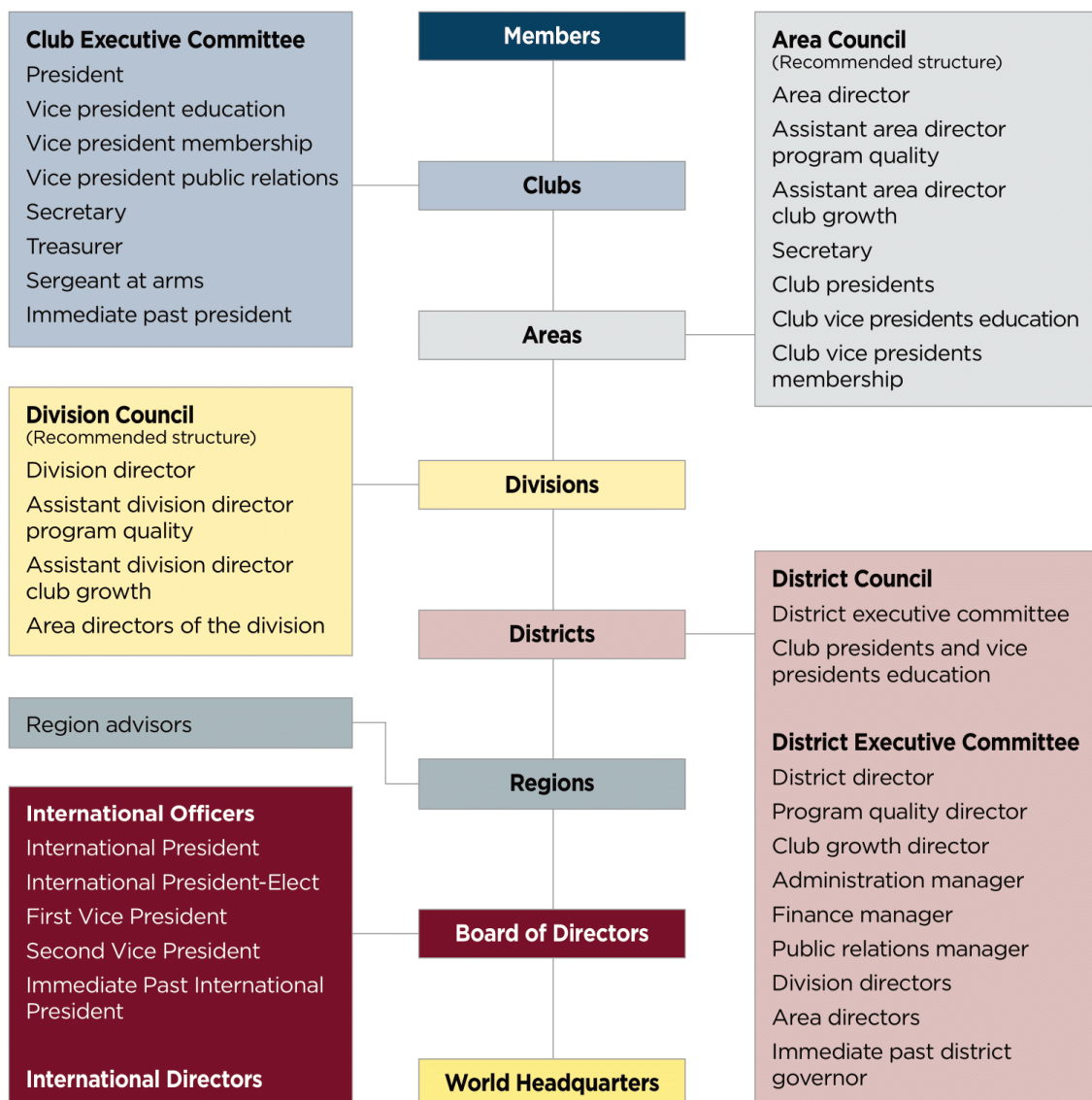
Loeganraj Ganesha

# Toastmasters organization chart

## MAP OF SERVICE TO MEMBERS

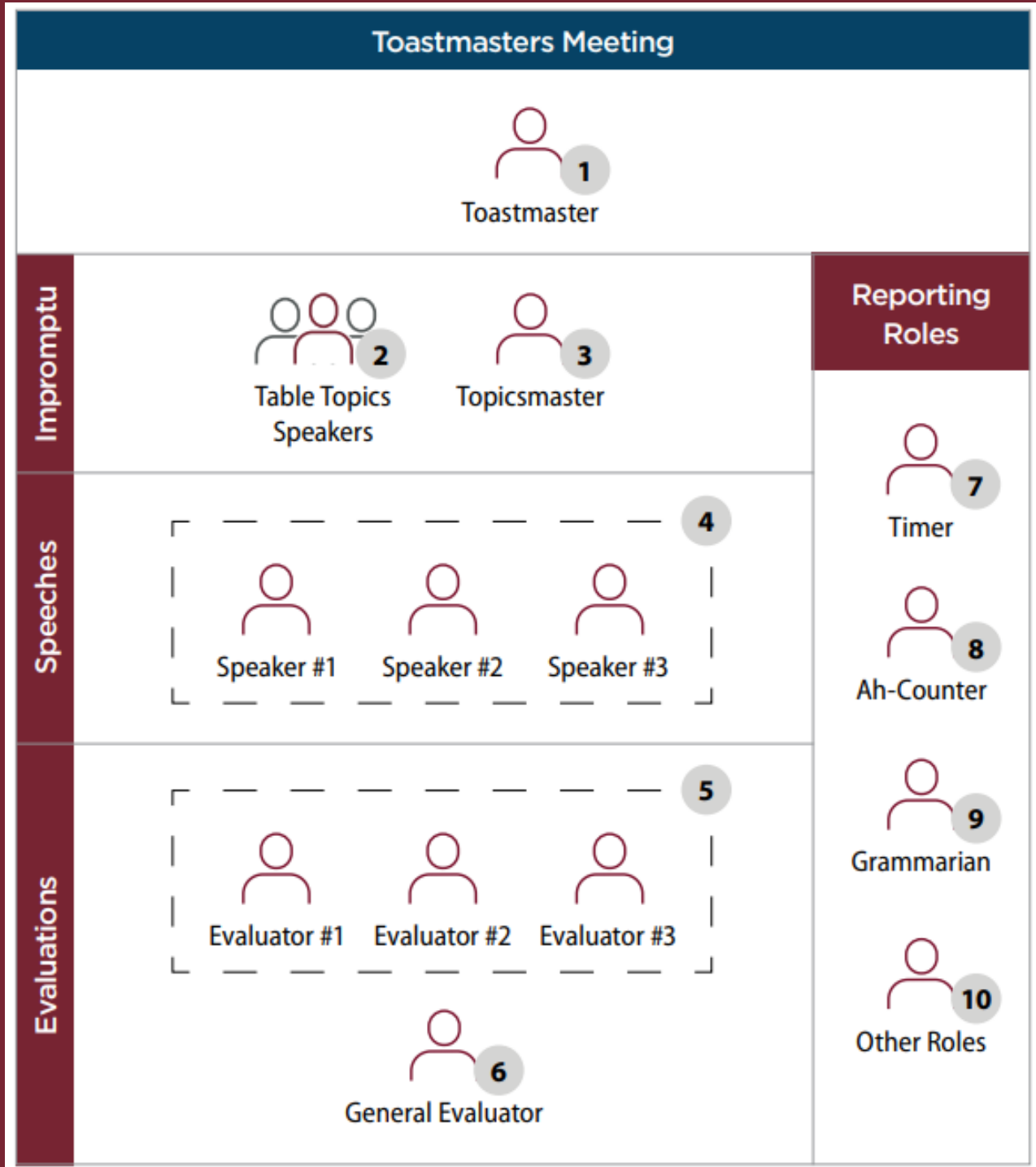


Members are the heart and foundation of Toastmasters International. Below is a representation of each service level in support of the member.



Roles higher than the club level is to assist  
the club in achieving their goals.

# Typical Meeting of HWUMTMC (1)



Note: These are the essential roleplayers, additional roleplayers are sometimes added to fulfil certain tasks

# Typical Meeting of HWUMTMC (2)

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Description	
<b>1</b> The Toastmaster is the meeting's host and director.	<b>7</b> The Timer times speeches, Table Topics, and evaluations and provides a report at the end of the meeting.
<b>2</b> Table Topics Speakers are guests or members without a meeting role that are looking to improve their impromptu speaking skills.	<b>8</b> The Ah-Counter counts filler words each speaker uses and reports on them at the end of the meeting.
<b>3</b> The Topicsmaster runs the Table Topics® section of the meeting. They choose participants and select topics for each speaker.	<b>9</b> The Grammarian chooses a word of the day and helps speakers improve their grammar and vocabulary.
<b>4</b> Members plan and write five- to seven-minute speeches that they deliver during club meetings.	<b>10</b> Some clubs have their own unique meeting roles. Ask a club officer about what these roles are and how you can fill them!
<b>5</b> Evaluators provide verbal and written feedback on speeches. Each speaker has an evaluator.	
<b>6</b> The General Evaluator provides feedback on the overall meeting, the evaluations given by the evaluators, and offers areas of improvement.	

# Roleplayer list of HWUMTMC

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\*HWUM TMC Online Formal Meeting #70

Theme: Bad Jokes

**Date: 28 July 2021(Tuesday)**

Time: (8:00pm setup)8:15pm - 10:30pm

Venue: Online

Speaker Slots 📌 :

<https://rb.gy/kqzrkp>

ASAA/Teamer: Suwectha

TME: Keith

TT Master: David

TT Evaluator:

Speaker 1: Arissa

Speech Project:

Speech Title:

Evaluator 1:

Speaker 2: Seow Fong

Speech Project:

Speech Title:

Evaluator 2:

Speaker 3: Loegan

Speech Project:

Speech Title:

Evaluator 3:

Speaker 4: Eva

Speech Project:

Speech Title:

Evaluator 4:

General Evaluator: Karen Koh (Satu Hati TMC)

Grammarian:

Ah-Counter:

Timer:

13:48 ✓✓

The roleplayers list is sent to the members group so that everyone could help each other out in the meeting. Add your name to volunteer for a role.

# Pathways 101



# Guide to pathways



## Paths and Core Competencies

The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

### FIVE CORE COMPETENCIES

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.



Confidence is unique because it cannot be taught, but is gained in every path.

### 11 PATHS

The primary core competencies represented in each path are listed in order of emphasis next to the path name.

	<b>Dynamic Leadership</b> <i>Build strategic leadership and conflict resolution skills</i>	1	2	3	5
	<b>Effective Coaching</b> <i>Build interpersonal communication, leadership and coaching skills</i>	1	2	4	5
	<b>Engaging Humor</b> <i>Build public speaking and speech writing skills.</i>	1		5	
	<b>Innovative Planning</b> <i>Build creative project management and communication skills</i>	1	4	2	5
	<b>Leadership Development</b> <i>Build communication and leadership skills</i>	1	2	4	5
	<b>Motivational Strategies</b> <i>Build motivational leadership and communication skills</i>	1	2	3	5
	<b>Persuasive Influence</b> <i>Build skills to lead in complex situations</i>	1	3	2	5
	<b>Presentation Mastery</b> <i>Build public speaking skills</i>	1		5	
	<b>Strategic Relationships</b> <i>Build networking, leadership and communication skills</i>	1	2	3	5
	<b>Team Collaboration</b> <i>Build collaborative leadership skills</i>	1	4	2	5
	<b>Visionary Communication</b> <i>Build innovative communication and leadership skills</i>	1	3	2	5



# Guide to pathways



## Paths, Levels and Electives



### DYNAMIC 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.

*\*Not available in non-English printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Negotiate the Best Outcome

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Manage Change

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- Lead in Any Situation
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally

# Guide to pathways



## Paths, Levels and Electives



### EFFECTIVE COACHING

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. *\*Not available in printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Reaching Consensus

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Improvement Through Positive Coaching

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- High Performance Leadership
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



# Guide to pathways



## Paths, Levels and Electives



### ENGAGING HUMOR

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 different types of humor and improving your ability to deliver a message with humor. The projects contribute to developing an understanding of effective public speaking technique, speech writing, speech delivery, and using humorous stories. This path culminates in an extended speech that will allow you to apply what you learned.

## Five Levels



### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



### Learning Your Style

- *Know Your Sense of Humor*
- *Connect With Your Audience*
- *Introduction to Toastmasters Mentoring*



### Increasing Knowledge

- *Engage Your Audience with Humor*

#### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Active Listening*



### Building Skills

- *The Power of Humor in an Impromptu Speech*

#### Level 4 Elective Projects (choose 1)

- *Create a Podcast*
- *Building a Social Media Presence*
- *Write a Compelling Blog*
- *Manage Online Meetings*
- *Question-and-Answer Session*
- *Public Relations Strategies*
- *Manage Projects Successfully*
- *Managing a Difficult Audience*



### Demonstrating Expertise

- *Deliver Your Message with Humor*
- *Reflect on Your Path*

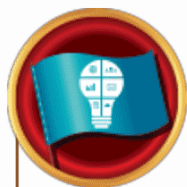
#### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*
- *Prepare to Speak Professionally*

# Guide to pathways



## Paths, Levels and Electives



### INNOVATIVE PLANNING

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. This path culminates in a “High Performance Leadership” project of your design. *\*Not available in printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Connect With Your Audience
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Present a Proposal

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Manage Projects Successfully

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies



### Demonstrating Expertise

- High Performance Leadership
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



# Guide to pathways



## Paths, Levels and Electives



### LEADERSHIP DEVELOPMENT

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.

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Managing Time
- Understanding Your Leadership Style
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Planning and Implementing

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Leading Your Team

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- Manage Successful Events
- Reflect on Your Path

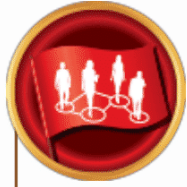
#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally

# Guide to pathways



## Paths, Levels and Electives



### MOTIVATIONAL STRATEGIES

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.

*\*Not available in printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Communication Style
- Active Listening
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Understanding Emotional Intelligence

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Know Your Sense of Humor



### Building Skills

- Motivate Others

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- Team Building
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



# Guide to pathways



## Paths, Levels and Electives



### PERSUASIVE INFLUENCE

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 path culminates in a “High Performance Leadership” project of your design. *\*Not available in printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Active Listening
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Understanding Conflict Resolution

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Know Your Sense of Humor



### Building Skills

- Leading in Difficult Situations

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- High Performance Leadership
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally

# Guide to pathways



## Paths, Levels and Electives



### PRESENTATION MASTERY

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 and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.

#### Five Levels



##### Mastering Fundamentals

- *Ice Breaker*
- *Evaluation and Feedback*
- *Researching and Presenting*



##### Learning Your Style

- *Understanding Your Communication Style*
- *Effective Body Language*
- *Introduction to Toastmasters Mentoring*



##### Increasing Knowledge

- *Persuasive Speaking*

##### Level 3 Elective Projects (choose 2)

- *Deliver Social Speeches*
- *Using Presentation Software*
- *Connect with Storytelling*
- *Creating Effective Visual Aids*
- *Using Descriptive Language*
- *Connect with Your Audience*
- *Make Connections Through Networking*
- *Focus on the Positive*
- *Inspire Your Audience*
- *Prepare for an Interview*
- *Understanding Vocal Variety*
- *Active Listening*
- *Know Your Sense of Humor*



##### Building Skills

- *Managing a Difficult Audience*

##### Level 4 Elective Projects (choose 1)

- *Create a Podcast*
- *Building a Social Media Presence*
- *Write a Compelling Blog*
- *Manage Online Meetings*
- *Question-and-Answer Session*
- *Public Relations Strategies*
- *Manage Projects Successfully*



##### Demonstrating Expertise

- *Prepare to Speak Professionally*
- *Reflect on Your Path*

##### Level 5 Elective Projects (choose 1)

- *Lessons Learned*
- *Moderate a Panel Discussion*
- *Ethical Leadership*
- *High Performance Leadership*
- *Leading in Your Volunteer Organization*



# Guide to pathways



## Paths, Levels and Electives



### STRATEGIC RELATIONSHIPS

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. *\*Not available in non-English printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Cross-Cultural Understanding
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Make Connections Through Networking

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Public Relations Strategies

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Manage Projects Successfully



### Demonstrating Expertise

- Leading in Your Volunteer Organization
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Prepare to Speak Professionally

# Guide to pathways



## Paths, Levels and Electives



### TEAM COLLABORATION

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. *\*Not available in non-English printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Active Listening
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Successful Collaboration

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Know Your Sense of Humor



### Building Skills

- Motivate Others

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- Lead in Any Situation
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally



# Guide to pathways



## Paths, Levels and Electives



### VISIONARY COMMUNICATION

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.

*\*Not available in printed materials.*

## Five Levels



### Mastering Fundamentals

- Ice Breaker
- Evaluation and Feedback
- Researching and Presenting



### Learning Your Style

- Understanding Your Leadership Style
- Understanding Your Communication Style
- Introduction to Toastmasters Mentoring



### Increasing Knowledge

- Develop a Communication Plan

#### Level 3 Elective Projects (choose 2)

- Deliver Social Speeches
- Using Presentation Software
- Connect with Storytelling
- Creating Effective Visual Aids
- Using Descriptive Language
- Connect with Your Audience
- Make Connections Through Networking
- Focus on the Positive
- Inspire Your Audience
- Prepare for an Interview
- Understanding Vocal Variety
- Effective Body Language
- Active Listening
- Know Your Sense of Humor



### Building Skills

- Communicate Change

#### Level 4 Elective Projects (choose 1)

- Create a Podcast
- Building a Social Media Presence
- Managing a Difficult Audience
- Write a Compelling Blog
- Manage Online Meetings
- Question-and-Answer Session
- Public Relations Strategies
- Manage Projects Successfully



### Demonstrating Expertise

- Develop Your Vision
- Reflect on Your Path

#### Level 5 Elective Projects (choose 1)

- Lessons Learned
- Moderate a Panel Discussion
- Ethical Leadership
- High Performance Leadership
- Leading in Your Volunteer Organization
- Prepare to Speak Professionally

## Short forms of all Pathways

1. Dynamic Leadership - DL
2. Effective Coaching - EC
3. Engaging humor - EH
4. Innovative Planning - IP
5. Leadership Development - LD
6. Motivational Strategies - MS
7. Persuasive Influence - PI
8. Presentation Mastery - PM
9. Strategic Relationship - SR
10. Team Collaboration - TC
11. Visionary Communication - VC

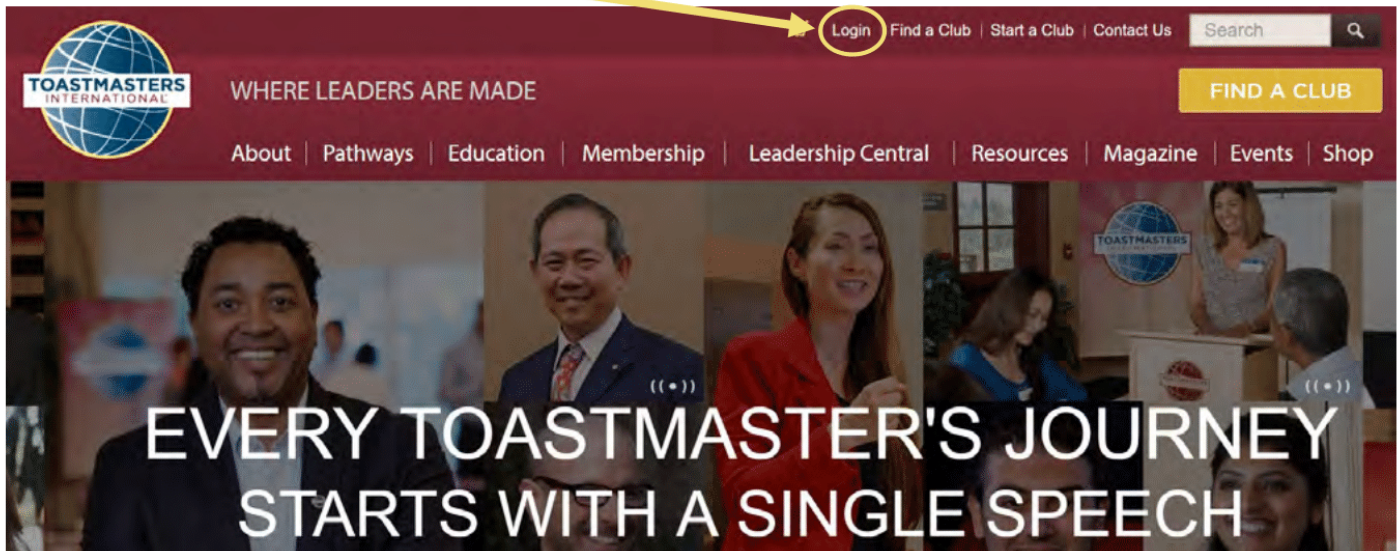
# Registering your first pathway



# Choosing your first pathway

## GETTING YOU STARTED

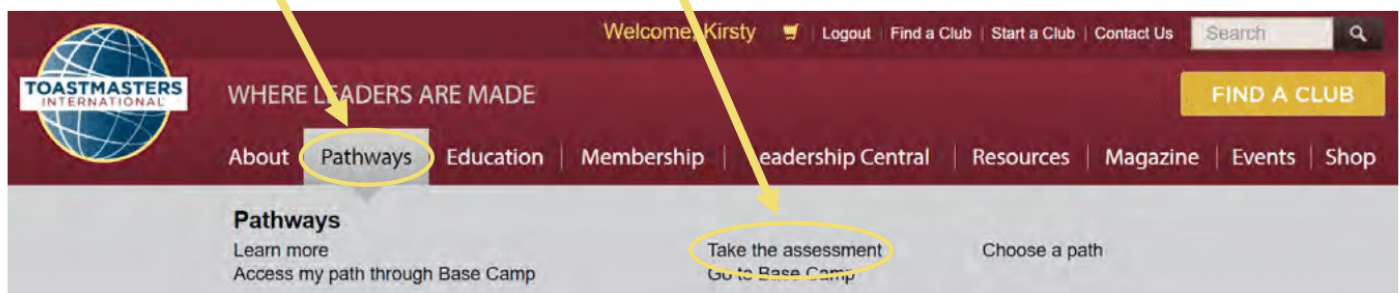
1. Go to: <https://www.toastmasters.org/>
2. Click on **login** towards the top right-hand corner of your page.



\*only if you forgot your password

3. To get your login password, click on **Forgot password**
4. Type in the email address that you use for Toastmasters. Click **submit**  
*An email will be sent to this address for you to reset your password. Login to your personal email and follow the prompts.*
5. Use your new login to get access to Toastmasters International.

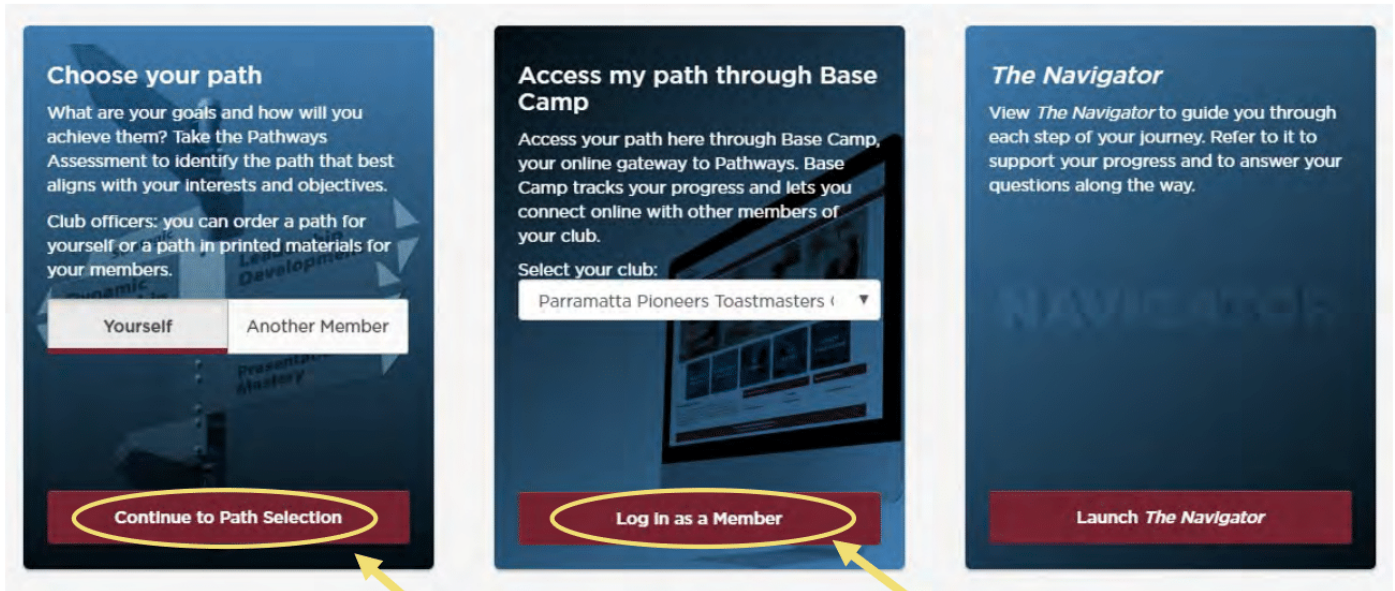
6. Click **pathways** and select **Take the assessment**



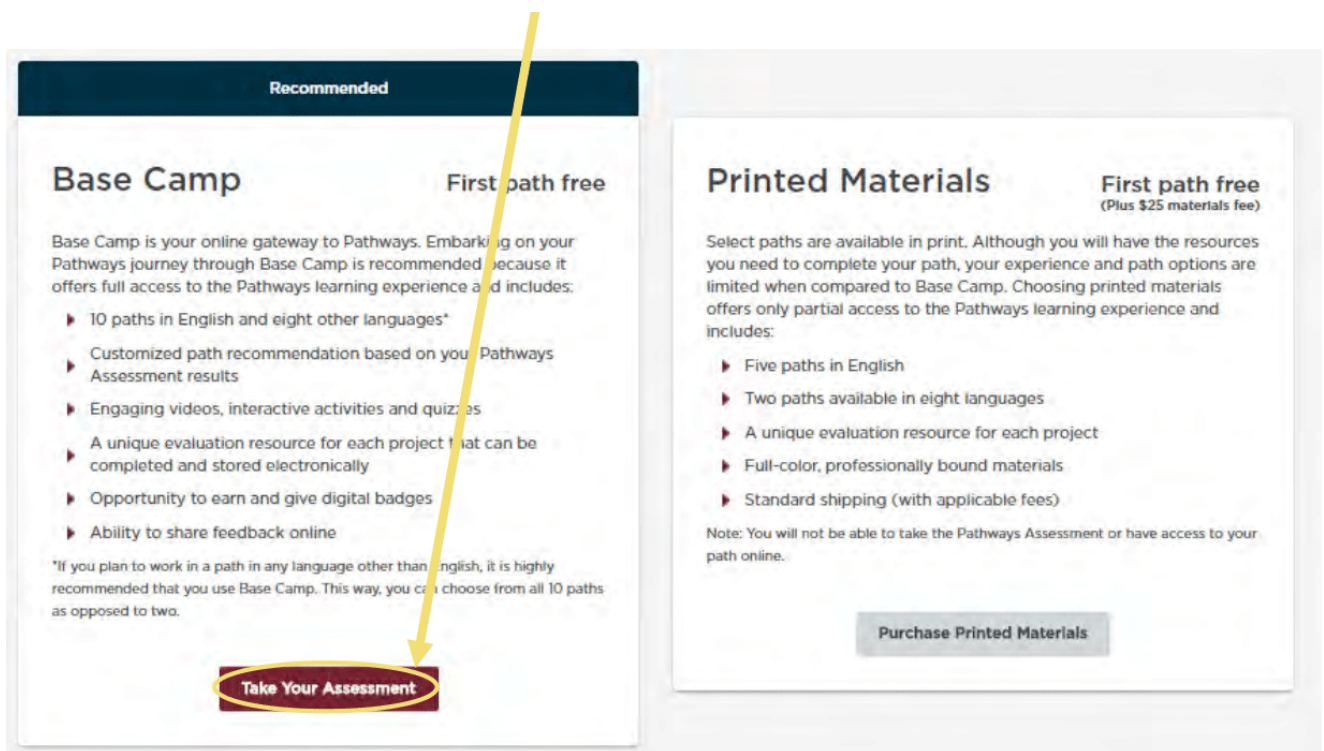


# | Choosing your first pathway

## GETTING YOU STARTED — CONTINUED



7. Click on [continue on path selection](#). Note: Select [log in as member](#) when returning to your home page on all other occasions. Use 'The Navigator' to assist as you find your way on the Pathways website.
8. Click on [Take your assessment](#)



# | Choosing your first pathway

## GETTING YOU STARTED — CONTINUED

9. After taking the assessment, there will be 3 recommended paths for you. Read the descriptions and select the path that most appeals to you and your goals. Alternatively, you can also select **additional paths** and find out more about other paths on offer. Once you have decided on your path, select **choose this path**. Select carefully!

**Best Match**

**Strategic Relationships**

This path helps you build your skills as a leader in communication. You will work through projects that focus on understanding diversity, building personal and/or professional connections with a variety of people and how to develop a public relations strategy. Each project emphasizes interpersonal communications and public speaking. The Strategic Relationships path culminates in a project where you will apply your skills as a leader in a volunteer organization. Not available in non-English printed materials.

**Choose this Path**

**Visionary Communication**

This path helps you build your skills as a strategic communicator and leader. You will work through projects that focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Each project emphasizes speech writing and delivery. The Visionary Communication path culminates in the development and launch of a long-term personal or professional goal. Not available in printed materials.

**Choose this Path**

**Innovative Planning**

This path helps you build your skills as a public speaker, leader and project manager. Your projects focus on creating innovative solutions and building public speaking skills. These skills include developing strong audience connections, speech writing and delivery. Each project contributes to building an understanding of the steps needed to manage a project. The Innovative Planning path culminates in a "High Performance Leadership" project of your design. Not available in printed materials.

**Choose this Path**

**Additional Paths**

10. After choosing a path, select 'Explore Base Camp.' Your path may take a few minutes to load.

**TOASTMASTERS PATHWAYS**  
— learning experience —

**Thank you for enrolling in Toastmasters Pathways**

Your journey has officially begun! You will receive a confirmation email shortly and be able to start your path in approximately 30 minutes. If you have any questions, please contact [support@toastmasters.org](mailto:support@toastmasters.org) or call +1 949-456-0255, Monday through Friday, 8 a.m. to 7 p.m. PT.

**Return to Pathways Start Page** **Explore Base Camp** **System Requirements**

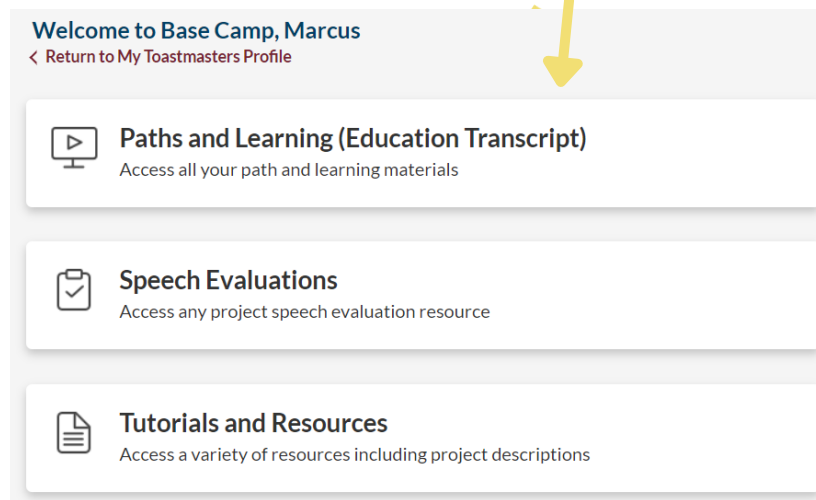
You will find yourself at your homepage of Pathways. Explore the site and become familiar with the different tools and resources available to you.



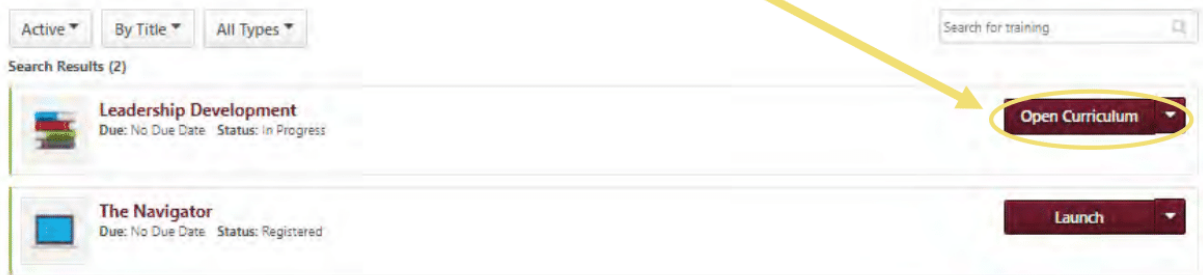
# Choosing your first pathway

## BEGINNING, COMPLETING AND SAVING YOUR ICEBREAKER

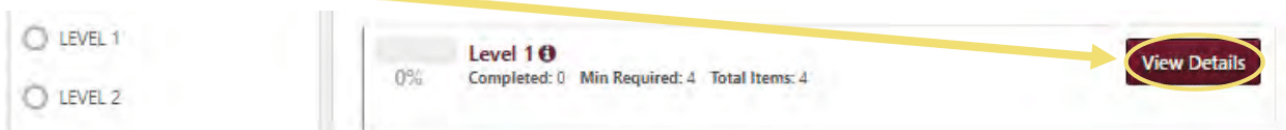
1. Access your Pathways homepage. Select **Paths and Learning**



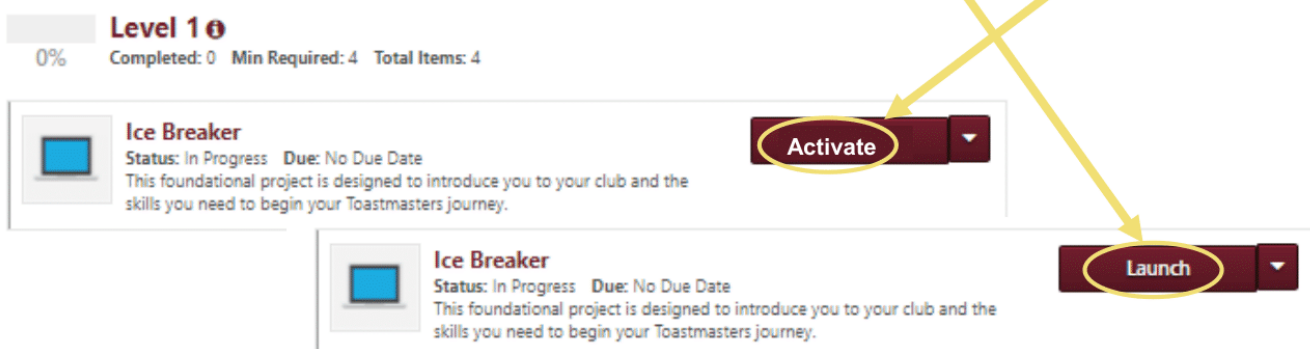
2. After allowing some time for your path to appear in your Education Transcript, begin your path by selecting **open curriculum**



3. Select **View details** for Level 1.



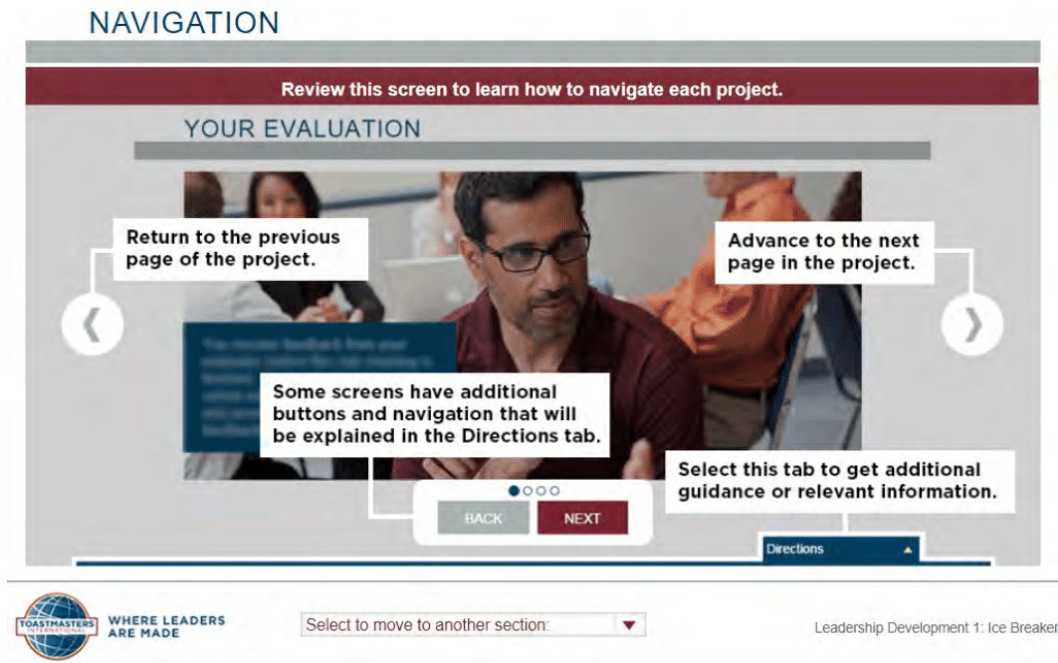
4. As you move through each project of each level, you will need to **Activate** the project. When ready to begin the project, click **Launch** Note: A new internet window will open.



# | Choosing your first pathway

## BEGINNING, COMPLETING AND SAVING YOUR ICEBREAKER — CONTINUED


5. Navigate through the online training for the project. The training holds helpful tips that are worth reading and viewing!






6. Download and print a copy of the [evaluation resource](#) that will be needed during the club meeting that you present your speech. This can be found within the training for the Ice Breaker project.

### YOUR EVALUATION

5	4	3	2	1
Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:				
5 Exemplary				
4 Excels				
3 Accomplished				
2 Emerging				
1 Developing				
After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.				



#### RESOURCES

-  [Evaluation Resource](#)
-  [Print My Project](#)
-  [Ice Breaker Speech Outline Worksheet](#)

note: Do download the ice breaker speech outline worksheet or consult your mentor for guidance on speechwriting

# Ice Breaker Speech Outline (Example)

# Ice Breaker outline worksheet sample

## SPEECH OUTLINE WORKSHEET

### Ice Breaker

Use this outline to help you organize the information you want to include in your speech.

#### Speech Title

#### About Yourself/Main Points

List two to four things about yourself that you would like fellow club members to know.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

#### Reasons for Joining Toastmasters (Optional)

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

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#### Goals (Optional)

Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



## Opening

### A. Greeting

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

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### B. Capture audience interest

Begin with something about yourself that will capture the interest and attention of the audience.

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### C. Introduce yourself

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

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### D. Transition

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

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## Body

### A. Main point 1

Use some of the About Yourself/Main Points from page 1.

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#### Transition

This is a sentence or two that connects main point 1 with main point 2.

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### B. Main point 2

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#### Transition

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C. Main point 3

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Transition

Signal that the conclusion of the speech is approaching.

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**Conclusion**

D. Restate the main points of your speech

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E. Close with impact

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# | Choosing your first pathway

## BEGINNING, COMPLETING AND SAVING YOUR ICEBREAKER — CONTINUED

7. Organise a speaking spot with your club executive to complete your project. Once you have presented, Launch the project again and complete the 'Assess Your Skills – After' section. Once this is done, your project will be recorded as complete. Congratulations!

**ASSESS YOUR SKILLS—BEFORE**

I am confident and calm when speaking in front of groups.

**Directions**

**DIRECTIONS**  
Complete this assessment before you begin your assignment. Evaluate your current skill level by rating each statement. Select the appropriate number based on your skills today:

- 1 Developing
- 2 Emerging
- 3 Accomplished
- 4 Excel
- 5 Exemplary

Select Submit when you are finished.

## NOTE

**\*All projects have a Assess your skills-Before and After section, please do not submit your Assess your skills-After section until you are done with the project**

**\*At any point of selecting your new pathway, you have any doubts please contact the VPE for assistance :D**



# Speech and roleplayers slot

# Scheduling speeches in advance

To give a speech you could schedule your speeches using the link found in the members group description/ inform the VPE

## Description

Speech/Roleplayers slots (booking speech/roleplayer slots in advance)

<https://docs.google.com/spreadsheets/d/1X5CVxhXYAfNfg21yXpGp3ogz8xBt1x0jMBFRuqem2w/edit#gid=0>

SPEECH SLOTS						
Please put your name and your pathway speech project under the meeting date you prefer						
Colour	Description					
	Formal Meeting					
	Informal Meeting					
Meeting Date (dd/mm/yyyy)	SPEAKER 1			SPEAKER 2		
	Name	Speech Project (Pathway Level - Speech Project)	Speech Title	Name	Speech Project (Pathway - Speech Project)	
Example	Marcus	IP - Icebreaker	my first step			
6/7/2021	Marcus	IP - Focus on the positive		Suwectha Prathabhan	IP-Ice Breaker	
13/7/2021	marcus	IP-Focus on the positive				
20/7/2021	Kishia	PI - Understanding Your Leadership Style	The Hats I Wear	Eva	IP- Connect with Storytelling	Tape Dis
27/7/2021	Keith	SR - Public Relations Strategies	Boast the Toast	Sai	TC - Feedback and evaluation (Second Speech)	
3/8/2021	Arissa			Seow Fong	IP-	Ethan
10/8/2021	Arissa			Suwectha Prathabhan	IP- Evaluation and Feedback	
17/8/2021	Arissa					
24/8/2021	Arissa			Kishia	PI - L3P1 Understanding Conflict Resolution	
31/8/2021	Arissa					
7/9/2021						
14/9/2021						
21/9/2021						
28/9/2021						
5/10/2021						
12/10/2021						
19/10/2021						

# Scheduling roleplayers in advance

To play a role you could schedule your roles using the link found in the members group description/ inform the VPE

## Description

Speech/Roleplayers slots (booking speech/roleplayer slots in advance)

<https://docs.google.com/spreadsheets/d/1X5CVxhXYAfNfg21yXpGp3ogz8xnBt1x0jMBFRuqem2w/edit#gid=0>

ROLEPLAYER SLOTS

Please put your name and role under the meeting date you prefer

Colour	Description								
	Formal Meeting								
	Informal Meeting								
*note informal meetings has no ah counter, grammarian, ASAA and GE									
Roleplayers									
Meeting Date (dd/mm/yyyy)	Toastmaster of the Evening TME	Table Topics Master TTM	Table Topics Evaluator TTE	Evaluator 1	Evalautor 2	Evaluator 3	Evaluator 4	Evaluator 5	Grammarian
Example	Marcus								
6/7/2021	Richard	Seow Fong	Loegan	Pei Sin	Arissa	Kishia	-	-	-
13/7/2021	Devinya	Arissa	Keith	Imran	Eva	David	-	-	-
20/7/2021	Loegan	Winnie Chong	Sankar	Siew Mui	Ethan	Justin Koh	-	-	David Teoh
27/7/2021	Eva	Devinya	Loegan	Suwectha	Seow Fong	Imran	Marcus	-	-
3/8/2021	Keith	David Teoh	Loegan / Kamil Dominic	Ethan	-	-	-	-	Maisarah
10/8/2021	Devinya	Kishia	Keith/David	Eva	-	-	-	-	-
17/8/2021	Richard								
24/8/2021		Eva							
31/8/2021	Richard								
7/9/2021									
14/9/2021									

# Inquiries and FAQ

# Who to find to resolve issues

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## President | David

- General inquiries about Toastmasters
- Disputes with other members/EXCO team

## Vice President Education (VPE) | Marcus

- Inquiries about meetings/meeting roles
- Inquiries about Pathways education program and scheduling speech slots

## Vice President Membership (VPM) | Seow Fong

- Member experience
- Membership inquiries

## Vice President Public Relations (VPPR) | Keith

- Publicity inquiries regarding the usage of Toastmasters material

## Secretary | Pei Sin

- Inquiries about club documents/administration

## Treasurer | Devinya

- Inquiries about club financials and membership renewals

## Sergeant at Arms | Loegan

- Inquiries about meeting logistics

## FAQ

What is pathways ?

Pathways is designed to help you build the skills you need to communicate and lead. It is comprised of 11 paths that teach more than 300 unique competencies. As mentioned in the guide to pathways

Can I have more than 1 pathways?

Yes. You can have more than 1 pathway either by buying another pathway using 20USD or be a member in another club.

Can I jump between levels within the same pathway? eg. skipping level 1 to level 3 ?

Yes. But it is highly recommended that you progress level by level to ensure that your foundations are rock solid.

Can I jump between projects within the same level ?

Yes.

what does the title beside a toastmasters name mean? eg. Marcus Ooi, IP3 ?

The title is a representation of the latest level completion within pathways, and for this instance IP is the innovative planning Pathway

What is the highest Toastmaster title awarded to a member ?

The title is Distinguished Toastmaster, which is the highest award a Toastmaster can get. Consult the VPE for more info.

Who do I talk to when I want to give a speech ?

You can book a slot using the link found in the group description of the members whatsapp group or contact the VPE to schedule a speech.



What does the term clubbing mean?

in Toastmasters context, it is visiting other clubs to experience different club cultures and expand your network. Keep a lookout in the member group for meeting invites.

Can I give my speech in other clubs?

Yes! But make sure the VPE is notified about your speech and the club which it will be presented.

Are there any public speaking competitions held?

Yes! It happens annually and will be notified in advance.