

The 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. Fulfills ACS requirement.



A complete set of **The Better Speaker Series** modules, including scripts and PowerPoint presentations. The series includes:

1. Beginning Your Speech (270) - Emphasizes how a speaker's opening words are critical.
2. Concluding Your Speech (271) - Tips for ending your speech with power.
3. Controlling Your Fear (272) - Techniques for overcoming nervousness when speaking.
4. Impromptu Speaking (273) - Don't be caught off balance when speaking off-the-cuff!
5. Selecting Your Topic (274) - Running out of speech ideas? Here's how to develop new ones.
6. Know Your Audience (275) - If you can relate to your audience, they will relate to you.
7. Organizing Your Speech (276) - Once you know what to say, consider next the when and the how.
8. Creating an Introduction (277) - Great introductions should precede great speeches.
9. Preparation and Practice (278) - Techniques for preparing and rehearsing your next speech.
10. Using Body Language (279) - Techniques that will help speakers add impact to their speeches.

The Successful Club Series

Modules in this series address the quality of club meetings and offer tips on attracting and maintaining members. Fulfills ACS & ALB requirement.



A complete set of **The Successful Club Series** modules, including scripts and PowerPoint presentations. The series includes:

1. Moments of Truth (Item 290) - Emphasizes how a speaker's opening words are critical. By providing proven criteria and techniques for speakers to apply and practice, speakers can win their audiences with their opening remarks.
2. Finding New Members for Your Club (291) – Ways to help you seek out those vital new members!
3. Evaluate to Motivate (292) – Give an evaluation that benefits the speaker and the audience!
4. Closing the Sale (293) – Learn to exercise your powers of persuasion during those moments when a guest is deciding to join.
5. Creating the Best Club Climate (294) - Techniques for creating and maintaining a healthy club environment.
6. Setting the Stage for Success: Meeting Roles and Responsibilities (295) - Does your club involve everyone at every meeting?
7. Mentoring (296) – This program defines mentoring, explains benefits and discusses responsibilities of mentors.
8. Keeping the Commitment (297) – Discusses the 10 standards that comprise “A Toastmasters Promise”.
9. Going Beyond Our Club (298) – Find out about learning and leadership opportunities available to members in addition to regular club meetings.
10. How to Be a Distinguished Club (299) – A terrific tool to use to explain and promote the Distinguished Club Program to the members of your club.
11. The Toastmasters Educational Program (300) - This module provides a terrific educational program orientation.

The Leadership Excellence Series

The Leadership Excellence Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters. Fulfills ALB requirement.









A complete set of **The Leadership Excellence Series** modules, including scripts and PowerPoint presentations. The series includes:

1. The Visionary Leader (311) - Discusses how leaders create and communicate a vision for their organization to help it be successful.
2. Developing a Mission (312) - Addresses how successful leaders create and communicate a mission for their organization.
3. Values and Leadership (313) - Examines values and how to employ them as you lead a team toward achieving a goal.
4. Goal Setting and Planning (314) - Reviews the processes leaders use to set goals and develop plans to achieve these goals.
5. Delegate to Empower (315) – This module discusses how to effectively delegate tasks and responsibilities.
6. Building a Team (316) – This module reviews how to create and lead a team.
7. Giving Effective Feedback (317) – This module provides suggestions for offering feedback to others on their performance.
8. The Leader as a Coach (318) – This module discusses how to work with a team to help them improve.
9. Motivating People (319) – This module examines how to be sensitive to your team members' needs and create an environment that will motivate them.
10. Service and Leadership (320) – This module provides the overall concepts of the service leadership philosophy.
11. Resolving Conflict (321) - This module provides concepts that will help the presenter and the participants learn conflict resolution skills.

Success/Leadership Series

Success/Leadership Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters. Fulfills ACG requirement.





A complete set of **Success/Leadership Series** modules, including scripts and PowerPoint presentations. The series includes:

- 1. **How to Conduct Productive Meetings (236)** - Learn the techniques and dynamics for conducting productive meetings in any group.
(Presentation time: 1 hour)
- 2. **Parliamentary Procedure in Action (237)** - Appropriate rules of order are a must in most corporations, associations or organizations. The ability to understand and apply parliamentary skills is a much sought-after quality among managers and leaders. After finishing this program, you will be able to effectively lead and participate in parliamentary discussions.
(Presentation time: 5 sessions – 15 minutes each)
- 3. **Leadership, Part I: Characteristics of Effective Leaders (255)** - Leaders influence and inspire group members and motivate followers to achieve a mission or goal. They have power. This program defines the qualities of effective leaders and helps participants identify their own leadership styles as well as identifying the team's leadership needs.
(Presentation time: 90 minutes)
- 4. **Leadership, Part II: Developing Your Leadership Skills (256)** - To be an effective leader, you must have the ability to accept and overcome challenges. By being a positive influence, you will help members function productively and deliver quality performances. This module teaches the skills and techniques needed to be an effective leader, such as team-building, motivating and coaching.
(Presentation time: 60 – 90 minutes)
- 5. **Leadership, Part III: Working in the Team Environment (258)** - This educational program helps participants learn leadership skills by working with and leading teams.
(Presentation time: 60 – 90 minutes)
- 6. **Improving Your Management Skills (259)** - Managers are an integral part of any organization. Our society depends on the goods and services provided by the organizations these individuals manage. This program helps you develop the skills and qualities required to be an effective manager, and show how you can incorporate them into your own work.
(Presentation time: 2½ – 3 hours)

Success/Communication Series

Success/Communication Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters. Fulfills ACG requirement.

A complete set of **Success/Communication Series** modules, including scripts and PowerPoint presentations. The series includes:

-  1. **Speechcraft (205)** - Speechcraft is a program designed to develop leadership skills as well as teach speaking skills in a seminar workshop format. This four- to eight-session program will help you gain confidence in communication, which includes writing and delivering speeches, impromptu speaking, the use of audiovisual aids, body language and effective listening.
(Presentation time: 4, 6 or 8 sessions; 1 – 2 hours each)
-  2. **How to Listen Effectively (242)** – When other people talk, do you listen to what they mean, or do you simply hear what they say? Listening is much more active than some may think. Effective listening requires certain techniques for receiving, organizing and interpreting what has been said. This program will help you recognize and develop these skills.
(Presentation time: 2½ – 3 hours)
-  3. **The Art of Effective Evaluation (251)** - To many people, evaluations are the most important aspect of the Toastmasters program. No matter what your vocation, the ability to effectively evaluate any situation is crucial. This program will teach you the finer points of offering constructive criticism.
(Presentation time: 2½ – 3 hours)
-  4. **Building Your Thinking Power, Part I: Mental Flexibility (253)** - Mental flexibility can be defined as a way of thinking – an attitude. It's a way of approaching situations that allows you to adapt your behavior so you can achieve the best outcomes. By increasing your mental flexibility, you become a better listener, a keener observer, a more skilled thinker and a more effective problem-solver.
(Presentation time: 2 – 2½ hours)
-  5. **Building Your Thinking Power, Part II: The Power of Ideas (254)** - This educational workshop teaches participants how to become more creative thinkers. People who are skilled at producing new ideas can make profound contributions to our society. This program will clarify the basic principles of creative thinking and explore specific techniques that can make all of us more effective idea producers.
(Presentation time: 2 – 2½ hours)
-  6. **From Speaker to Trainer (257)** - This educational workshop teaches participants how to develop and present training programs. Many businesses and organizations have realized the importance of training. Properly trained people increase productivity and make fewer mistakes. But how do you train people? In this program you'll discover the five steps involved in preparing and presenting a training program using adult learning principles. You'll also learn the roles of trainers and the differences between public speaking and training, as well as gain practical experience in facilitating discussion and conducting exercises. You'll learn how to make the learning experience enjoyable.
(Presentation time: 4 hours)