

# *Competent Leader Manual Checklist*

## *For Competent Leader Award Beginning July 1, 2006*

- **Project 1: Listening And Leadership: Serve as 3 of the following:**
  - Evaluator
  - Table Topics Speaker
  - Ah Counter
  - Grammarian
  
- **Project 2: Critical Thinking: Serve as 2 of the following**
  - Evaluator
  - Grammarian
  - General Evaluator
  
- **Project 3: Giving Feedback: Serve as the following 3**
  - Evaluator
  - Grammarian
  - General Evaluator
  
- **Project 4: Time Management: Serve as timer and 1 other role**
  - Timer (Required)

**AND:** Choose one additional role:

- Toastmaster
  - Speaker
  - Grammarian
  - Table Topics Master
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- **Project 5: Planning And Implementation: Serve as 3 of the following**
    - Speaker
    - General Evaluator
    - Toastmaster
    - Table Topics Master
  
  - **Project 6: Organizing And Delegating: Complete 1 of the following:**
    - Help Organize a Club Speech Contest
    - Help Organize a Club Special Event
    - Help Organize a Club Membership Campaign Or Contest
    - Help Organize a Public Relations Campaign
    - Help Produce The Club Newsletter
    - Assist the Club's Webmaster

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- **Project 7: Developing Your Facilitation Skills: Serve as/Complete 2 of the following:**
    - Toastmaster
    - General Evaluator
    - Table Topics Master
    - Befriend a Guest at a Club Meeting
  
  - **Project 8: Motivating People: Serve as 3 of the following; required: either chairman of a club membership contest or chairman of a club public relations campaign. Both can be done.**
    - Membership Campaign or Contest Chairman (Required or PR Chairman)
    - Public Relations Campaign Chairman (Required or Membership Chairman)
    - Toastmaster
    - Evaluator
    - General Evaluator
  
  - **Project 9: Mentoring: Complete 1 of the following**
    - Mentor a new member (Help with 1<sup>st</sup> 3 Speeches, explain meeting roles, help with projects in competent leader manual)
    - Mentor an Experienced Member (Help member develop a new skill; ex. adding humor to speeches)
    - Serve as a Guidance Committee Member for Someone's High Performance Leadership Project
  
  - **Project 10: Team Building; 2 Choices**
    - Serve as both Toastmaster and General Evaluator (two separate meetings)
- OR** Complete 1 of the following:
- Membership Campaign or Contest Chairman
  - Public Relations Campaign Chairman
  - Club Speech Contest Chairman
  - Club Special Events Chairman
  - Club Newsletter Editor
  - Webmaster