

Competent Leadership Manual - Project/Role Matrix

	CL Project	Listening & Leadership	Critical Thinking	Giving Feedback	Time Management		Planning & Implementation	Organizing & Delegating	Develop Your Facilitation Skills	Motivating People		Mentoring	Team Building	
	Complete...	3 of 4	2 of 3	3 of 3	1 of 1	1 of 4	3 of 4	1 of 6	2 of 4	1 of 2	2 of 3	1 of 3	2 of 2	1 of 5
	Meeting Role or Assignment	1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b
Regular Toastmaster Meetings are Required	Toastmaster					X	X		X		X		X	
	Speaker					X	X							
	Table Topics Master					X	X		X					
	Table Topics Participant (Speaker)	X												
	General Evaluator (motivate club)		X	X			X		X		X		X	
	Speech Evaluator (motivate speaker)	X	X	X							X			
	Timer				X									
	Grammarian	X	X	X		X								
	Ah Counter	X												
	Befriend a guest at a club meeting								X					
Special Meetings	Chair a Club Speech Contest													X
	Help Organize a Club Speech Contest							X						
	Chair a Club Special Event													X
	Help Organize a Club Special Event							X						
Longer Duration than a Toastmaster Meeting	Chair a Club Public Relations Campaign									X				X
	Help Organize a Club Public Relations Campaign							X						
	Chair a Club Membership Campaign									X				X
	Help Organize a Club Membership Campaign							X						
	Chair (Editor) the Club Newsletter or Club Website													X
	Help Produce a Club Newsletter							X						
	Assist the Club Webmaster							X						
	Mentor a new club member											X		
	Mentor an existing club member											X		
	Serve as a Committee Member for a HPL Project											X		
		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b
		AND					AND					OR		

17 Toastmaster meetings are required (minimum) to complete this manual, using the 10b optional path. 19 meetings if 10a is selected. Club contests or special events are NOT required.