|  |  |
| --- | --- |
|  | **EFFECTIVE COACHINGPATH CHECKLIST** |

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES: 1. R = Required 2. Electives (Levels 3-5) are listed in alphabetical order in each Level.
3. To complete a project outside of your home Club or outside of Toastmasters, you need to have prior approval of your Vice President, Education. Go to the Paths and Learning page in Base Camp and click on the "..." at the top right of this page and select “Add External Training”.
The process is explained in this video: <https://www.youtube.com/watch?v=H9H8BBkH_aM>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 1 Mastering Fundamentals** **(3 Required Projects)** | **Date** | **Title** | **Evaluator** |
| **R** | Ice Breaker |  |  |  |
|  |  Speech (4 – 6 min) |  |  |  |
| **R** | Evaluation And Feedback |  |  |  |
|  |  First Speech (5 – 7 min) |  |  |  |
|  |  Second Speech (5 – 7 min)  (Incorporate Feedback from First Speech) |  |  |  |
|  |  Speech Evaluator |  |  |  |
| **R** | Researching And Presenting |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 2 Learning Your Style** **(3 Required Projects)** | **Date** | **Title** | **Evaluator** |
| **R** | Understanding Your Leadership Style |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
| **R** | Understanding Your Communication Style |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
| **R** | Introduction To Toastmasters Mentoring |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |

|  |  |  |
| --- | --- | --- |
| Attention! After Level 3, to go on with Level 4, you must have served as: | Date | Notes |
| Toastmaster Of The Meeting |  |  |
| Table Topics Master |  |  |
| Speaker Evaluator |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 3 Increasing Knowledge** **(1 Required Project + 2 Elective Projects)** | **Date** | **Title** | **Evaluator** |
| **R** | Reaching Consensus |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | **Level 3 (Elective Projects - Choose 2)** |  |  |  |
|  | Active Listening |  |  |  |
|  |  Table Topics Master |  |  |  |
|  | Connect With Storytelling |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Connect with Your Audience |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Creating Effective Visual Aids |  |  |  |
|  |  Speech with visual aids (5 – 7 min) |  |  |  |
|  | Deliver Social Speeches |  |  |  |
|  |  Social Speech 1 (3 – 4 min) |  |  |  |
|  |  Social Speech 2 (3 – 4 min) |  |  |  |
|  | Effective Body Language |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Focus On The Positive |  |  |  |
|  |  Speech (5–7 min) or Report (2–3 min) |  |  |  |
|  | Inspire Your Audience |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Know Your Sense Of Humour |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Make Connections Through Networking |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Prepare For An Interview |  |  |  |
|  |  Role-Play-Interview (5 – 7 min) |  |  |  |
|  | Understanding Vocal Variety |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Using Descriptive Language |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Using Presentation Software |  |  |  |
|  |  Speech with slides (5 – 7 min) |  |  |  |

|  |
| --- |
| **Now you can add the Project “Prepare to Mentor“ if you want to join Pathways Mentor Program** |
|  | Meeting with your VP Education to discuss your readiness to mentor |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 4 Building Skills** **(1 Required Project + 1 Elective Project)** | **Date** | **Title** | **Evaluator** |
| **R** | Improvement Through Positive Coaching |  |  |  |
|  |  Coaching Plan with VP Education |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | **Level 4 (Elective Projects – Choose 1)** |  |  |  |
|  | Building A Social Media Presence |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Create A Podcast |  |  |  |
|  |  Speech with Podcast (5 – 10 min)  (plus 2 – 3 min Introduction Speech) |  |  |  |
|  | Manage Online Meetings |  |  |  |
|  |  Planning and conducting an online  Meeting or Webinar (20 – 25 min)  (Evaluator must attend!) |  |  |  |
|  | Manage Projects Successfully |  |  |  |
|  |  Speech (2 – 3 min, Presenting Plan) |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Managing A Difficult Audience |  |  |  |
|  |  Role Play Assignment Resource |  |  |  |
|  |  Speech (12 – 15 min) |  |  |  |
|  | Public Relations Strategies |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Question-And-Answer Session |  |  |  |
|  |  Speech with Question-and-Answer Session (15 – 20 min) |  |  |  |
|  | Write A Compelling Blog |  |  |  |
|  |  Speech (2 – 3 Minutes) |  |  |  |

|  |
| --- |
| **Now you can add the Project “Mentoring“ when you joined Pathways Mentor Program (Level 3)** |
|  | Mentor Evaluation Resource |  |  |  |
|  | Speech (5 – 7 min) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 5: Demonstrating Expertise** **(2 Required Projects + 1 Elective Project)** | **Date** | **Title** | **Evaluator** |
| **R** | High Performance Leadership |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  |  360° Evaluation Resource |  |  |  |
|  | **Level 5 (Elective Projects: Choose 1)** |  |  |  |
|  | Ethical Leadership |  |  |  |
|  |  Panel Discussion (20 – 40 min) followed by a Question-and-Answer Session |  |  |  |
|  | Leading In Your Volunteer Organization |  |  |  |
|  |  360° Evaluation Resource |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Lessons Learned |  |  |  |
|  |  360° Evaluation Resource |  |  |  |
|  |  Speech (5 – 7 min) |  |  |  |
|  | Moderate A Panel Discussion |  |  |  |
|  |  Panel Discussion (20 – 40 min) |  |  |  |
|  | Prepare To Speak Professionally |  |  |  |
|  |  Speech keynote style (18 – 20 min) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Path Completion (1 Required Project)** | **Date** | **Title** | **Evaluator** |
| After Level 5 is completed, request Level 5 completion approval from a Base Camp Manager. When approved, a "Path Completion" section opens up with one required project, the "Reflect on Your Path" speech.  When completed, request path approval from a Base Camp Manager. |
| **R** | Reflect On Your Path |  |  |  |
|  |  Speech (10 – 12 min) |  |  |  |

|  |
| --- |
| **Now you can add the project “Advanced Mentoring“ if you joined the Pathways Mentoring Program (Level 3 + Level 4)** |
|  | Mentor Evaluation |  |  |  |
|  | Speech (5 – 7 min) |  |  |  |