

Competent Leadership Manual

Project Matrix

		PROJECT									
		Listening & Leadership	Critical Thinking	Giving Feedback	Time Management	Planning and Implementation	Organizing and Delegating	Developing Your Facilitation Skills	Motivating People	Mentoring	Team Building
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Roles Required to Complete		3	2	3	1	3	1	2	3	1	1 or 2
ROLE	Project #	1	2	3	4	5	6	7	8	9	10
Speaker					X	X					
Speech Evaluator		X	X	X					X		
Timer					X						
Grammarian		X	X	X	X						
Ah-Counter		X									
Table Topics Speaker		X									
Table Topics Master					X	X		X			
General Evaluator			X	X		X		X	X		X
Toastmaster					X	X		X	X		X
Help to Organize a Club Speech Contest							X				
Chair a Club Speech Contest											X
Help Organize a Club Special Event							X				
Chair a Club Special Event											X
Help Organize a Public Relations Campaign							X				
Chair a Public Relations Campaign									X		X
Help Organize a Club Membership Campaign or Contest							X				
Chair a Club Membership Campaign or Contest									X		X
Help Produce the Club Newsletter							X				
Assist the Club Webmaster							X				
Serve as Club Newsletter Editor or Club Webmaster											X
Befriend a Guest at a Club Meeting								X			
Mentor for a New Member										X	
Mentor for an Existing Member										X	
Guidance Committee Member										X	

Project 8 - One of the 3 roles must be either "Chair a PR Campaign" or "Chair a Club Membership Campaign or Contest"

Project 10 - Option 1: Do Toastmaster and GE role; Option 2: Serve in any one of the other roles

To complete the manual requires approximately 21 separate evaluations.