

## Competent Leadership Manual Matrix (2010 Version)

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
Page #		8	12	16	21	21	26	30	35	40	40	46	50	50
Meeting Role or Assignment		1	2	3	4a	4b	5	6	7	8a	8b	9	10a	10b
<b>Regular Toastmaster Meetings are Required</b>	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					
<b>Special Meetings</b>	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						
<b>Longer Duration than a Toastmaster Meeting</b>	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
					<b>AND</b>					<b>AND</b>			<b>OR</b>	

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.