

# Toastmasters International District 67 2<sup>nd</sup> Club Officer Training



# Strategies To Fulfill CL (*Overall Practice of CL*)



*Add Colors To Your Life*

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# Re-emphasis !

## Why ?

### 22 CL Awards only

1. Officers-----Neglect it
2. Members----Ignore it
3. Misunderstanding of CL
4. Don't know the benefits of CL

<b>Up to Now</b>	<b>22 (CL)</b>
<b>District Goal</b>	<b>130 (CL +AL )</b>
<b>DCP Goal (2x132)</b>	<b>266 (CL+AL)</b>

# History of CL Manual

**Published in USA ---2005**

**Revised -----2006**

**Started--- July 01, 2008**

# Spirits of CL

- Offer 10 useful leadership skills
- Learn the skills during club regular meeting & Club activity
- Decide which one project of leadership skill after you take a role  
(Avoid paper work)

# Benefits of CL

Enhance **self-confidence** by learning of 10 basic leadership skills

# Key strategies for practice of CL program

1. Familiar with CL manual
2. Responsibility of Club Officers
3. All member join the practice
4. Assign a CL evaluator
5. Practice policy



# 1. Familiar with CL manual

## A. Basic theory of CL Program

*Project 1 to 10*

*Was introduced for 3 years*

## B. Summary of CL program

## C. Easy to get a CL Award !

# Why ?

## **B. Summary of CL**

### **(1) Content of CL Manual**

**10 skills of basic leadership**

**24 Club roles :**

**a. 9 regular meeting roles---**

**b. 15 club activity roles---**

**(a). 5 chairman's roles**

**(b). 6 assistant's roles**

**(c). 3 mentor's roles**

**(d). 1 befriending new member**

**role**

# (2). Summary of Projects

## Project Matrix

The following table shows what meeting or club roles fulfill project requirements in the Competent Leadership manual.

ROLE	PROJECT 1	PROJECT 2	PROJECT 3	PROJECT 4	PROJECT 5	PROJECT 6	PROJECT 7	PROJECT 8	PROJECT 9	PROJECT 10
1 Speaker				X	X					
2 Speech Evaluator	X	X	X					X		
3 Timer				X						
4 Grammarian	X	X	X	X						
5 Ah-Counter	X									
6 Table Topics Speaker	X									
7 Table Topicsmaster				X	X		X			
8 General Evaluator		X	X		X		X	X		X
9 Toastmaster				X	X		X	X		X
10 Help to Organize a Club Speech Contest						X				
11 Chair a Club Speech Contest										X
12 Help Organize a Club Special Event						X				
13 Chair a Club Special Event										X
14 Help Organize a Public Relations Campaign						X				
15 Chair a Public Relations Campaign								X		X
16 Help Organize a Club Membership Campaign or Contest						X				
17 Chair a Club Membership Campaign or Contest								X		X
18 Help Produce the Club Newsletter						X				
19 Assist the Club Webmaster						X				
20 Serve as Club Newsletter Editor or Club Webmaster										X
21 Befriend a Guest at a Club Meeting							X			
22 Mentor for a New Member									X	
23 Mentor for an Existing Member									X	
24 Guidance Committee Member									X	
Requirements	3/4	2/3	3/3	1, 1/4	3/4	1/6	2/4	3/5	1/3	2 or 1/5

**Project 1 Listening and Leadership**

**Project 3 Giving Feedback**

**Project 5 Planning and Implementation**

**Project 7 Developing Your Facilitation Skills**

**Project 9 Mentoring**

**Project 2 Critical Thinking**

**Project 4 Time Management**

**Project 6 Organizing and Delegating**

**Project 8 Motivating People**

**Project 10 Team Building**

## 領導手冊單元記錄表

項目	單元 分會例會職務(1-9項) 分會活動(10-24項)	1	2	3	4	5	6	7	8	9	10
		傾聽與 領導	判斷式 思考	反映與 回饋	時間管 理	計劃 與執行	組織與 授權	培養 引導技 巧	激勵 隊友	輔導	組織 團隊
1	演講員				<input type="checkbox"/>	<input type="checkbox"/>					
2	講評人	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		
3	計時員				<input type="checkbox"/>						
4	語言講評人	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5	贅字記錄員	<input type="checkbox"/>									
6	即席演講演講員	<input type="checkbox"/>									
7	即席演講主持人				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
8	總講評人		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9	總主持人				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
10	幫助安排分會演講比賽						<input type="checkbox"/>				
11	分會演講比賽主席										<input type="checkbox"/>
12	幫助安排分會特別節目						<input type="checkbox"/>				
13	分會特別節目主持人										<input type="checkbox"/>
14	幫助安排分會公關競賽活動						<input type="checkbox"/>				
15	分會公關競賽活動主席								<input type="checkbox"/>		<input type="checkbox"/>
16	幫助安排分會招募會員競賽活動						<input type="checkbox"/>				
17	分會招募會員競賽活動主席								<input type="checkbox"/>		<input type="checkbox"/>
18	幫助發行分會會訊						<input type="checkbox"/>				
19	幫助分會網站						<input type="checkbox"/>				
20	分會會訊編輯或分會網站管理人										<input type="checkbox"/>
21	在會議中友善接待來賓							<input type="checkbox"/>			
22	新會員的輔導員									<input type="checkbox"/>	
23	資深會員的輔導員									<input type="checkbox"/>	
24	高效能領導課程的指導小組成員									<input type="checkbox"/>	
	達成條件	3/4	2/3	3/3	1, 1/4	3/4	1/6	2/4	3/5	1/3	2或1/5

# (3). Leadership skills and Club roles

Leadership skills	Roles
Project 1 Listening	<b>Evaluator, Ah counter, Grammarian, Table Topic</b>
Project 2 Thinking	<b>Evaluator, Grammarian , GE</b>
Project 3 Feed-back	<b>Evaluator, Grammarian, GE</b>
Project 4 Time manage	<b>Speaker. Timer, Grammarian, T Topic-master,</b>
Project 5 Planning	<b>Speaker. T Topic-master, GE, TM</b>
Project 6 Organizing	<b>6 Assistants</b>
Project 7 Facilitation	<b>TM, GE, T topic master, befriend a guest</b>
Project 8 Motivation	<b>TM, GE, Chairman of PR &amp; membership contest</b>
Project 9 Mentoring	<b>3 mentors roles</b>
Project 10 Team	<b>TM, GE &amp; 5 chairman roles</b>

building

# (4). Club roles and leadership skills

項目	課程	1	2	3	4	5	6	7	8	9	10
		傾聽	嚴謹思考	講評	時間管理	計劃執行	組織委派	協調培養	激勵	輔導	組織團隊
1	演講員 Speaker				<input type="checkbox"/>	<input type="checkbox"/>					
2	講評員 Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		
3	計時員 Timer				<input type="checkbox"/>						
4	語言講評員 Grammarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5	贅語記錄員 Ah counter	<input type="checkbox"/>									
6	即席問答回應演講員 Table topic speaker	<input type="checkbox"/>									
7	即席問答時段主持人 Table topics master				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
8	總講評員 GE		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9	總主持人 TM				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

# (4). Club roles and leadership skills

項目	課程 分會例會職務(1-9項) 分會活動(10-24項)	1	2	3	4	5	6	7	8	9	10
		傾聽	嚴謹 思考	講評	時間 管理	計劃 執行	組織 委派	協調 培養	激勵	輔導	組織 團隊
11	分會演講比賽主席										<input type="checkbox"/>
12	幫助安排分會特別節目						<input type="checkbox"/>				
13	分會特別節目主持人										<input type="checkbox"/>
14	幫助安排分會公關競賽活動						<input type="checkbox"/>				
15	分會公關競賽活動主席							<input type="checkbox"/>			<input type="checkbox"/>
16	幫助安排分會招募會員競賽活動						<input type="checkbox"/>				
17	分會招募會員競賽活動主席							<input type="checkbox"/>			<input type="checkbox"/>
18	幫助發行分會會訊						<input type="checkbox"/>				
19	幫助分會網站						<input type="checkbox"/>				
20	分會會訊主編或分會網站長										<input type="checkbox"/>
21	例會中友善接待來賓							<input type="checkbox"/>			
22	新會員的輔導員									<input type="checkbox"/>	
23	資深會員的輔導員									<input type="checkbox"/>	
24	擔任高效率領導課程方案的指導委員									<input type="checkbox"/>	

## C. Easy to get a CL Award

# Why?

1. **21-22** in 44 requirements for a CL Award
2. **9 roles in Club regular meeting:** total 27 requirements but only 17 are enough --- choosing of 2 times as GE and TME role are ok.
3. **15 Club activities:** total 17 roles but only 5 roles are enough --- 2 chairman roles, 1 assistant role, 1 mentor role and 1 befriend to a guest role.



## 2. Responsibility of Club Officers

**Coordinator: President, VPE or 1 officer:**

*Every half year may----*

**1. Organize 5 different committees---**

**Club speech contest, special event,**

**Membership building, PR contest,**

**newsletter editor or webmaster.**

**2. Nominate a chairperson and many assistants**

# 3. All member join the practice

# 4. Assign a CL evaluators--1

## A. For regular meeting:

1. President → TM, GE, Table topic-master

2. TM → Timer, Ah counter, Grammarian &

Speakers

3. GE → IE

4. Table Topic-master → Topic

speakers

## 4. Assign a CL evaluators--2

**For Club activities:**

**EVP → Speech contest**

**MVP → Membership building**

**PRVP → Special events, PR  
contest,**

**Webmaster or**

**newsletter**

# 5. Policies for CL

## Practice

1. Monthly progress chart
2. Encouraging policy

# 1. Monthly Progress Record of Club CL

## Practice

Item	Role	Month (2008-2009)	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1	C L U B M E E T	Speaker													
2		Speech Evaluator													
3		Timer													
4		Grammarian													
5		Ah-counter													
6		Table Topics Speaker													
7		Table Topics Master													
8		General Evaluator													
9		Toastmaster													
10	C L U B A C T I V I T Y	Help Organize a club speech contest													
11		Club speech contest chairman													
12		Help organize a club special event													
13		Club special event chairman													
14		Help organize a Club PR campaign													
15		Club PR campaign chairman													
16		Help a club membership building contest													
17		Club membership building contest chair													
18		Help produce the club newsletter													
19		Assist the club webmaster													
20		Club newsletter editor or club webmaster													
21		Befriend a guest at a club meeting													
22		Mentor for a new member													
23		Mentor for an existing member													
24		Guidance Committee member													
Total number of roles fulfilled in a month															
Total number of CL Award obtained in a month															

## **2. Encouragement**

**1. Achievement Award**

**2. Ribbon**

**Thanks!!**

**Merry  
Christmas &  
Happy New  
Year**