



2010 Division E 1st Officer Training

Venue: Hsinchu, Taiwan

Date: July 17, 2010



Hsinchu Toastmasters Club

Dear Division E Leaders,

It's my privilege to see you all at the Division E 1st Officer Training. In this important event, all officers are going to receive crucial information and start the discussion of the whole year planning. With the glorious records in the past, Division E has proven its excellent quality. With contribution from strong officers and members, useful educational trainings and activities are carried out successfully in regular meetings. All brilliant speakers/leaders not only shine on the stage but also inspire us to improve our skills for advances. The officer trainings are prepared for every club officer to clearly identify their responsibilities and share experience, most importantly, to work together to design practical plans for the club success and build up friendship with support from sister clubs. You are all young, energetic, full of passion and dreams. Division E is a big family. We love and help each other. When we work closely together, we can create miracles again and again. I have faith in you and believe we can pass on the splendid torch to win another wonderful year. Go! Go! Go! ^^

Sincerely,

KEVIN LIN

Division E Governor

July 17th, 2010

2010-2011 Division E Event Calendar			
Date	Event	Area	Host Club
2010.07.17 (Sat.)	The First Officer Training	E1	Hsinchu
2010.08.21 (Sat.)	Division E-Summer Outing	E3	ChungLi
2010.09.18 (Sat.)	Training Workshop	E3	YZU
2010.10.16 (Sat.)	2010 Fall Division Contest	E2	ASML, Linkou
2010.11. (Sat.-Sun.)	2010 Fall Conference		Tainan
2010.12.18 (Sat.)	2010 X'mas Party	E1	Legend, Longtan
2011.01.08 (Sat.)	The Second Officer Training	E2	Taoyuan
2011.03.19 (Sat.)	2011 Spring Division Contest	E3	NCU
2011.04. (Sat.-Sun.)	2011 Spring Conference		Taipei
2011.05.21 (Sat.)	Division E Speech Marathon or Educational Workshop		

2010 Division E First Officer Training



Date: July 17th (Sat.) 12:30~17:30

Venue: Room 115, Innovation Incubator, NTHU

101, Section 2, Kuang-Fu Road, Hsinchu

新竹市光復路二段 101 號 清華大學育成中心 115 演講廳

Time	Content	
12:30-13:00	Registration time	Area E1 Team
13:00-13:10	Opening Remarks & Welcome 開場暨致歡迎辭	Kevin Lin , ACB, CL <i>Division E Governor</i>
13:10-13:20	Entertainment Session 娛樂節目	Tiffany Chin , CC, CL <i>Training Host</i>
13:20-13:40	Charting a Course for Club Success 如何成為傑出分會和傑出分會計畫 DCP	Mike Yang , DTM <i>District 67 Governor</i>
13:40-14:00	Motivating Achievement 如何激勵會員追求卓越成就	Grace Shih , DTM <i>District 67 LGET</i>
14:00-14:20	Attracting New Members to Your Club 如何吸引及招募新會員	Y.S. Liao , DTM <i>District 67 LGM</i>
14:20-15:10	Discussion & Sharing 討論分享和報告	Mike Yang, Grace Shih, Y.S. Liao
15:10-15:20	Demo speech: <i>Forever Young and Beautiful</i>	Sammy Su <i>2010 Dist. 67 International Speech Contest Champion</i>
15:20-15:40	Intermission and Social Time 中場休息和交流聯誼	Area E1 Team
15:40-15:50	Demo Speech: <i>A Born Leader</i>	Cameron Chow <i>2009 Dist. 67 Humorous Speech Contest Champion</i>
15:50-17:10	Achieving Success as a Club Officer 如何做好每一位成功的分會幹部 報告討論分享和實作	Division and Area Officers
17:10-17:30	Training Adjournment 訓練結束致詞暨頒發結訓證書	Kevin Lin , ACB, CL <i>Division E Governor</i>

Charting a Course for Club Success

成功分會的經營秘訣



2010-11 First Club Officer Training
2010-11年第一次分會幹部訓練
Mike Yang, DTM
District Governor 2010-11
District 67
Toastmasters International
中華民國國際演講協會
2010-11年總會長楊冀光

The Mission of a Toastmasters Club

國際演講會各分會的使命

To provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

國際演講會是一個能提供相互支援且正面的學習環境，使每位會友都有機會精進口語溝通和領導技能，導致自信心增進與個人成長。



Five Steps to Success

成功五部曲

- Have a Vision
要有願景
- Set Goals
設定目標
- Build / Motivate a Team
建立/激勵團隊
- Monitor Progress
追蹤並掌握進度
- Achieve
務必達成目標



Vision 願景

- Leaders **imagine**

領袖要**預想**

- What they would like to happen in the future
想像未來想要達成的目標



Goals 目標

- Leaders **identify** specific goals that must be achieved to make the vision a reality

領袖需**標明**必須達成的明確目標以實現願景



A Goal is 目標必須是...

- Specific
明確的
- Measurable
可衡量的
- Action-oriented
以行動為導向的
- Realistic
實際可行的
- Time-bounded
有時間表的



Build and Motivate a Team

建立和激勵團隊

- People must want to make the **vision** and **goals** a reality

團隊要有共同達成願景和目標的使命



Monitor Progress

追蹤並掌握進度



- Track progress
追蹤進度
- Revise plans and goals as necessary
必要時得隨時修正原有之計劃和目標



The Club Success Plan

成功分會計劃表

- Helps your club to meet 10 important goals

幫忙分會達成十項目標

- Allows club to set additional goals

讓各分會訂更多目標

- Outlines strategies

列出策略

- Identifies resources

標示可運用之資源

- Has space to write in data

預留空欄位以便隨時填入資料



Club Success Plan Manual

成功分會計畫手冊



- WHQ mailed the two manuals (DCP and CSP) to all club presidents in late May.

世界總會在五月底寄出”傑出分會計畫手冊”及”成功分會計畫手冊”給每個分會會長

- Download one from the TI Web site:
也可下載:

<http://www.toastmasters.org/Members/OfficerResources/ClubOfficerResources/DCP/DCP.aspx>

Club Officers Should

分會所有幹部需要...



- Study and use plan to set goals / timetables
研讀教材並運用計畫表來設定目標和達成目標之時間表
- Form committees
組成各委員會
- Periodically review goals / timetables
定期檢討目標和達成目標之時間表
- Compare accomplishments with reports
從世界總會網站檢視成就報告表是否有落差
- Give completed plan to incoming officers
把完整的計畫表移交給即將上任的各級幹部

10 Goals

十項目標



1. **Two CCs** 兩個中級演講員
2. **Two more CCs** 再兩個中級演講員
3. **One AC** 一個高級演講員
4. **One more AC** 再一個高級演講員
5. **One CL, ALB, ALS, or DTM** 一個中級、高級領導員或傑出會員
6. **One more CL, ALB, ALS, or DTM** 再一個中級、高級領導員或傑出會員
7. **Four new members** 四個新會員
8. **Four more new members** 再四個新會員
9. **Minimum four club officers trained during each training period** 每一次幹部訓練至少有四個幹部參加
10. **One dues renewal membership report, one club officer list submitted on time** 準時繳交會費及上網登錄分會幹部名單

Membership requirements

傑出分會要求之會員人數

At year-end a club must have
該分會年終(六月底)要有

- At least 20 members, or
至少有二十位會員 或
- Net growth of at least five new members
至少需淨成長五位新會員



Progress Reports

教育成就成績報告

Sent to presidents in October,
January, April, July

世界總會將成績報告在十月、一月、四月、及七月分別寄給分會會長

Club 5844 - "China Club"
District: 67 Division: C Area: 2
Membership Base: 35
Membership to Date: 34



Membership Base

會員基本人數

April renewals + new, dual and reinstated
members (April-June)

會員基本人數 = 四月初會員繳費人數加上四月
~六月間新, 雙重及重新加入等會員的人數總合)

Club 5566 - "Wonderful Club"
District: 99 Division: A Area: 1
Membership Base: 12
Membership to Date: 14



DCP Club Recognition

傑出分會榮銜



- Clubs that meet the membership
requirement & do the following earn
recognition:

達成會員人數必要條件及以下成績, 即可獲得榮銜:

- Distinguished Club 5 goals
傑出分會
- Select Distinguished Club 7 goals
績優傑出分會
- President's Distinguished Club 9 goals
總會長傑出分會

Soar to a New Height

展翅飛揚

再創高峰

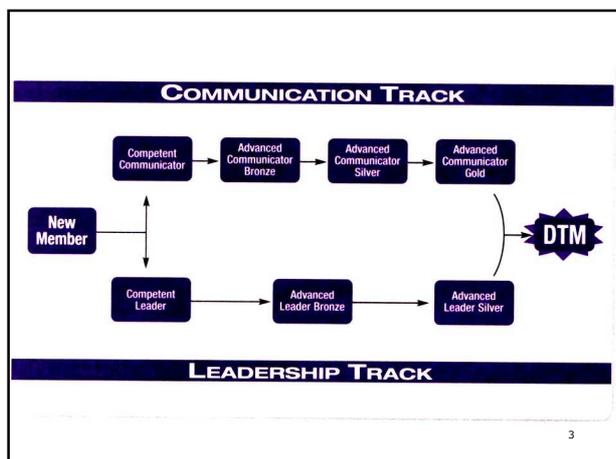


Motivating Achievement 激勵會員追求卓越成就

Grace Shih 施惠芳
Lt. Governor Education/Training
教育副總會長
2010-11 Club Officer Training 分會幹部訓練

The ability to motivate members is a key element in a successful Toastmasters Club. As officers, one of your most important responsibilities is to motivate your fellow members toward achieving their goals. This can happen once you are aware of the many possibilities participation offers.

激勵會員的能力是分會成功的關鍵因素。身為幹部，您最重要的責任就是激勵會友達成目標。只要能了解「參予」所帶來的諸多可能，您就能完成激勵會友的责任。



Communication Track 溝通系統

- **Competent Communicator (CC/CTM)**
中級演講員
- **Advanced Communicator Bronze (ACB/ATM-B)**
銅牌高級演講員
- **Advanced Communicator Silver (ACS/ATM-S)**
銀牌高級演講員
- **Advanced Communicator Gold (ACG/ATM-G)**
金牌高級演講員

Communication Track 溝通系統

- **Competent Communicator (CC)**
中級演講員
– Complete the 10 projects of the Competent Communication manual
完成基本溝通手冊 C1—C10 演講

Communication Track 溝通系統

- **Advanced Communicator Bronze (ACB/ATM-B) 銅牌高級演講員**
– Possess CC 取得中級演講員資格
– Complete any two of the 15 manuals in the Advanced Communication Series 完成十五本進階溝通手冊的任兩本(十次演講)

Communication Track 溝通系統

- **Advanced Communicator Silver (ACS/ATM-S) 銀牌高級演講員**
 - Possess ACB 取得銅牌高級演講員資格
 - Complete any two additional advanced manuals 再完成兩本進階溝通手冊
 - Conduct any two programs from The Better Speaker Series and/or The Successful Club Series 主持兩次演講精進或成功會務系列教育訓練

Communication Track 溝通系統

- **Advanced Communicator Gold (ACG/ATM-G) 金牌高級演講員**
 - Possess ACS 取得銀牌高級演講員資格
 - Complete two additional advanced manual 再完成兩本進階溝通手冊演講
 - Conduct a Success/Leadership program, Success/Communication program, or a Youth Leadership program 主持一次成功溝通/領導/青少年領導訓練
 - Coach a new member through his/her first three speech projects 指導一位新會員完成前三篇演講

Leadership Track 領導系統

- **Competent Leader (CL) 中級領導員**
- **Advanced Leader Bronze (ALB) 銅牌高級領導員**
- **Advanced Leader Silver (ALS) 銀牌高級領導員**

Leadership Track 領導系統

- **Competent Leader (CL) 中級領導員**
 - Complete the Competent Leadership Manual 完成基本領導手冊

CL Manual Project Matrix 合格領導員手冊之計劃組合										
The following tables shows what meeting or club roles fulfill project requirements in the CL manual										
以下表格將合格領導手冊中各計劃講次中要求會員執行之角色										
Role 角色 \ Project 計劃講次	1	2	3	4	5	6	7	8	9	10
1 Speaker 演講員				X	X					
2 Speech Evaluator 講評員	X	X	X						X	
3 Timer 計時員				X						
4 Grammarian 語法講評	X	X	X	X						
5 Ah-Counter 響叮噠講員	X									
6 Table Topics Speaker 桌談演講員	X									
7 Table Topicsmaster 桌談演講單元主持人				X	X		X			
8 General Evaluator 總講評		X	X		X		X	X	X	X
9 Toastmaster 總主持人				X	X		X	X	X	X
10 Help to Organize a Club Speech Contest 規劃分會演講比賽						X				
11 Chair a Club Speech Contest 主持分會演講比賽								X		X
12 Help Organize a Club Special Event 規劃分會特別活動						X				
13 Chair a Club Special Event 主持分會特別活動										X
14 Help Organize a Public Relations Campaign 規劃公關活動						X				
15 Chair a Public Relations Campaign 主持公關活動								X		X
16 Help Organize a Club Membership Campaign or Contest 規劃會員招募競賽						X				
17 Chair a Club Membership Campaign or Contest 主持會員招募競賽										X
18 Help Produce the Club Newsletter 協助製作會訊						X				
19 Assist the Club Webmaster 協助分會網務長						X				
20 Serve as Club Newsletter Editor or Club Webmaster 擔任會訊編輯或網務長										X
21 Befriend a Guest at a Club Meeting 在俱樂部接待新訪客							X			
22 Mentor for a New Member 擔任新會員之指導員									X	
23 Mentor for an Existing Member 擔任舊會員之指導員									X	
24 Guidance Committee Member 擔任高成效訓練指導員										X

Leadership Track 領導系統

- **Advanced Leader Bronze (ALB) 銅牌高級領導員**
 - Achieve CL & CC 取得中級領導員及中級演講員資格
 - Serve at least 6 months as a club officer and participate in the preparation of a Club Success Plan while serving in this office. 擔任分會幹部至少六個月並參與擬定分會成功計劃
 - While serving in the above officer, participate in a district-sponsored club officer training program. 任內參加總會的幹部訓練
 - Conduct any two programs from The Successful Club Series and/or The Leadership Excellence Series. 主持兩次教育訓練(成功會務或領導卓越系列)

Leadership Track 領導系統

- **Advanced Leader Silver (ALS) 銀牌高級領導員**
 - Achieve ALB 取得銅牌高級領導員
 - Serve a complete term as a district officer 擔任總會幹部
 - District Governor, LT. Governor, PR, Secretary, Treasurer, Division Governor, Area Governor
 - Sep. 1 through June 30
 - Serve successfully as a club sponsor, mentor or coach 擔任新分會發起人，指導員或救援教練
 - Complete the *High Performance Leadership* program 完成高成效領導課程

High Performance Leadership

高成效領導課程

- Development of a vision 建構願景
- Goal setting and planning 目標設定和行動規劃
- Developing plans and strategies 擬定計畫與策略
- Team Building 組織團隊

Distinguished Toastmaster (DTM)

傑出會員

- The highest award Toastmasters International offers 國際演講會頒贈之最高榮銜
- ACG + ALS → DTM 金牌高級演講員+銀牌高級領導員 → 傑出會員

Distinguished Toastmaster (DTM)

傑出會員

- Receive a plaque 世界總會致贈精美銘刻木扁
- May request a letter sent to employer 可請世界總會發函給會員之雇主
- Are mentioned in *The Toastmaster* magazine 在國際演講會月刊之名人榜中刊登

Why Earn Awards?

為何要贏得榮銜

- Increase self-confidence and poise 氣定神閒地提升自信
- Better speaking and leadership skills 提升演講與領導技巧
- More opportunities 創造更多開啟機會之窗

Encourage achievement by:

表揚會員之卓越成就

- Publish educational achievements in your club newsletter and on the club's Web site. 在會刊或分會網站報導會員成就
- Publicize achievements at area and district levels. 在區或部所舉辦的活動中宣揚會員成就
- Hold recognition ceremonies. 安排頒獎典禮
- Present special tokens of recognition. 頒贈具特殊意義的紀念品
- Keep members aware of continued opportunities. 讓會員知道還有更多成長的機會

Keep Your Club Membership Healthy
and Enthusiastic
維持分會的健康與活力

- Annual Membership Program (July 1 to June 30)
年度會員招募計劃(七月一日至六月卅日)
 - Special Membership Building pin 國際演講會特製胸針
 - Toastmasters necktie or ascot scarf 國際演講會特製領帶或絲巾

Keep Your Club Membership Healthy
and Enthusiastic
維持分會的健康與活力

- Smedley Award (August to September)
史邁力獎(八月至九月)
 - Clubs that add 5 or more members 增加五位以上會員的分會
 - club banner ribbon 分會會旗綵帶
 - one module from The Better Speaker Series, The Successful Club Series or The Leadership Excellence Series. 教育訓練課程手冊

Keep Your Club Membership Healthy
and Enthusiastic
維持分會的健康與活力

- Talk Up Toastmasters (February to March)
宣揚演講會(二月至三月)
 - Clubs that add 5 members 增加五位會員的分會
 - club banner ribbon 分會會旗綵帶
 - one module from The Better Speaker Series, The Successful Club Series or The Leadership Excellence Series. 教育訓練課程手冊

Keep Your Club Membership Healthy
and Enthusiastic
維持分會的健康與活力

- Beat the Clock! (May 1 to June 30)
最後衝刺(五月一日至六月卅日)
 - Clubs that add 5 new, dual or reinstated members 增加五位新會員雙重會員或復籍會員的分會
 - Club banner ribbon 分會會旗綵帶
 - One module from The Better Speaker Series, The Successful Club Series or The Leadership Excellence Series. 教育訓練課程手冊

Share the Benefits of Toastmasters With
Others!
讓更多人分享演講會好處

- Club Sponsors 新會發起人
 - Members who are willing to interest prospective members, establish regular meetings, handle the initial paperwork and organize the charter presentation 願意吸引潛在會員、設立例會、處理創會申請文書並安排創會典禮。
 - Credit toward ALS 取得銀牌高級領導員的條件之一
 - Special certificate from the district governor. 證書

Share the Benefits of Toastmasters With
Others!
讓更多人分享演講會好處

- Club Mentors 新會指導員
 - A valued resource for the first 6 months of a new club's existence to keep the club on track. 協助新會於創立之後六個月內能盡速上軌道的重要資源
 - Credit toward ALS 取得銀牌高級領導員的條件之一
 - Special certificate from the district governor 證書

Share the Benefits of Toastmasters With Others!

讓更多人分享演講會好處

- Club Coaches 分會救援教練
 - An experienced Toastmaster from outside the club serve as an advisor and trouble-shooter and help the club work toward becoming a Distinguished Club 來自他會以顧問與困難排除者身分協助分會取得傑出分會榮譽的資深會員
 - Credit toward ALS 取得銀牌高級領導員的條件之一
 - Certificate & Pin 證書與胸章

Get Personal and Get Results

更具人情味與更多的成果

- Immediate recognition 立即獎勵
 - At meetings 在例會議中口頭表揚
 - Phone calls 電話
 - Written thanks 賀卡
- Acknowledge personal milestones. 對會員具個人重要意義的場合表達祝賀
- Recognize in print. 在刊物中表揚
- Recognize online. 在網路上表揚

Discussion: 分組討論

1. How does your club motivate and recognize member achievements?
您的分會如何激勵與獎勵會員達成各項榮譽與成就?
2. How many CCs , ACs, CLs, ALBs, ALSs and DTM will your club promise to get in this term?
貴分會承諾本年度可獲得多少CC, AC, CL, ALB, ALS及DTM?



Attracting New Members to Your Club 招募新會員

Y.S.Liao, DTM 廖義瀟
Lt. Governor Marketing 推廣副總會長

2010-11 Club Officer Training
2010-11 分會幹部訓練

Why Build Membership? 為什麼要招募新會員?

遠東商銀

The world richest man in 2007
Warren Buffet

Are you kidding?
You are the richest man in the world.

You will be richer than me in the future. You don't need this ten dollar right now.

Provided by James Cheng, FEIB TMC

遠東商銀

The most impressive experience

"Humble"

Four Steps for Building Club Membership 招募新會員的四部曲

- Finding prospects • 尋找潛在的會員
- Making every meeting a sales tool • 讓每次例會成為招募新會員的利器
- Helping the prospective members decide to join • 協助潛在會員作成入會的決定
- Starting the new member off right • 讓新會員有一個好的開始

Step 1: Find Those Prospect (I) 尋找潛在的會員(I)

Prospecting is...
the process of finding people in need

調查就是...
尋找需要 Toastmasters 訓練的人

Step 1: Find Those Prospect (II)

尋找潛在的會員 (II)

- **You** are the key! **您**就是關鍵!
word-of-mouth 口耳相傳
- 2 helpful modules: 兩個有幫助的訓練
Finding New Members For Your Club (Item 291)
為您的分會尋找新會員
Closing the Sale (Item 293)
達成目標
- Speech Craft (Item 205) 演講訓練營課程

Step 2: Make Every meeting Great (I)

讓每次例會都精采 (I)

- Prospect will judge the entire Toastmasters program by what he or she sees at one meeting.
潛在會員會從他/她參加例會所見來評斷演講會訓練內容的好壞
- How Good Is Your Club?
貴會夠不夠好?

Step 2: Make Every meeting Great (II)

讓每次例會都精采 (II)

- The Moments of Truth (Item 290) 關鍵時刻
 - First impressions 第一印象
 - New member orientation 新會員環境引導訓練
 - Fellowship, variety and communication 會員間的關係、多樣性及溝通
 - Program planning and meeting organization 內容的設計與會議的籌組
 - Membership strength 會員的實力
 - Recognizing accomplishments 會員成就的肯定

Step 3: Help Them Decide To Join (I)

協助潛在會員作成入會的決定 (I)

- Help prospects discover their needs and wants through questioning and listening.
透過詢問與傾聽來幫助潛在會員了解他們的需求
- Present your solution. 說明解決方法
- Provide success stories. 提供成功的例子

Step 3: Help Them Decide To Join (II)

協助潛在會員作成入會的決定 (II)

- Closing the sale (293) • 達成目標(293)
Key: C.L.O.S.E 關鍵: C.L.O.S.E.
C: Compare C: 比較
L: Lose L: 損失
O: Opinion O: 意見
S: Story S: 故事
E: Example E: 實例

Step 4: Start Them Off Right

讓他們有好的開始

- Tell them about Toastmasters.
讓他們瞭解演講會
- Coach them to excellence.
指導他們成為優秀的會員
- Induct them with flair.
為他們舉行別緻而莊嚴的入會儀式
- Get them involved.
讓他們參與會務及活動

Provide Incentives for Members

對會員們提供鼓勵

- Have an organized membership-building contest.
舉辦會員招募競賽活動
- Set membership targets.
設定目標
- Organize a committee or task force.
組織一個委員會或團隊
- Reach out to prospects.
向外拓展尋覓潛在會員
- Publicize your success.
宣傳您的成就
- Reward performers.
獎勵表現

Membership-building Contest

會員招募競賽

- Individual member recognition 個人會員成就獎
Annual contest: 年度競賽
5, 10, 15 引進5, 10, 15位新會員
Club recognition: 分會成就獎
Smedley Award: 史邁利獎
Aug. 1—Sept. 30 八月一日—九月卅日
Talk up Toastmasters:
Feb. 1—March 31 二月一日—三月卅一日
Beat the Clock: 最後衝刺
May 1—June 30 五月一日—六月卅日

Four Steps for Building Club Membership

招募新會員的四部曲

- Finding prospects 尋找潛在的會員
- Making every meeting a sales tool 讓每次例會成為招募新會員的利器
- Helping the prospective members decide to join 協助潛在會員作成入會的決定
- Starting the new member off right 讓新會員有一個好的開始

Dr. Ralph C. Smedley:

"Here we are, with a tremendous opportunity before us. I challenge you to get to work to bring us up to a higher level of service. Let us share with others the benefits we have gained for ourselves."

史邁利博士說：

「我們面前有無限的機會。我要鼓勵您把演講協會提昇到更高的層次。讓我們與別人分享自己所得。」

Group discussion

分組討論

- Who are your prospects?
誰是您的潛在會員呢？
- Where can you find prospects?
那裡可以找到潛在會員呢？
- How would you conduct a membership-building contest in your club?
貴會將如何舉辦新會員招募競賽呢？

Toastmasters Club 2010-2011 DCP Award Goals		Yes / No	Candidate(s)
1	Two CCs		
2	Two more CCs		
3	One AC-B, AC-S, or AC-G		
4	One more AC-B, AC-S, or AC-G		
5	One CL, AL-B, AL-S, or DTM		
6	One more CL, AL-B, AL-S, or DTM		
7	Four new members		
8	Four more new members		
9	Min. four officers trained each training period		
10	One semi and one officer list submitted on time		
Total			points

Recognition:

Achieve 5 of 10 goals
 Achieve 7 of 10 goals
 Achieve 9 of 10 goals

Distinguished Club
 Select Distinguished Club
 President's Distinguished Club

Your club name here Toastmasters Club CL Project Matrix F 國際英語演講會林口分會：領導手冊課程記錄表 Please mark the date and club name in the cell when you complete an item.

ENTER YOUR NAME HERE		YY/MM/DD	Update									
項	課程 Project	Project 01	Project 02	Project 03	Project 04	Project 05	Project 06	Project 07	Project 08	Project 09	Project 10	
目	Role Club Regular Meetings (1-9) 分會例會職務(1-9項) Club Activities (10-24) 分會活動(10-24項)	傾聽與領導 Listening and Leadership	判斷式思考 Critical Thinking	反映與回饋 Giving Feedback	時間管理 Time Management	計畫與執行 Planning and Implementation	組織與授權 Organization and Delegating	培養引導技巧 Developing Your Facilitation Skills	激勵隊友 Motivating People	輔導 Mentoring	組織團隊 Team Building	
1	Speaker 演講員				<input type="checkbox"/>	<input type="checkbox"/>						
2	Speech Evaluator 講評員	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>				
3	Timer 計時員				<input type="checkbox"/>							
4	Grammarian/Language Evaluator 語言講評員	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
5	Ah Counter 賽語記錄員	<input type="checkbox"/>										
6	Table Topic Speaker 即席問答回應演講員	<input type="checkbox"/>										
7	Table Topic Master 即席問答時段主持人				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
8	General Evaluator 總講評員		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
9	Toastmaster 總主持人				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
10	Help Organize a Club Speech Contest 幫助安排分會演講比賽						<input type="checkbox"/>					
11	Club Speech Contest Chairman 分會演講比賽主席										<input type="checkbox"/>	
12	Help Organize a Club Special Event 幫助安排分會特別節目						<input type="checkbox"/>					
13	Club Special Event Chairman 分會特別節目主持人										<input type="checkbox"/>	
14	Help Organize a Club Public Relations Campaign 幫助安排分會公關競賽活動						<input type="checkbox"/>					
15	Help Public Relations Campaign Chairman 分會公關競賽活動主席								<input type="checkbox"/>		<input type="checkbox"/>	
16	Help Organize a Membership Campaign or Contest 幫助安排分會招募會員競賽活動						<input type="checkbox"/>					
17	Club Membership or Campaign or Contest Chairman 分會招募會員競賽活動主席								<input type="checkbox"/>		<input type="checkbox"/>	
18	Help Produce the Club Newsletter 幫助發行分會會訊						<input type="checkbox"/>					
19	Assist the Club Webmaster 幫助分會網站						<input type="checkbox"/>					
20	Club Newsletter Editor or Club Web Master 分會會訊主編或分會網站長										<input type="checkbox"/>	
21	Befriend a Guest at a Club Meeting 例會中友善接待來賓							<input type="checkbox"/>				
22	Mentor for a New Member 新會員的輔導員									<input type="checkbox"/>		
23	Mentor for an Existing Member 資深會員的輔導員									<input type="checkbox"/>		
24	Guidance Committee Member 擔任高效率領導課程方案的指導委員									<input type="checkbox"/>		
	Requirement 達成條件	3/4 註*1	2/3	3/3	#3 + 1/4 註*2	3/4	1/6	2/4	3/5 at least 1 chairman 註*3	1/3	#8 + 9 or 1 Chairman 註*4	
	Number of Complete Items So Far 目前完成數											
	Project Completion Date 課程完成日期											

註*1 CL1. Listening & Leadership 傾聽與領導 Must complete 3 out of the four requirement (No. 2, 4, 5, 6) 必須在2, 4, 5, 6中至少完成三項
 註*2 CL4. Time Management 時間管理 Must complete the requirement as a Timer and another requirement out of the 4 options 必須完成計時員這一項，及完成剩下4項中的任一項
 註*3 CL8. Motivating People 激勵隊友 Must be chairman of a club membership contest or a club public relations campaign and complete another requirement out of the 4 options 至少擔任一次競賽活動主席職務，及完成剩下4項中的任兩項
 註*4 CL10. Team Building 組織團隊 Must complete the requirement as both Toastmaster and General Evaluator or any of the requirements out of the 5 options 必須完成總主持人和總講評人這二項，或完成其他五項中的任一項
 Note 說明
 1. For CL Award, only 21-22/44 requirements are enough.
 2. There are total 27 items for Club regular meetings (9 roles). Achieving only 17 items to fulfill the requirements. Choose 1-2 times as TM & GE are the wise choices.
 3. There total 17 items in Club activities (14 roles). Achieving only 5 requirements to fulfill the requirements (5 requirements are 2 chairmen, 1 assistant, 1 mentor and 1 befriend a guest at a meeting)

NOTES