



# A Pocket Guide to Achievement

**Youth Leadership Program**

Service as Coordinator for a Youth Leadership Program

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Date Completed

\_\_\_\_\_

Registration Number/Date\*

**Communication Manuals**

265....Basic CC Manual

1	2	3	4	5
6	7	8	9	10

226A...The Entertaining Speaker

1	2	3	4	5
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226B...Speaking to Inform

1	2	3	4	5
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226C...Public Relations

1	2	3	4	5
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226D...The Discussion Leader

1	2	3	4	5
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226E...Specialty Speeches

1	2	3	4	5
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226F...Speeches by Management

1	2	3	4	5
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226G...The Professional Speaker

1	2	3	4	5
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226I...Persuasive Speaking

1	2	3	4	5
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226H...Technical Presentations

1	2	3	4	5
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226J...Communicating on Television

1	2	3	4	5
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226K...Storytelling

1	2	3	4	5
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226L...Interpretive Reading

1	2	3	4	5
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226M...Interpersonal Communication

1	2	3	4	5
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226N...Special Occasion Speeches

1	2	3	4	5
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226O...Humorously Speaking

1	2	3	4	5
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Check off as you complete each manual

**Awards Received**

Award	Date Completed
Competent Toastmaster (CTM)	_____
ATM-Bronze	_____
ATM-Silver	_____
ATM-Gold	_____
Competent Communicator (CC)	_____
Adv. Communicator - B (ACB)	_____
Adv. Communicator - S (ACS)	_____
Adv. Communicator - G (ACG)	_____
Competent Leader (CL)	_____
Hi-Performance Leader. (HPL)	_____
Advanced Leader (AL)	_____
Advanced Leader -B (ALB)	_____
Advanced Leader - S (ALS)	_____
Distinguished TM (DTM)	_____

**High Performance Leadership Program**

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Registration Number/Date \_\_\_\_\_ Date Completed \_\_\_\_\_

**Competent Leader**

'X' off Projects as you complete them:

Project Number:

1	2	3	4	5
6	7	8	9	10

**Organizational Growth**

Service as a co-sponsor or mentor (appointed by District Governor) of a new Club. Name should appear on Application to Organize.

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Club Name

\_\_\_\_\_

Club # \_\_\_\_\_ Charter Date \_\_\_\_\_

**OR**

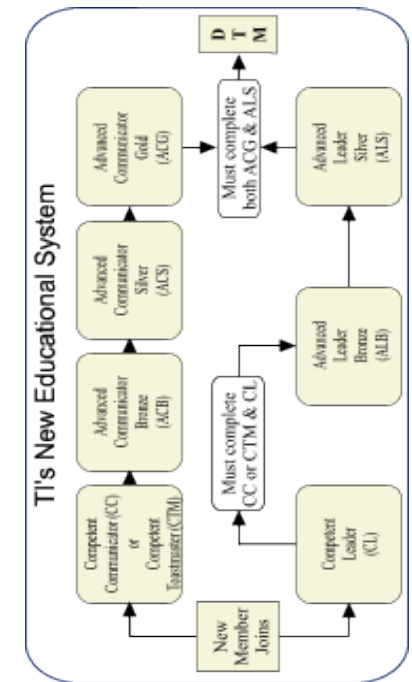
Service as a Club Coach (appointed by District Governor) in rebuilding existing Club with 12 or fewer members to a Distinguished Club. (Form on file at WHO).

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Club Name

\_\_\_\_\_

Club # \_\_\_\_\_ Appointment Date \_\_\_\_\_



Use this Pocket Guide to track your progress. By recording manual completions and other activities, you can monitor your progress toward the CC, ACB, ACS, ACG, CL, ALB, ALS and DTM awards.

## Success Leadership and Success/Communication Programs

Service as coordinator for the following:

Program	Date Completed	Registration Number*
✓ Speechcraft	_____	_____
✓ How to Listen Effectively	_____	_____
✓ Parliamentary Procedure in Action	_____	_____
✓ How to Conduct Productive Meetings	_____	_____
✓ The Art of Effective Evaluation	_____	_____
✓ Mental Flexibility	_____	_____
✓ The Power of Ideas	_____	_____
✓ Characteristics of Effective Leaders	_____	_____
✓ Developing Your Leadership Skills	_____	_____
✓ From Speaker to Trainer	_____	_____
✓ Improving Your Management Skills	_____	_____
✓ Working in the Team Environment	_____	_____

\*Registration Number will be provided by TI upon completion

## Coach

Coached a new member with the first three manual projects.

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New Member's Name

\_\_\_\_\_

Date

## Offices Held

Service from July 1 through December or January 1 through June 30 in the following Club Office:

Office	Date Attended Training	Date Served	Date Helped Prepare Club Success Plan
✓ President	_____	_____	_____
✓ Vice President Education	_____	_____	_____
✓ Vice President Membership	_____	_____	_____
✓ Vice President Public Relations	_____	_____	_____
✓ Secretary	_____	_____	_____
✓ Treasurer	_____	_____	_____
✓ Sergeant at Arms	_____	_____	_____

### World Headquarters

<http://www.toastmasters.org/Members.aspx>

Visit the District 63 Website

<http://www.d63toastmasters.wordpress.com/resources>  
and download your own copy of the pocket guide!

## The Better Speaker Series

Conducted the following programs:

Date Completed

- ✓ 270 - Beginning Your Speech
- ✓ 271 - Concluding Your Speech
- ✓ 272 - Take the Terror out of a Talk
- ✓ 273 - Impromptu Speaking
- ✓ 274 - Selecting Your Topic
- ✓ 275 - Know Your Audience
- ✓ 276 - Organizing Your Speech
- ✓ 277 - Creating an Introduction
- ✓ 278 - Preparation and Practice
- ✓ 279 - Using Body Language

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## The Successful Club Series

Conducted the following programs:

Date Completed

- ✓ 290 - Moments of Truth
- ✓ 291 - Finding New Members for Your Club
- ✓ 292 - Evaluate to Motivate
- ✓ 293 - Closing the Sale
- ✓ 294 - Creating the Best Club Environment
- ✓ 295 - Meeting Roles and Responsibilities
- ✓ 296 - Mentoring
- ✓ 297 - Keeping the Commitment
- ✓ 298 - Going Beyond Our Club
- ✓ 299 - How to be a Distinguished Club
- ✓ 300 - The Toastmasters Education Program

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## The Leadership Excellence Series

Conducted the following programs:

Date Completed

- ✓ 311 - The Visionary Leader
- ✓ 312 - Developing a Mission
- ✓ 313 - Values and Leadership
- ✓ 314 - Goal Setting and Planning
- ✓ 315 - Delegate to Empower
- ✓ 316 - Building a Team
- ✓ 317 - Giving Effective Feedback
- ✓ 318 - The Leader as Coach
- ✓ 319 - Motivating People
- ✓ 320 - Service and Leadership
- ✓ 321 - Resolving Conflict

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