

COMPETENT LEADER MANUAL: Focus on Leadership skills while serving in meeting roles..

Improve individual meeting role skills! Create role standards within various contexts!

Elevate meeting performances! Promote more efficient and effective meetings!

1.	Listening & Leadership	3/4	Evaluator	Table Topics Speaker	Ah-Counter	Grammarian		
2.	Critical Thinking	2/3	Speech Evaluator	Grammarian	General Evaluator			
3.	Giving Feedback	3/3	Speech Evaluator	Grammarian	General Evaluator			
4.	Time Management	2/5	Timer	Chair (Toastmaster)	Speaker	Grammarian	Table Topics Master	
5.	Planning & Implementation	3/4	Speaker	General Evaluator	Chair (Toastmaster)	Table Topics Master		
6.	Organizing & Delegating	1/6	Help Organize Club Speech Contest	Help Organize Club Special Event	Help Organize Club Membership Contest <u>OR</u> Campaign	Help Organize Public Relations Campaign	Help Produce News-Letter	Assist Club Web master
7.	Developing Facilitation Skills	2/4	Chair (Toastmaster)	General Evaluator	Table Topics Master	Befriend a Guest at a Club Meeting		
8.	Motivating People	3/5	Speech Evaluator	General evaluator	Chair (Toastmaster)	Chair Club Membership Contest <u>OR</u> Campaign	Chair Public Relations Campaign	
9.	Mentoring	1/3	Mentor for New Member	Mentor for Experienced Member	Guidance Committee Member for HPL Project			
10.	Team Building	1/5	Chair (Toastmaster) <u>AND</u> General Evaluator	Chair Public Relations Campaign	Chair Club Speech Contest	Chair Club Membership Campaign <u>OR</u> Contest	Chair Special Event	

**Shaded boxes indicate mandatory assignments.