

These modules were a required part of the Traditional Education Program,  
and although they are not part of Pathways,  
they contain valuable information that will help your club, and your members



# Toastmasters Educational Programmes

|   |          |
|---|----------|
| <b>Better Speaker Series</b>              | <b>2</b> |
| <b>Successful Club Series</b>             | <b>3</b> |
| <b>Leadership Excellence Series</b>       | <b>4</b> |
| <b>Success / Leadership Programmes</b>    | <b>5</b> |
| <b>Success / Communication Programmes</b> | <b>6</b> |
| <b>Speechcraft, Youth Leadership</b>      | <b>7</b> |

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**District 112 – New Zealand**

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## The Better Speaker Series

The Better Speaker Series modules are designed as educational speeches, to be given in your Club, or at a Speechcraft course.

They give practical tips that benefit all members.

Group size: Club members.

NB These are Free to download from the TI website.

|   |         |
|---|---------|
| <b>Beginning Your Speech</b>  | 10 mins |
| Suggestions for starting off your speech right.   |         |
| <b>Concluding Your Speech</b>   | 10 mins |
| Tips for ending your speech with power.   |         |
| <b>Take the Terror Out of a Talk</b>  | 10 mins |
| Techniques for overcoming nervousness when speaking.  |         |
| <b>Impromptu Speaking</b>   | 10 mins |
| Don't be caught off balance when speaking off-the-cuff!   |         |
| <b>Selecting Your Topic</b>   | 10 mins |
| Running out of speech ideas? Here's how to develop new ones.  |         |
| <b>Know Your Audience</b>   | 10 mins |
| If you can relate to your audience, they will relate to you.  |         |
| <b>Organising Your Speech</b>   | 10 mins |
| Once you know what to say, consider next the when and the how.  |         |
| <b>Creating an Introduction</b>   | 10 mins |
| Great introductions should precede great speeches.<br>This is designed to teach you how to prepare the proper introduction for your speech. |         |
| <b>Preparation and Practice</b>   | 10 mins |
| Techniques for preparing and rehearsing your next speech.   |         |
| <b>Using Body Language</b>  | 10 mins |
| This module explains how to use facial expressions, gestures and body movement to enhance a speech.   |         |

## Youth Leadership Programme

An opportunity to work with young people, helping them learn the speaking and leadership skills needed to be successful adults, and the preparation and delivery of short speeches on topics of interest.

Group size: Five (5) participants under 18 years

### Programme Objectives

Learn the principles of chairmanship

Construct a speech

Speak without notice

Speak clearly and convincingly in front of an audience

Listen effectively

Act as a Master of Ceremony

Learn the art of supportive evaluation

Become aware of and develop leadership qualities

Enhance self esteem.

### Sessions and Topics Covered

8 sessions, 1-2 hours

Gestures

Vocal Variety

Using Visual Aids

Speech Organization

Taking the Terror Out of a Talk

Effective Speech Evaluation

Constructing a Speech

Relating to Your Audience

## The Success/Communication Series

The Success/Communication Programme – along with the Success/Leadership Programme – employs a unique training method: a seminar format involving all Club members.

In each module, a seminar leader conducts workshops designed to help participants develop and refine their communication skills.

Group size: Varies.

**Speechcraft** 4-8 sessions,  
1-2 hours each

This speech training programme will bring prospective new members into your Club to see what Toastmasters is all about. Can be presented either as an integral part of your Club meeting or as an outside the club seminar at a different location.

Includes Promotional brochures: ‘An Opportunity to Succeed’

Group size: Five (5) participants.

**How to Listen Effectively** 2 1/2-3 hours

Teaches listening, speaking and leadership skills.

Group size: Ten (10) participants.

**The Art of Effective Evaluation** 2 1/2-3 hours

Give members the knowledge, motivation and skills they need to become more effective evaluators.

Includes Club climate questionnaires and Speech evaluation forms

Group size: Twenty (20) participants.

**Building Your Thinking Power · Part I: Mental Flexibility** 2-2 1/2 hours

Teach participants how to adapt their behaviour to achieve the best results.

Group size: Twenty (20) participants.

**Building Your Thinking Power · Part II: The Power of Ideas** 2 hours

This educational seminar programme teaches participants how to become more creative thinkers.

Group size: Twenty (20) participants.

**From Speaker to Trainer** 4 1/2 hours

This educational seminar programme teaches participants how to develop and present training programmes.

Group size: Ten (10) participants.

## The Successful Club Series

Modules in this series address quality Club meetings and offer tips on attracting and maintaining members.

Group size: Club members

NB These are Free to download from the TI website.

**The Moments of Truth** 30-40 mins

How to recognise and deal with situations critical to Club success.

A Club self-evaluation tool. Includes a Club evaluation chart

**Finding New Members for Your Club** 10-15 mins

Ways to help you seek out those vital new members!

**Evaluate to Motivate** 10-15 mins

Give an evaluation that benefits the speaker and the audience!

**Closing the Sale** 15-20 mins

Exercise your powers of persuasion moments when a guest is deciding to join.

**Creating the Best Club Climate** 10-15 mins

Techniques for creating and maintaining a healthy Club environment.

**Meeting Roles and Responsibilities** 10-15 mins

Does your Club involve everyone at every meeting?

**Mentoring** 30-40 mins

A mentor programme offers many benefits for your Club and its members.

This programme defines mentoring, explains benefits, and discusses responsibilities of mentors. Includes a Mentor programme kit

**Keeping the Commitment** 10-15 mins

Discusses the 10 standards that comprise “A Toastmasters Promise”.

Includes 25 promise cards

**Going Beyond Our Club** 15-20 mins

Find out about learning and leadership opportunities available to members in addition to regular meetings and activities.

**How to be a Distinguished Club** 10 mins

A terrific tool to use to explain and promote the Distinguished Club

Programme (DCP) to the members of your Club. Includes a DCP booklet (NB: This may be out of date )

**The Toastmasters Education Programme** 10 mins

This module provides a terrific education programme orientation.

The information is valuable to new members and experienced members. (NB: This may be out of date )

## The Leadership Excellence Series

The new Leadership Excellence Series helps members learn the skills they will need to be successful leaders inside and outside Toastmasters.

Group size: Club members  
NB These are Free to download from the TI website.

|  |         |
|--|---------|
| <b>The Visionary Leader</b>  | 10 mins |
| How leaders create and communicate a vision for their organisation to help it be successful.       |         |
| <b>Developing a Mission</b>  | 10 mins |
| How successful leaders create and communicate a mission for their organisation.                    |         |
| <b>Values and Leadership</b>   | 10 mins |
| Values and how to employ them as you lead a team toward achieving a goal.                          |         |
| <b>Goal Setting and Planning</b>   | 10 mins |
| The process leaders use to set goals and develop plans to achieve these goals.                     |         |
| <b>Delegate to Empower</b>   | 10 mins |
| How to effectively delegate tasks and responsibilities.  |         |
| <b>Building a Team</b>   | 10 mins |
| How to create and lead a team.   |         |
| <b>Giving Effective Feedback</b>   | 10 mins |
| Suggestions for offering feedback to others on their performance.                                  |         |
| <b>The Leader as a Coach</b>   | 10 mins |
| How to work with a team to help them improve.  |         |
| <b>Motivating People</b>   | 10 mins |
| How to be sensitive to your team members' needs and create an environment that will motivate them. |         |
| <b>Service and Leadership</b>  | 10 mins |
| The overall concepts of the service leadership philosophy.   |         |
| <b>Resolving Conflict</b>  | 10 mins |
| The concepts that will help the presenter and the participants learn conflict resolution skills.   |         |

## The Success/Leadership Series

The Success/Leadership Programme – along with the Success/Communication Programme – employs a unique training method: a seminar format involving all Club members.

In each module, a seminar leader conducts workshops designed to help participants develop and refine their communication skills.

Group size: Ten (10) participants,  
except for “**How to Conduct Productive Meetings**”.

|  |                             |
|--|-----------------------------|
| <b>How to Conduct Productive Meetings</b>  | 1 hour                      |
| Group size: Eight (8) participants.<br>A group leader working from a co-ordinator's guide reviews the techniques and dynamics of small group meetings  |                             |
| <b>Parliamentary Procedure in Action</b>   | 5 sessions,<br>15 mins each |
| Designed to provide Toastmasters with the basic skills to effectively lead and participate in parliamentary discussion. Includes Charts of motion (NB: this is for "Robert's Rules, which is not used in NZ) |                             |
| <b>Building Your Leadership Power -<br/>I: Characteristics of Effective Leaders</b>  | 1 1/2 hours                 |
| This educational seminar programme explores the qualities, values and styles effective leaders display.  |                             |
| <b>Building Your Leadership Power -<br/>II: Developing Your Leadership Skills</b>  | 1 - 1 1/2 hours             |
| This educational seminar programme helps members develop leadership skills.  |                             |
| <b>Building Your Leadership Power -<br/>III: Working in the Team Environment</b>   | 1 - 1 1/2 hours             |
| This educational seminar programme helps participants learn to use leadership skills as they pertain to working with and leading teams.  |                             |
| <b>Improving Your Management Skills</b>  | 2 1/2 - 3 hours             |
| This educational seminar programme will give participants the knowledge and skills they need to be more effective managers.  |                             |