

**UNDERSTANDING THE COMPETENT LEADERSHIP MANUAL**

**NB:** *Only one role in one project can be evaluated per meeting.  
Refer to "Note" or final paragraph of each project.*

**Project 1**      **Listening and Leadership**      Date Project Completed .....

**Roles:**      1) Ah-Counter  
                    2) Evaluator  
                    3) Grammarian  
                    4) Table Topics Speaker

**Requirements:**      Serve in any 3 of the 4 roles

**Time to complete:**      3 meetings

**Project 2**      **Critical Thinking**      Date Project Completed .....

**Roles:**      1) Evaluator  
                    2) Grammarian  
                    3) General evaluator

**Requirements:**      Serve in any 2 of the 3 roles

**Time to complete:**      2 meetings

**Project 3**      **Giving Feed back**      Date Project Completed .....

**Roles:**      1) Evaluator  
                    2) Grammarian  
                    3) General evaluator

**Requirements:**      Serve in all 3 roles

**Time to complete:**      3 meetings

**Project 4**      **Time Management**      Date Project Completed .....

**Roles:**      1) Toastmaster  
                    2) Speaker  
                    3) Table Topicsmaster  
                    4) Grammarian  
                    5) Timer

**Requirements:**      Serve in 1 of the first 4 roles

**And**  
Serve as Timer

**Time to complete:**      2 meetings

**Project 5**      **Planning and Implementation**      Date Project Completed .....

**Roles:**      1) Speaker  
                    2) General evaluator  
                    3) Toastmaster  
                    4) Table Topicsmaster

**Requirements:**      Serve in any 3 of the 4 roles

**Time to complete:**      3 meetings

<b>Project 6</b>	<b><u>Organising and Delegating</u></b>	Date Project Completed .....
<b>Roles:</b>	<ol style="list-style-type: none"> <li>1) Help organise a club speech contest</li> <li>2) Help organise a club special event</li> <li>3) Help organise a club membership campaign or contest</li> <li>4) Help organise a public relations campaign</li> <li>5) Help produce the club newsletter</li> <li>6) Assist the club's Webmaster</li> </ol>	<b>Requirements:</b> Serve in any 1 of the 6 roles  <b>Time to complete:</b> Project - non specific period
<hr style="border-top: 1px dashed black;"/>		
<b>Project 7</b>	<b><u>Developing Your Facilitation Skills</u></b>	Date Project Completed .....
<b>Roles:</b>	<ol style="list-style-type: none"> <li>1) Toastmaster</li> <li>2) General evaluator</li> <li>3) Table Topicsmaster</li> <li>4) Befriend a guest at a club meeting</li> </ol>	<b>Requirements:</b> Serve in any 2 of the 4 roles  <b>Time to complete:</b> 2 meetings
<hr style="border-top: 1px dashed black;"/>		
<b>Project 8</b>	<b><u>Motivating People</u></b>	Date Project Completed .....
<b>Roles:</b>	<ol style="list-style-type: none"> <li>1) Membership campaign or contest chairman</li> <li>2) Public relations campaign chairman</li> <li>3) Toastmaster</li> <li>4) Evaluator</li> <li>5) General evaluator</li> </ol>	<b>Requirements:</b> Serve as a chairman for either role (1) or (2) <b>And</b> Serve in any 2 of roles (3) to (5)  <b>Time to complete:</b> 2 meetings plus Project – non specific period
<hr style="border-top: 1px dashed black;"/>		
<b>Project 9</b>	<b><u>Mentoring</u></b>	Date Project Completed .....
<b>Roles:</b>	<ol style="list-style-type: none"> <li>1) Mentor a new member</li> <li>2) Mentor an existing member</li> <li>3) Guidance committee member (HPL program)</li> </ol>	<b>Requirements:</b> Serve in 1 of the 3 roles  <b>Time to complete:</b> Project - non specific period
<hr style="border-top: 1px dashed black;"/>		
<b>Project 10</b>	<b><u>Team Building</u></b>	Date Project Completed .....
<b>Roles:</b>	<ol style="list-style-type: none"> <li>1) Toastmaster</li> <li>2) General evaluator</li> <li>3) Club membership Campaign or Contest Chairman</li> <li>4) Club Public Relations Campaign Chairman</li> <li>5) Club Speech Contest Chairman</li> <li>6) Club Special Event Chairman</li> <li>7) Club Newsletter Editor</li> <li>8) Club Webmaster</li> </ol>	<b>Requirements:</b> Serve in both role (1) and (2), <b>OR</b> Serve in 1 of the roles (3) to (8)  <b>Time to complete:</b> First option: 2 meetings Second option: Project - non specific period