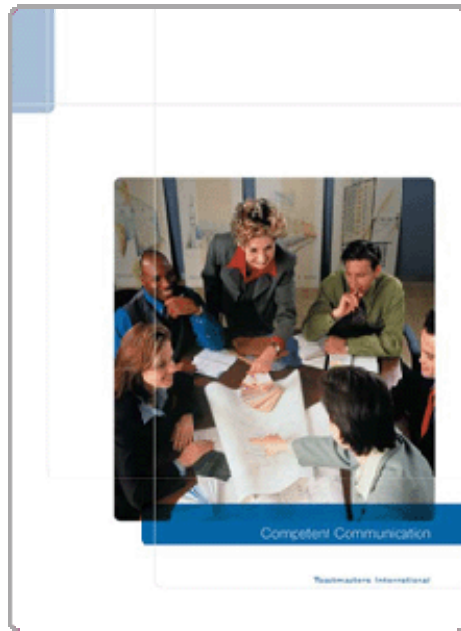


# Competent Communication Manual



The Competent Communicator Manual is designed to give new members a strong start in developing a core set of skills for public speaking. Each of the ten projects in this basic manual focuses on a certain aspect of speech making - from organisation to delivery.

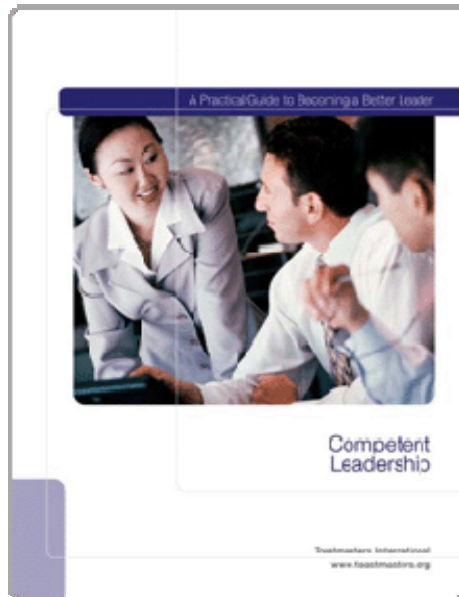
The Manual (also called the "basic manual") helps you develop the basic skills you need to prepare and present an effective speech.

The manual is organized into ten separate projects, each with its own individual focus or objective. An extremely effective tool in developing your speaking skills, the manual does not tell you exactly what to do or what to speak about, but rather it provides a set of guidelines for you to think about as you prepare your speech.

The ten speeches in the Basic Manual can be divided into three broad categories: (1) beginning speeches, (2) "mechanical" speeches, and (3) "put it all together" speeches. Speeches #1 through #3 should probably be given in order and #10 should definitely be the last speech. Outside of those limitations, there is flexibility within each group as to the order you present them, although it is recommended that you follow the order of the manual.

As an essential part of the Toastmasters programme, a fellow Toastmaster will evaluate each speech you give, providing positive feedback and suggestions for improvement, as necessary.

# Competent Leadership Manual



The Toastmasters Competent Leadership Manual consists of 10 leadership projects. Each project focuses on a different leadership skill, providing background information and an assignment that requires you to serve in one or more specified meeting or club roles in which you may learn an aspect of that skill.

An evaluator will give you verbal and written feedback on each leadership role you complete in the manual. The evaluator provides a personal opinion of your leadership role, pointing out strengths and offering suggestions for improvement for your next role.

You can complete the Competent Leadership manual at your own pace, and you can work on it at the same time as you are working on the Competent Communication manual or Advanced Communication manuals.

The ten projects cover the following skills:

- Listening and Leadership
- Critical Thinking
- Giving Feedback
- Time Management
- Planning and Implementation
- Organising and Delegating
- Developing your Facilitation Skills
- Motivating People
- Mentoring
- Team Building