

# Educational Program

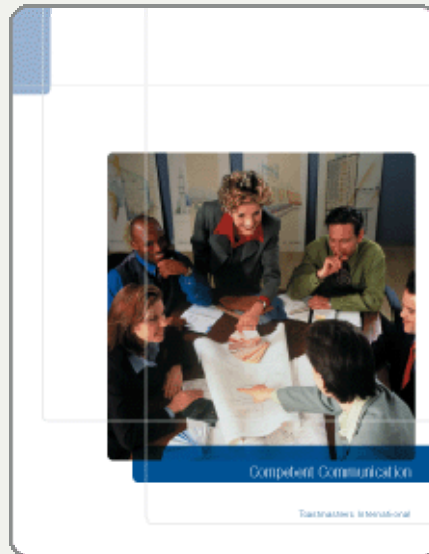


## Communication and leadership development

The educational program is the heart of every Toastmasters club. It provides members with a proven curriculum that develops communication and leadership skills one step at a time, with many opportunities for awards and recognition along the way. The communication and leadership tracks are not mutually exclusive; you may participate in both at the same time, if you wish.

1. You progress along each track by working through a series of manuals, each of which offers a set of carefully crafted projects to complete.
2. Each project includes an evaluation guide, which gives club members an easy way to provide immediate feedback as the project is completed.
3. Once you become a member, you can begin the educational program right away.
4. The New Member Kit includes the following manuals to get you started in both tracks:
  - a. *Competent Communication*
  - b. *Competent Leadership*
  - c. *Your Speaking Voice*
  - d. *Effective Evaluation*
  - e. *Gestures: Your Body Speaks*

## Communication Track



### Talking on track

Members who wish to focus on communication skills begin with the *Competent Communication* manual that's included in the New Member Kit. Once they have completed this manual, they can progress to the *Advanced Communication Series*.

### ***Competent Communication* manual**

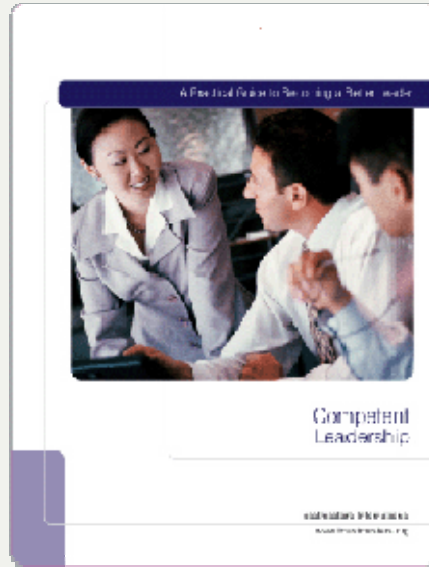
The **10 speech projects** in this manual will help you develop your speaking skills one step at a time. When you finish all of the projects, you are eligible for Competent Communicator (CC) recognition. Complete the CC application in the manual and ask your vice president education to submit it online to World Headquarters. You'll receive a CC certificate and, if this is your first CC award, two *Advanced Communication Series* manuals free of charge.

### ***Advanced Communication Series***

After receiving CC recognition, you can work in the *Advanced Communication Series* manuals, where you'll refine and enhance your speaking skills and become eligible for Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) and Advanced Communicator Gold (ACG) recognition.

- There are **15 manuals**, each containing **five** speech projects. Many of the manuals are career-oriented. You choose the manuals you want to complete and the skills you want to learn.

## Leadership Track



### Learn to lead with practical practice

Members working in the leadership track learn and practice leadership skills by serving in club roles.

**The *Competent Leadership* manual** is the core of the leadership track. It features 10 projects, which you complete while serving in various club meeting roles. An evaluator will give you feedback on each project, helping you to improve. When you complete the manual, you are eligible for Competent Leader recognition. Complete the CL application in the manual and ask your vice president education to submit it online to World Headquarters. You'll receive a CL certificate and, if you wish, World Headquarters will send your employer a letter about your accomplishment.

### Advanced Leader Program

After earning the CL award you can further refine and develop your leadership skills by working in the advanced leader program. Members working in this program are eligible for Advanced Leader Bronze (ALB) and Advanced Leader Silver (ALS) recognition.