Getting Started with Pathways
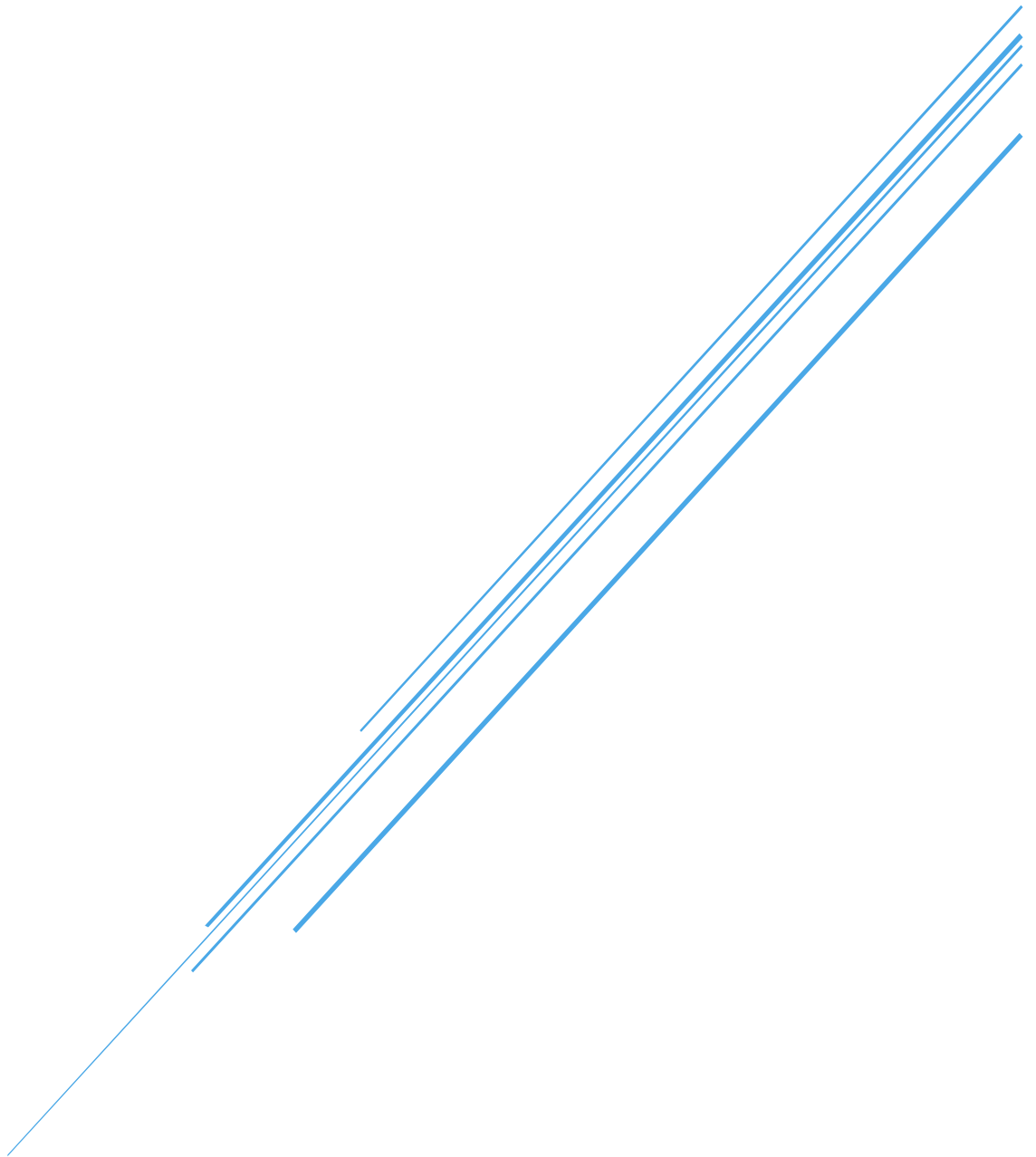
Version 6

Suitable for members who purchased a path after 28th October, 2021

CONTENTS

INTRODUCTION

Welcome to Pathways. This document is designed to help you get started on your journey and learn some of the basics of public speaking.

It's designed for people who have purchased a path on or after 28th October, 2021. Please use version 5 if you purchased a path prior to this date.

WHAT DO I NEED TO DO?

You are encouraged within a fortnight of joining to have done the following.

- ☐ Read this manual
- ☐ Signed up to Pathways
- ☐ Chosen a Path
- ☐ Talked to mentor about Ice Breaker Speech
- ☐ Scheduled Ice Breaker Speech with VP Education

PATHWAYS

Pathways is the Toastmasters educational program and makes use of modern technology. This allows for a individualised program with outcomes matching your personal and professional goals.

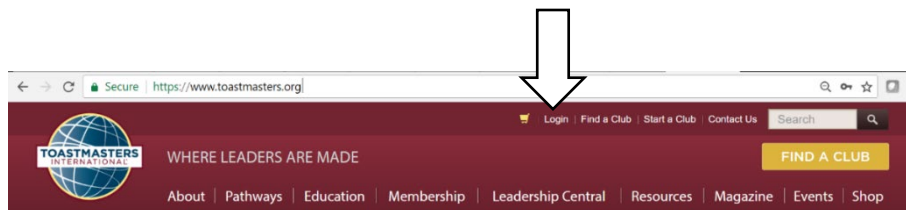There are 11 different paths you can take in Toastmasters:
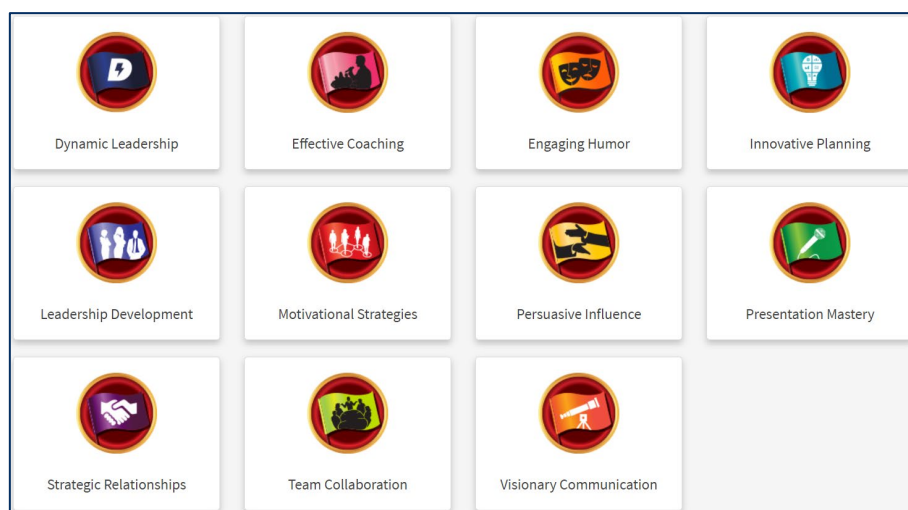
To get started, you need to sign up to **Pathways**.

If you do not have access to a computer, please tell your mentor straight away so that other arrangements can be made.

Logging into Toastmasters International Web Site

Open an internet browser and log onto **https://www.toastmasters.org/**

Click on **Login**

Enter the email address you put on the Toastmasters' membership form and then click on **Forgot password?**

You will be sent an email with a temporary password.

Once you receive this email, go back to this Log in screen and enter your email address and the password you were sent and click on **Log in**.

Getting Started with Pathways

Once you have successfully logged into Toastmasters International website, click on **Welcome <<Your Name>>** at the top of the screen then click on **Choose a Path**
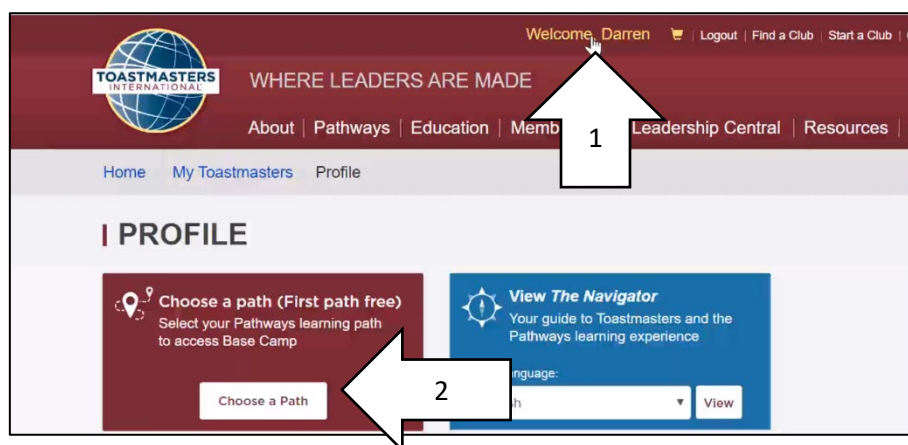
The onboarding process will take you through choosing the language of your Path.

Choose to continue to use the online version of Pathways, or choose the Printed Material option.

The Printed Material option will cost you an additional US$25 and limits your choice of path as not all paths are available in this format. You may choose this option if you want. However, this manual will discuss the online version.

The cost of your first path was part of your membership fees so there is no additional cost for the online version.

Additional information regarding the online versus printed materials can be found by clicking on the links.

You will then be presented with three options to help you choose your path:

- If you are only interested in public speaking and not leadership, and you only want to present speeches rather than do a range of projects, click on **Select Presentation Mastery**.
- If you would like to read descriptions about all eleven paths click on **View Path Options**.
- If you would like to do an assessment about your goals and interests and have paths recommended to you, click on **Take Assessment**.

Once you have made your choice click on the **Continue** button.

Depending on your choice above, the screens displayed will vary, but in all cases you will be able to work through the screens to select your path.

You will then receive a congratulations message, with a short video showing you how to use Pathways and the option to **Go to Base Camp**. This manual will cover these topics.

## Getting Started on your First Path (Going to Base Camp)

Once you have received the email advising you that your path is ready to be accessed, log back into Toastmasters and click on **Welcome <<your name>>** at the top of the screen, and then click on the **Go** button in the **Go to Base Camp** box.
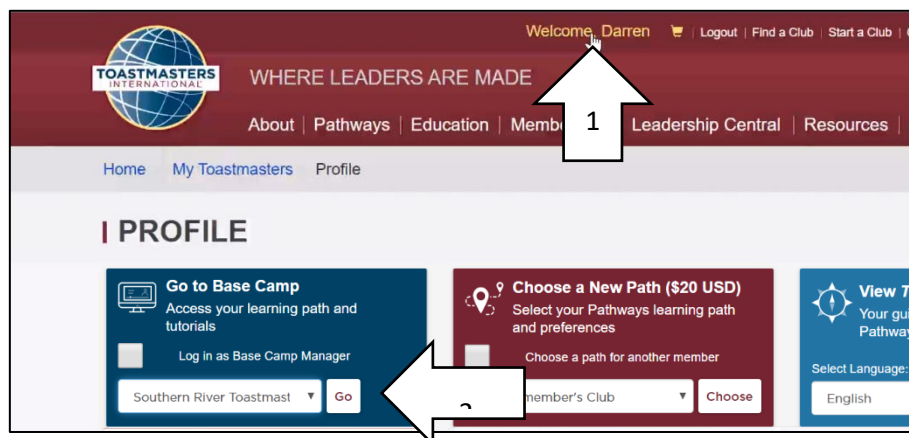
In **Base Camp,** you should see your path listed under **Paths and Learning**. If not, click on the **Paths and Learning (Education Transcript)** box. Most of the time your path will appear under the **Paths and Learning** box.

The **Speech Evaluations** option contains access to all evaluation forms. These are accessible also as you work through your path, but it's an easy way to find them if you've forgotten to print one out.

Click on **Open Curriculum** next to your path.
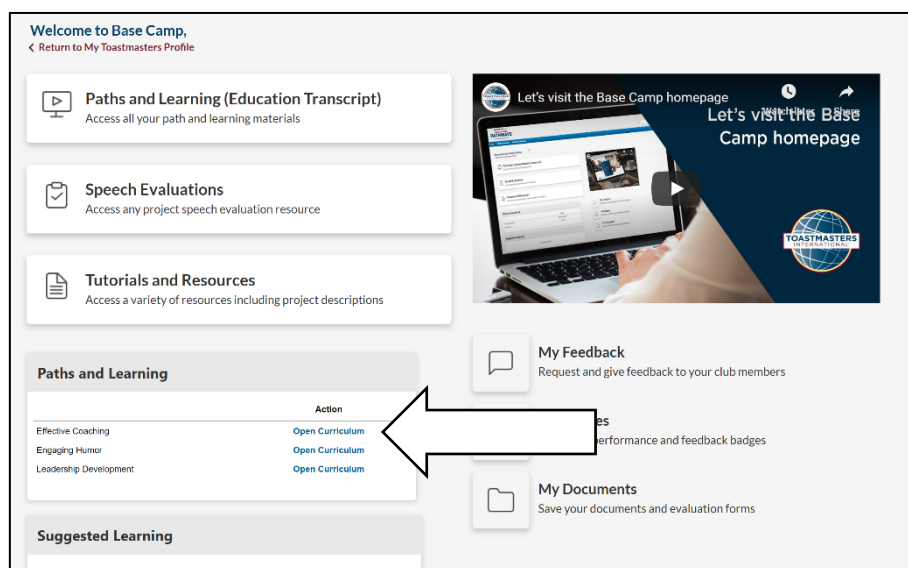
The levels in your path will be displayed. There are five levels and a "Path completion" option.

You can work through the five levels in any order, but it is highly recommended that you do them in the order presented. The projects within each level can also be done in any order. This allows you to work on those projects that interest you or when the timing of the projects suits the opportunities presented to you.
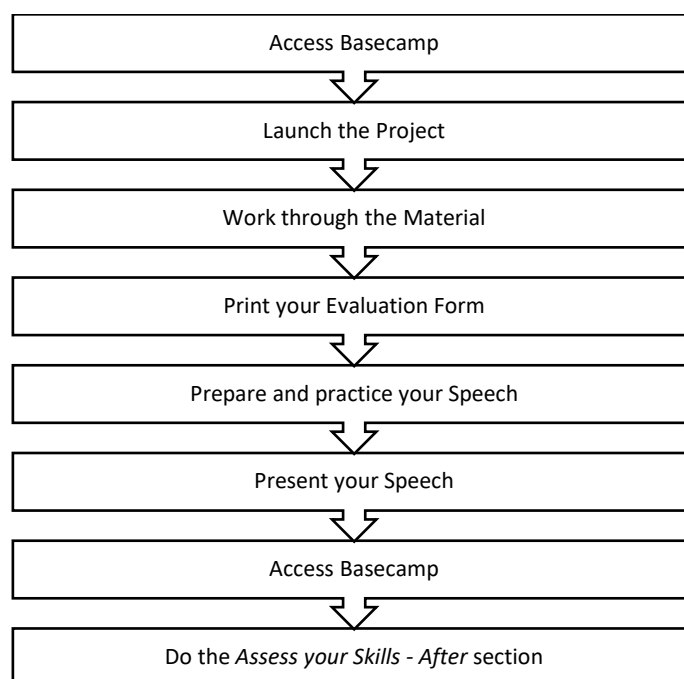
Ensure Level 1 is chosen.

Overview of How the Projects Work

Each level is made up of a number of projects. While the project vary slightly the basic process for each project is the same:

```
┌──────────────────────────────────────────┐
│              Access Basecamp              │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│             Launch the Project            │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│          Work through the Material        │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│          Print your Evaluation Form       │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│       Prepare and practice your Speech    │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│             Present your Speech           │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│              Access Basecamp              │
└──────────────────────────────────────────┘
┌──────────────────────────────────────────┐
│     Do the Assess your Skills - After section │
└──────────────────────────────────────────┘
```

Completing the *Assess your Skills – After* section marks the project complete.

Once you have completed all of the projects in a Level, you submit a Level Completion Request to finalise the Level. This is explained later in the manual.

Project 1 – The Ice-Breaker

The first speech in Pathways is the Ice breaker speech.

This is a speech aimed at introducing yourself to your Toastmasters club. As you work through the online information you will be given guidance about how to prepare for this speech.

Click on the **Activate** (or **Launch**) button next to **Ice Breaker** to display the training materials for this project.

The online information will open in a new tab in your browser.
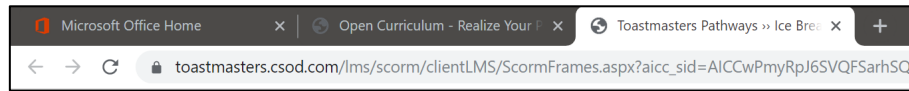
Intially the project will open up at a summary of the assignment. To move to the start of the project click on the drop down arrow next to **Select to move between sections** and choose **Project Navigation**.


The project navigation section gives you useful information on how to use the online learning material.

Helpful Hint:

There is a very good worksheet that is provided to help you prepare this speech. It is recommended that before you start this section, you print this worksheet out and use it to jot down notes on. There is also a copy later in this manual. This worksheet can be access by clicking on the **Select to move between sections** drop down arrow on the screen that pops up after launching the Project.
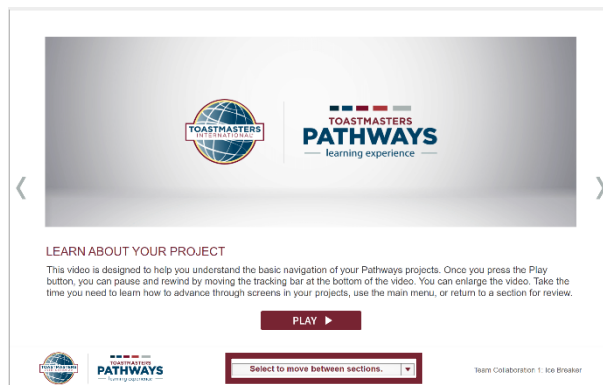
Then choose **Evaluation and Resources**
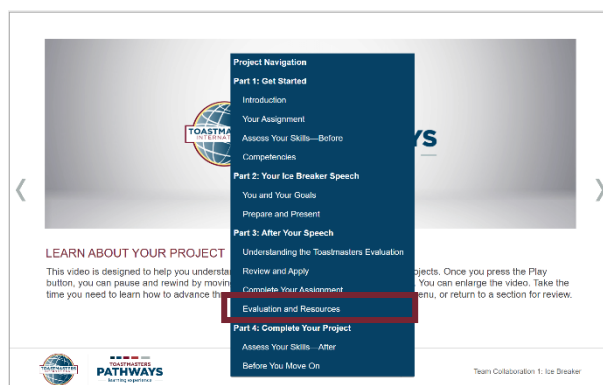
This will allow you to access the **Ice Breaker Speech Outline Worksheet** link.

The document should open up in another screen and for most computers right mouse clicking on the document will allow you to print it.

That screen can then be closed and you can return to the start of this project by clicking on the **Select to move between sections** link again, and choosing **Part 1 Get Started**.

Note: You might need to click on the **Directions** button if you can't access the red arrows.
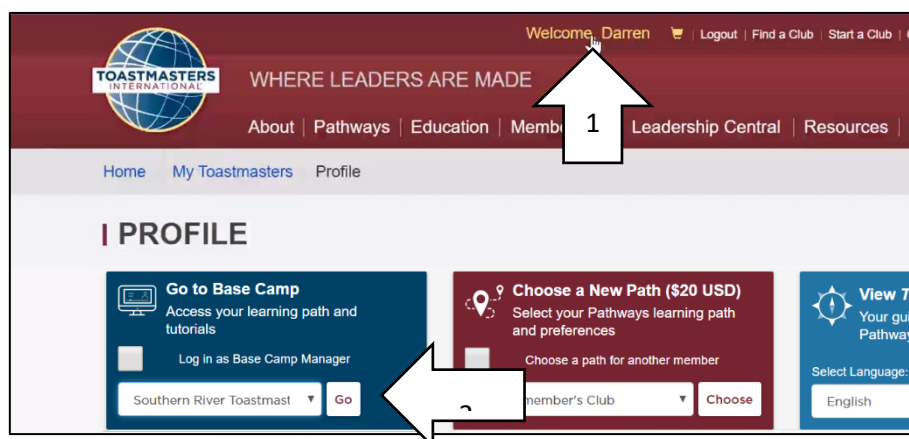
Printing the Evaluation Forms

As you work through the information in the section, the evaluation form will be displayed as a link called **Evaluation Resource** which you can click on and save to your computer for printing later.

It is important that you remember that you are responsible for providing your evaluator with the evaluation form each time you speak.

If you didn't save the Evaluation form when you worked through the project you can access it via the **Speech Evaluations** Portal:

Log into the Toastmasters International website, and click on **Welcome <<your name>>** at the top of the screen, and then click on the **Go** button in the **Go to Base Camp** box.

This will get you to the Base Camp page. Then choose **Speech Evaluations**
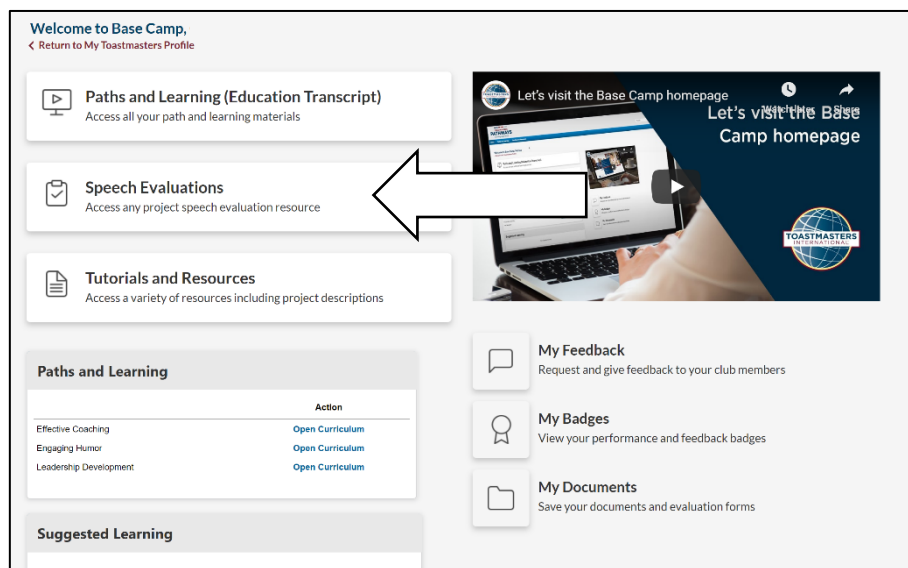
Scroll down to the bottom of the displayed page and you will see a section called **Evaluation Resources**, here are all of the evaluation forms for all projects. Click on the Evaluation Form you are looking for.

The form will then display in a new window, and can be printed from most browser by right mouse clicking on the form and choosing print.

Uploading the Evaluation Forms (Optional)

Congratulations on completing your first speech. The evaluation form can be uploaded so that you can refer to it in the future. You will first need to take a photo of your evaluation form or scan it so that it's in electronic format.

Log into the Toastmasters International website, and click on **Welcome <<your name>>** at the top of the screen, and then click on the **Go** button in the **Go to Base Camp** box.
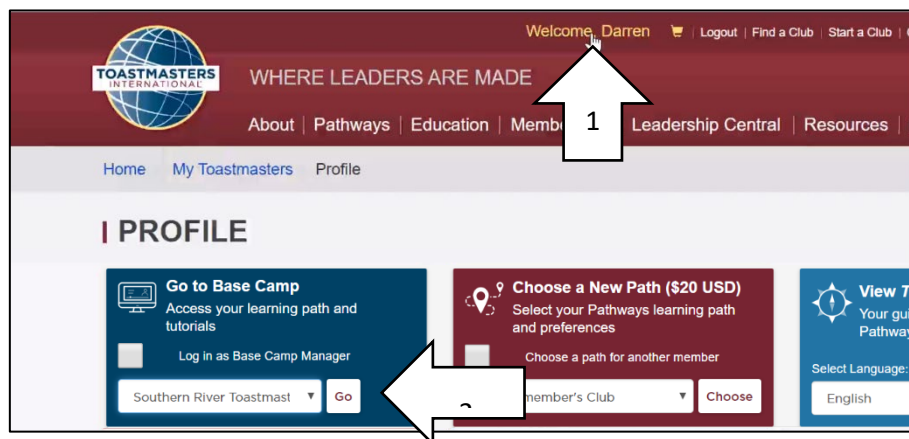
Click on **My Documents**
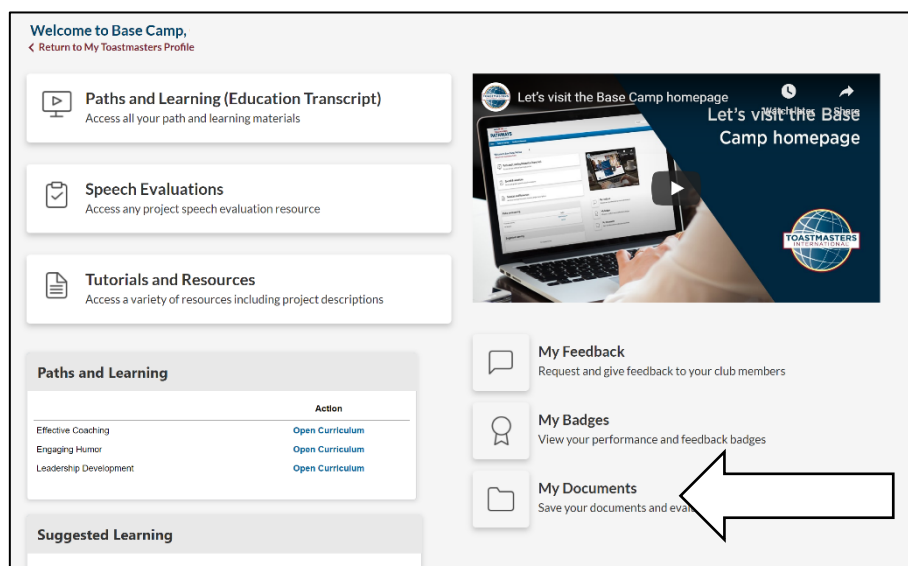
Click on **Level 1**

Click on **Add File**

Either drag and drop the scanned file / photograph into the box or click on **Select a file** and navigate to where you stored the evaluation form. Then click on **Add.**

You will need to do this for each page of the evaluation.

The files will be uploaded to your documents folder.

Finishing the Project

After your speech you need to log back into your project and do another self-assessment.

Log into the Toastmasters International website, and click on **Welcome <<your name>>** at the top of the screen, and then click on the **Go** button in the **Go to Base Camp** box.
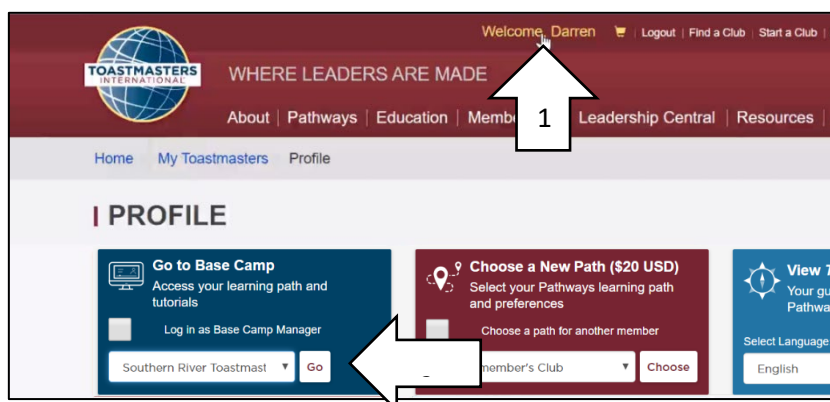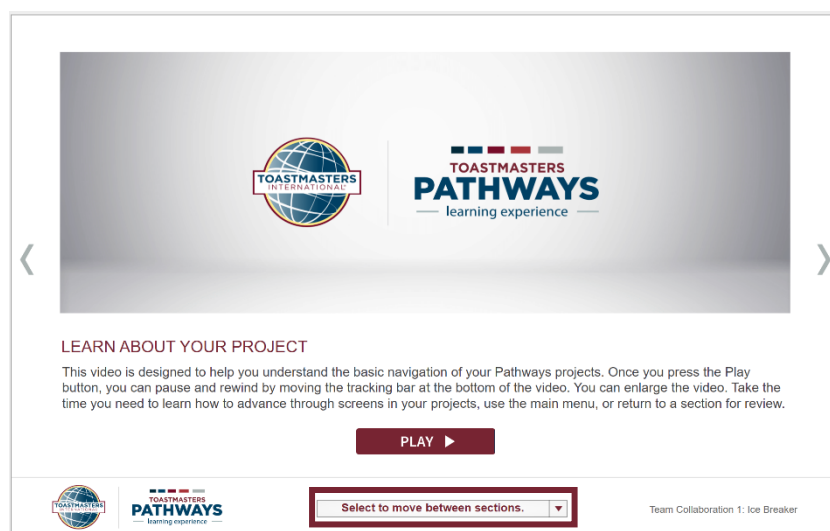

Then click on **Open Curriculum** next to your path and the levels in your path will be displayed.
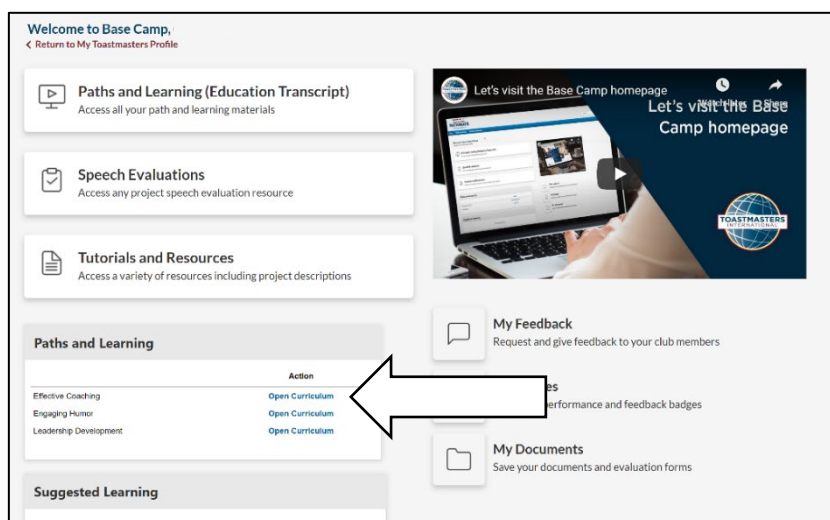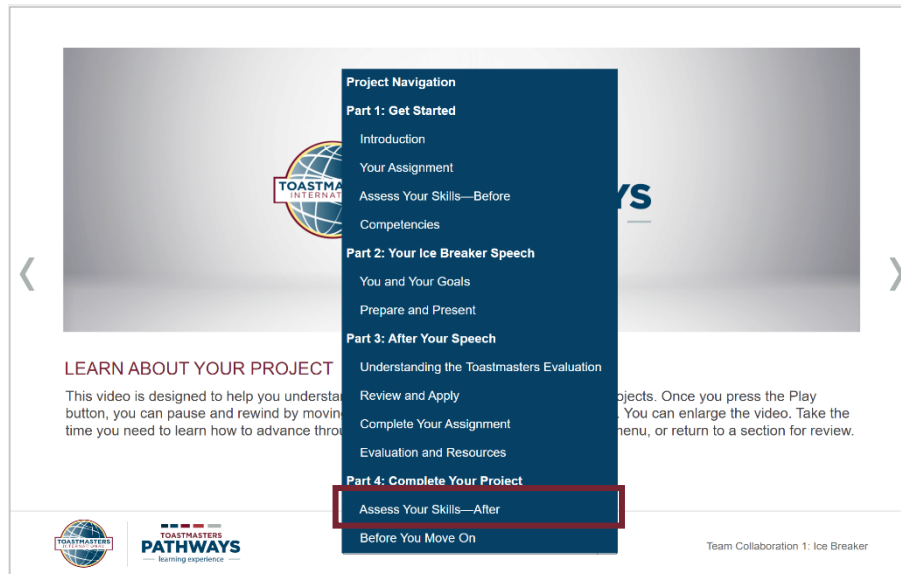

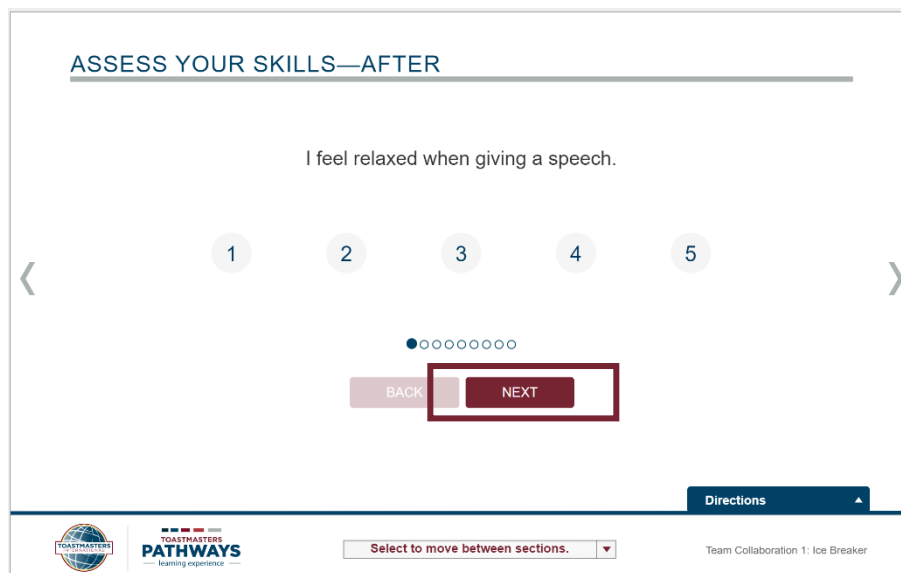Choose **Level 1** and click on the **Launch** button next to the **Ice Breaker Project** to open it.

In the window click on the drop-down arrow next to **Select to move between sections.**

Choose **Assess Your Skills – After**.

You need to answer each question in turn and then click the **Next** button to move to the next question.

When you have answered all the questions, you will see a **Submit** button. Click that to submit your answers. If you do not do this then the project will not be marked complete.

Once you have submitted the answers you can use the grey arrow on the right to move to the last page of the project.

Once you have finished, click on the X on the tab to close it.

Project 2 – Writing a Speech with Purpose

In your Path screen, the Ice Breaker project should be ticked (congratulations) and you can move onto the next project.

Click on the click on the **Activate** (or **Launch**) button to the right of **Writing a Speech with Purpose**.

This project is all about how to write a speech.

Again, like the ice breaker you use the arrows at the side to navigate through the project. Or you can use the **Select to move between sections** drop down arrow to choose the section to move to.

There is a **Topic and Purpose Worksheet** that you can download to help you plan your speech and a **Speech Outline Worksheet** to help you write it.

These will be presented to you as you move through the project, or you can locate them both under **Select to move between sections** and the **Evaluation and Resources** option.

Remember to print and give your evaluation form to your evaluator.

After you have completed your speech, go back into the project and using the **Select to move between sections** drop down arrow, choose **Assess your Skills – After** section to mark this project complete.

Project 3 – Introduction to Vocal Variety and Body Language

The third project varies slightly from the previous two, as you have three options on how you want this project to be evaluated.

You can choose to be evaluated on:

1. Body Language only
2. Body Language and Vocal Variety
3. Vocal Variety only

This is explained in the **About your Evaluation Section** (accessible from the **Select to move between sections** drop down arrow).

If you choose to be evaluated on Body Language or Body Language and Vocal Variety, from the **Evaluation Resources** screen choose **Evaluation Resource**.

If you only want to be evaluated on Vocal Variety, from the **Evaluation Resources** screen choose **Speech Profile.**

After you have completed your speech, go back into the project and using the **Select to move between sections** drop down arrow, choose **Assess your Skills – After** section to mark this project complete.

Project 4 – Evaluation and Feedback

Now for your final project in Level 1 - click on the click on the **Activate** (or **Launch**) button to the right of **Evaluation and Feedback** to launch it.

This is an unusual project in Pathways as it consists of three speeches, each of which is individually evaluated. The speeches are:

1. A speech you do to receive feedback on.
2. A speech where you incorporate the feedback from the previous speech
3. An evaluation of another speaker.

This is explained on the **Your Assignment** page, when you click through the **Next** buttons.

The **Project Checklist** is another useful way of understanding how this project is constructed.

You can work through all the material prior to your first speech, but it is highly recommended that you go back into the project and review the material as you move through the path.

In the **Evaluation and Resources** section, you can access the evaluation for each of the speeches.

The **Evaluation Resource – Evaluator** is for the person who will be evaluating your evaluation of another speaker. That speaker should provide you with the evaluation form for their speech.

Only complete the **Assess your Skills - After** section when you have done the three speeches as this will mark the project complete

Submitting a Level Completion Request

Congratulations you have now down all of the projects in Level 1.

Once you have finished the **Evaluation and Feedback** project (remember this project has two speeches and an evaluation which you are evaluated on) you need to submit a **Level Completion Request.** This allows the Level to be marked complete and for your club celebrate your achievement and to use this towards the Club's Distinguished Club Program (your President can tell you more about this program).

To do this, firstly, ensure that all of the projects have the ticks in the top right corner next to the icons.

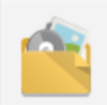**If a project does not have a tick,** it means that you didn't go through the **Assess your Skills – After** section by answering all the questions and using the **Next** button to move through them. Once you've answered all the questions you will see a **Submit** button, which you will need to click to ensure that the project is marked complete.

Once they are all ticked, you will see an **Activate** button next to the **Level 1 Completion** icon. Clicking on this will change it to a **Launch** button. Click on it again, to display and PDF document. Close the tab with the PDF document on it, the button will then say **Mark Complete**. Click on it.

Once you've clicked on this button. The message will change to advise you that the request is pending.

This sends a message to the Base Camp Managers (your club's President, Vice President Education and Secretary) that you have a level completion request pending.

You do not need to wait for it to be approved, you can move onto Level 2 straight away.

SPEECH PLANNING WORKSHEET – ICE BREAKER

Use this worksheet to help you plan your Ice Breaker speech.

Note, this is based on the worksheet that is available for download at the end of the Ice Breaker educational information on Pathways

Ice Breaker Speech Worksheet

Use this outline to help you organize the information you want to include in your speech.

Speech Title: _____

ABOUT YOURSELF/MAIN POINTS

List two to four things about yourself that you would like fellow club members to know.

_____

_____

_____

REASONS FOR JOINING TOASTMASTERS (OPTIONAL)

If it's relevant to your speech, you might want to tell the audience your reason(s) for joining Toastmasters.

_____

_____

_____

GOALS (OPTIONAL)

Do you have goals that you would like to achieve in Toastmasters? If so, list them here.

_____

_____

_____

OPENING

A. Greeting

You may thank the Toastmaster or person who introduced you and acknowledge fellow Toastmasters and guests.

_____

_____

_____

B. Capture audience interest

Begin with something about yourself that will capture the interest and attention of the audience.

_____

_____

C. Introduce yourself

Following your opening, provide a brief introduction. You might want to include why you joined Toastmasters.

_____

_____

D. Transition

Write a brief statement to transition smoothly from your introduction to what you'll discuss next.

_____

_____

BODY

A. Main point 1

Use some of the About Yourself/Main Points from page 1the start of this worksheet.

_____

_____

Transition

This is a sentence or two that connects main point 1 with main point 2.

_____

_____

B. Main point 2

_____

_____

Transition

_____

_____

C. Main point 3

_____

_____

Transition

Signal that the conclusion of the speech is approaching.

_____

_____

CONCLUSION

D. Restate the main points of your speech

_____

_____

_____

E. Close with impact

_____

_____

_____

SPEECH FUNDAMENTALS

As you work through your Path you will be doing a number of speeches, all speeches are evaluated against the following elements:


Each of these are explained briefly below, but please feel free to discuss these with your mentor as well. Remember, this is a learning process and it will take time to master all of the different elements. Often it is best just to focus on one or two each speech, rather than trying to remember everything.

Clarity

Being clear and easily understood.
- Choice of words
- Speed of speech
- Projecting voice
- Present ideas simply
- Repeat main point
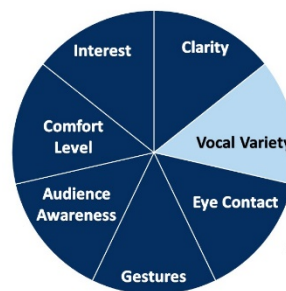
Vocal Variety

Uses tone, speed and volume as a tool.
- Varies tone – not monotone
- Varies speed of speaking
- Varies volume as appropriate
- Choose words that inspire passion
- Pause for emphasis

Eye Contact

Uses eye contact to engage audience.
- Looks at individuals in audience
- Meets their eyes for short periods of time
- Ensures whole room is covered
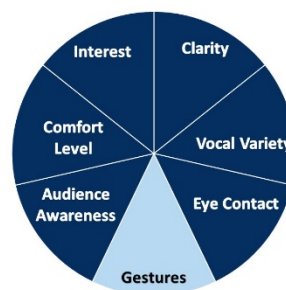
Gestures

Uses body language to enhance speech.
- Stance – relaxed, hands by side
- Uses hands and arms for significant points
- Moves with meaning
- Uses the stage
- Varies stance and position to emphases points

Audience Awareness

Demonstrates awareness of audience engagement and needs.

• Speech is relevant for audience
• Observes and modifies speech to audience's reaction
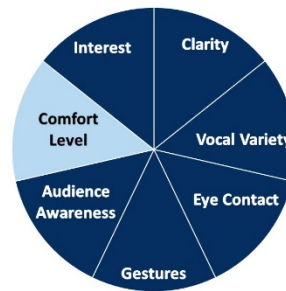• Uses humour to engage audience
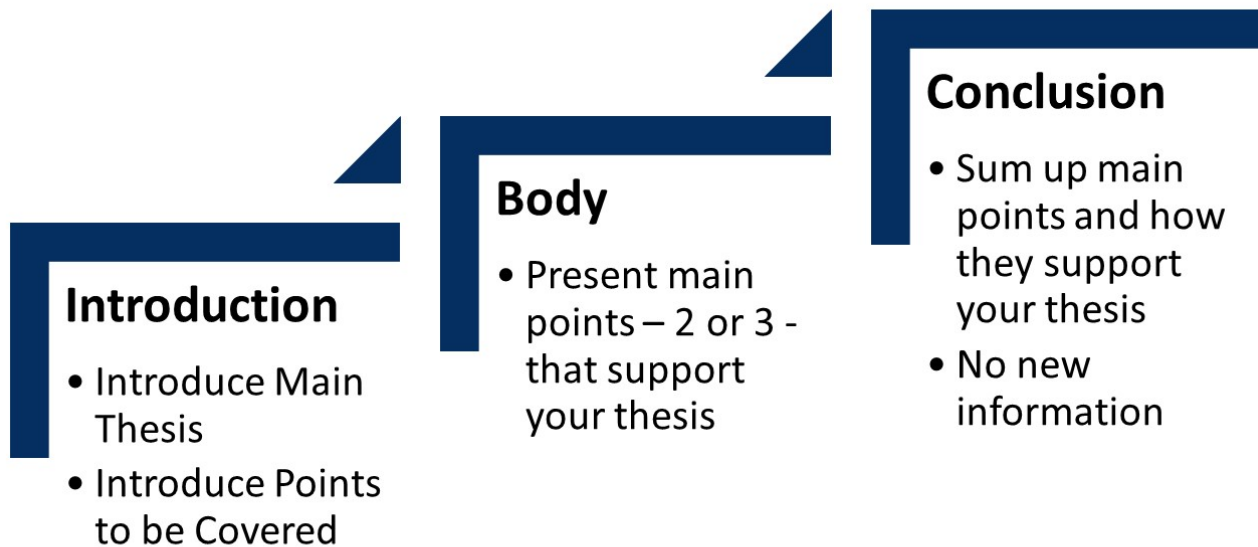• Uses strong introduction to get attention

Comfort Level
Appears comfortable with the audience

Interest

Engages audience with well constructed speech.

• Speech has a point
• Point is clear and concise
• Introduction, expounding of main points and conclusion
• Conclusion sums up speech

SPEECH CONSTRUCTION

A good speech has the following elements:

Introduction

• Introduce Main Thesis
• Introduce Points to be Covered

Body

• Present main points – 2 or 3 - that support your thesis

Conclusion

• Sum up main points and how they support your thesis
• No new information

You will be introduced to these concepts as you work through Pathways, but this is just to give you a bit of a head start.

WHERE DOES PATHWAYS LEAD TO?

Whatever your personal or professional reasons for joining Toastmasters, you are now also on a path which can result in you becoming a Distinguished Toastmaster (DTM). The DTM award is the result of learning, growing and helping others in Toastmasters.

To receive the DTM you need to have done the following:

Complete 2 Paths	Serve as a Club Officer for 12 months	Serve as a Club Mentor or Club Coach
Serve as a Club Sponsor, or conduct a Speechcraft or a Youth Leadership Program	Serve as a District Officer for 12 months	Complete a DTM project