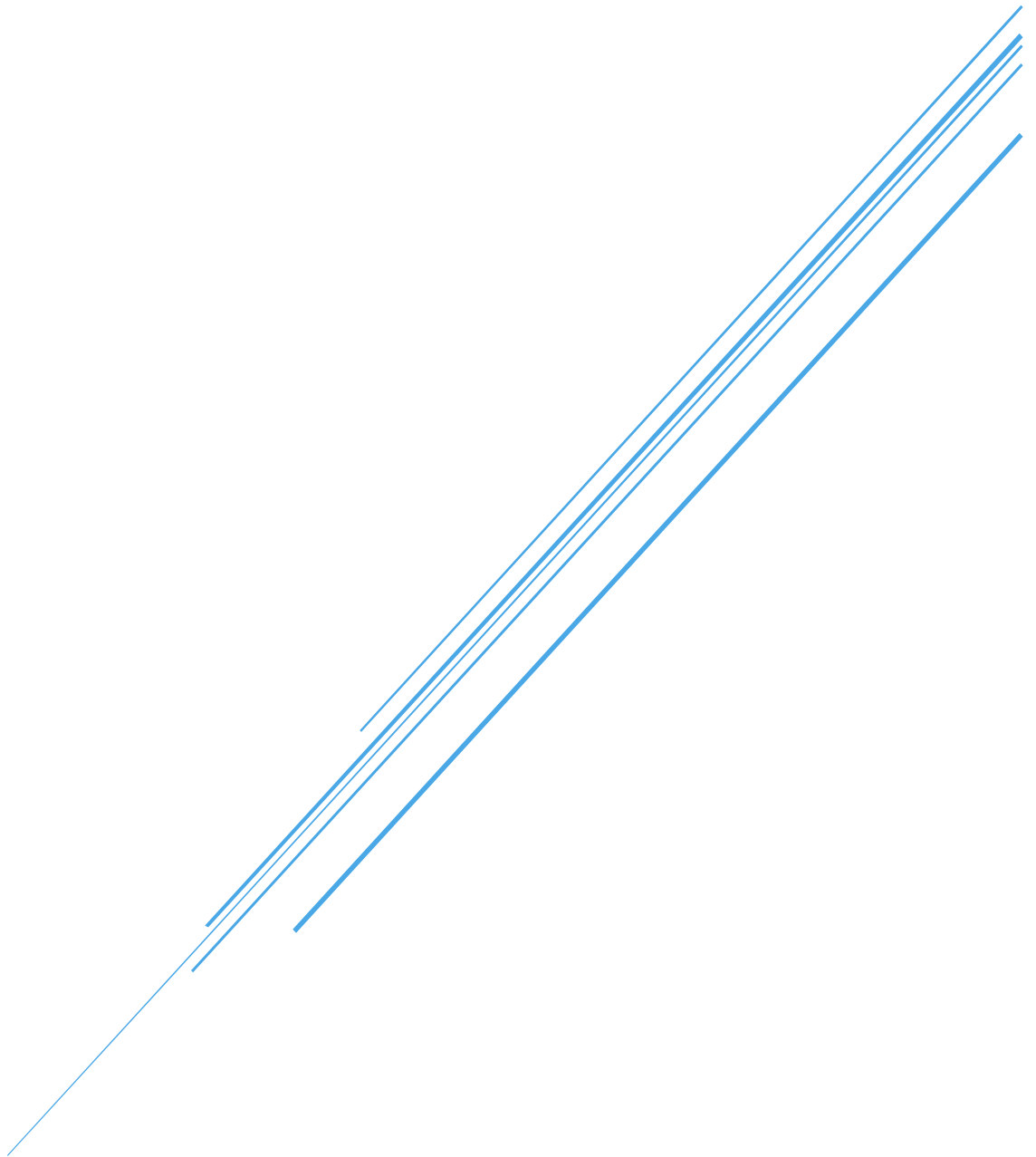


# Getting Started with Pathways



## CONTENTS

Introduction.....	1
What Do I Need to Do?.....	1
Pathways .....	1
Logging into Toastmasters International Web Site.....	2
Getting Started with Pathways .....	2
Getting Started on your First Path (Going to Base Camp) .....	4
Your First Speech – The Ice-Breaker .....	5
Printing the Evaluation Forms .....	7
Uploading the Evaluation Forms .....	8
Finishing the Project.....	9
Project 2 – Evaluation and Feedback .....	11
Project 3 – Researching and Presenting.....	12
Submitting a Level Completion Request .....	13
Speech Planning Worksheet – Ice Breaker.....	14
Ice Breaker Speech Worksheet .....	15
Speech Fundamentals .....	17
Speech Construction.....	18
Where Does Pathways Lead To? .....	19

## 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.

## WHAT DO I NEED TO DO?

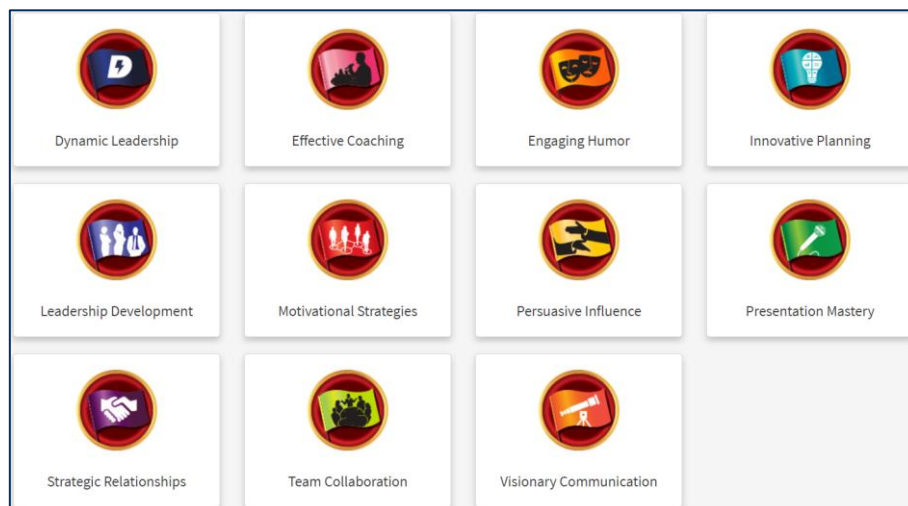
You are encouraged within a fortnight of joining to have done the following.

- ☐ 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 a new approach within Toastmasters, and make use of modern technology rather than relying on workbooks. This allows for a more individualised program with outcomes matching your personal and professional goals.

There are 11 different paths you can take in Toastmasters:



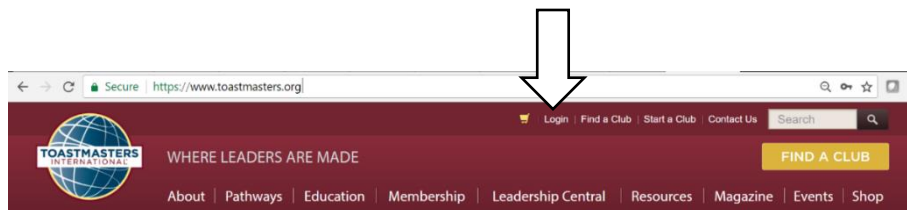
To get started, you need to sign up to **Pathways**.

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?**

Log In

Username \*

Username, Email, or Member ID

Password \*

Log In

[Forgot password?](#)

Toastmasters members logging in for the first time please use "Forgot password?"

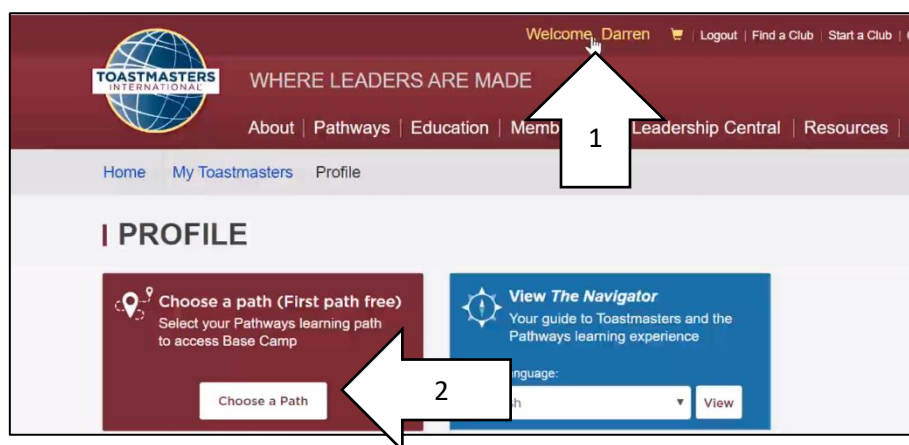
Don't have an account? [Join a club](#)

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 A PATH: SELECT YOUR PREFERENCES**

**Select your path language**

English

At this time, accessible materials for use with assistive technology are only available in English.

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.

**How would you like to access your materials?**

**Obtain digital resources online via Base Camp**

Select Digital Resources

[+ Who should select digital resources?](#)

**Acquire printed materials in the mail (+\$25 USD)**

Select Printed Materials

[+ Who should select digital resources?](#)

[+ Compare digital vs. print details](#)

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:

**How would you like to select your learning path?**

Suggested for new members primarily focused on building public speaking skills:

**Select Presentation Mastery**

Strengthen public speaking skills; manage difficult audiences and persuade others.

Select Presentation Mastery

**View all path options**

View all paths available based on your selections above.

View Path Options

**Take an online assessment**

Take a brief online assessment to suggest learning paths based on your goals.

Take Assessment

- 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.

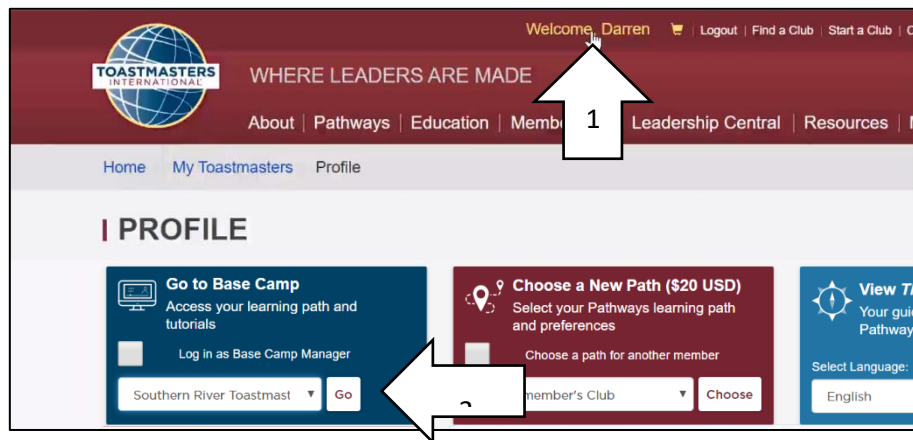
Depending on your choice above, the screens displayed will vary, but in all cases you will be able to work through the screens to select your path.

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.

You may need to wait half an hour or so to have access to your new path. An email will be sent when it is available.

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

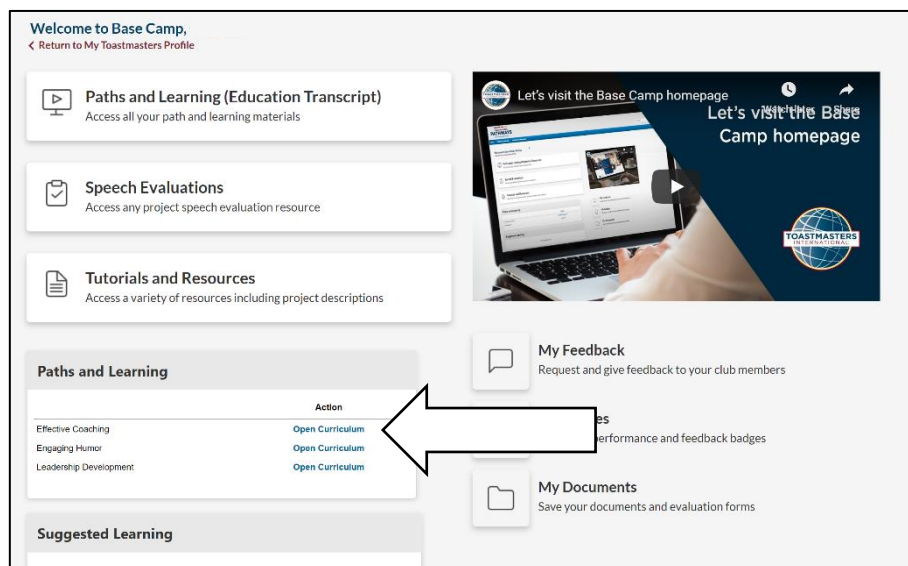
Once you have received the email advising you that your path is ready to be accessed, log back into Toastmasters and click on **Welcome <<your name>>** at the top of the screen, and then click on the **Go** button in the **Go to Base Camp** box.



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.

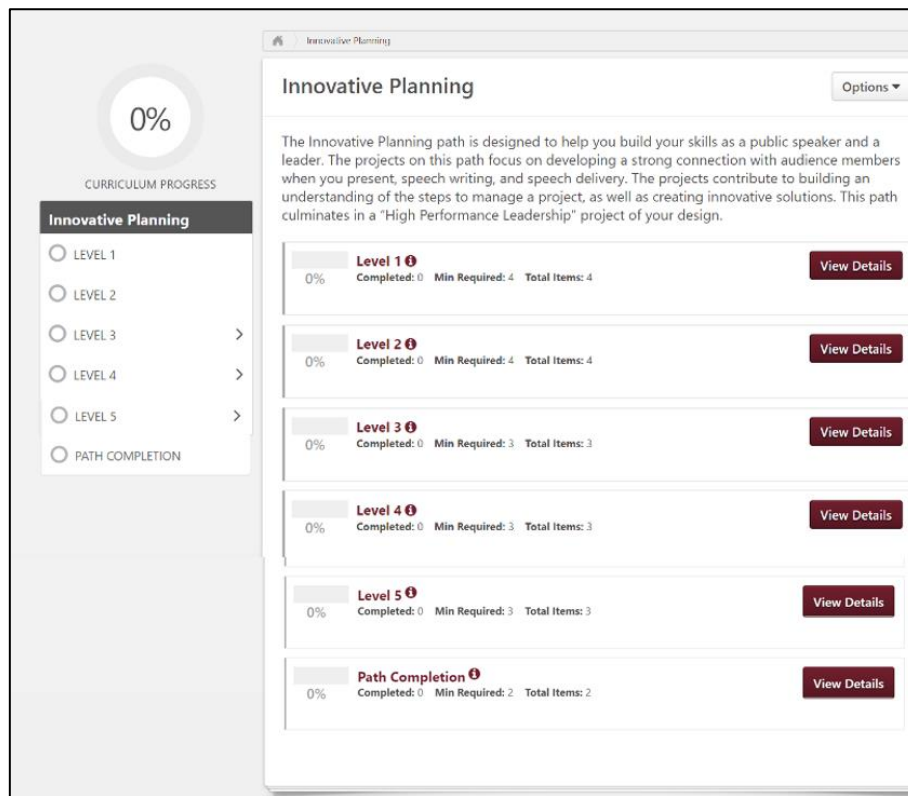
The **Speech Evaluations** option contains access to all evaluation forms. These are accessible also as you work through your path, but it's an easy way to find them if you've forgotten to print one out.

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.



Click on **View Details** next to **Level 1** to get started.

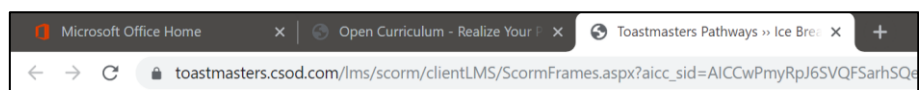
The first project in all Paths is an Ice Breaker, click on the **Activate** (or **Launch**) button to display the training materials for the **Ice Breaker**.

### Your First Speech – The Ice-Breaker

The first speech that you do under Pathways is the Ice breaker speech.

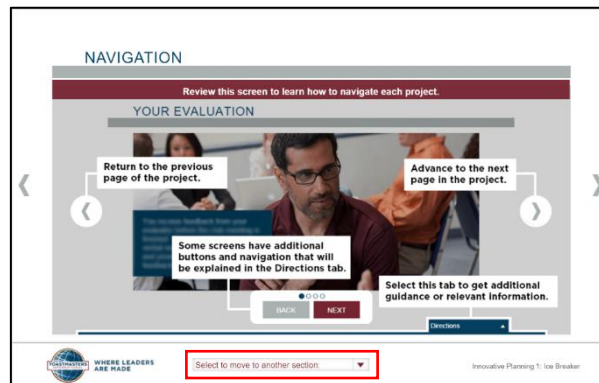
This is a speech aimed at introducing yourself to your Toastmasters club. As you work through the online information you will be given guidance about how to prepare for this speech.

Click on the **Launch** button to get started. The online information will open in a new tab in your browser. When you have finished reviewing the information, close the tab to return to the previous screen.

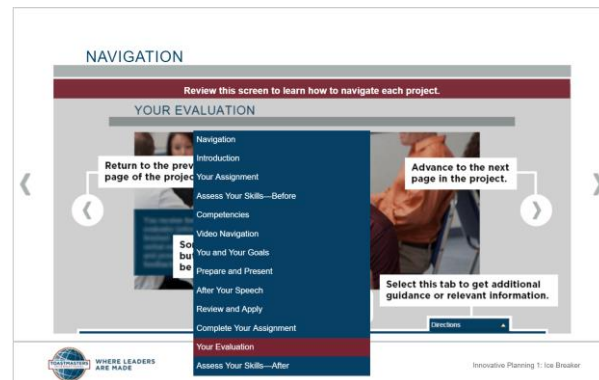


**Helpful Hint:**

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 to another section:** drop down arrow on the screen that pops up after launching the Project.



Then choose **Your Evaluation**



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 to another section** link again, and choosing **Introduction**.



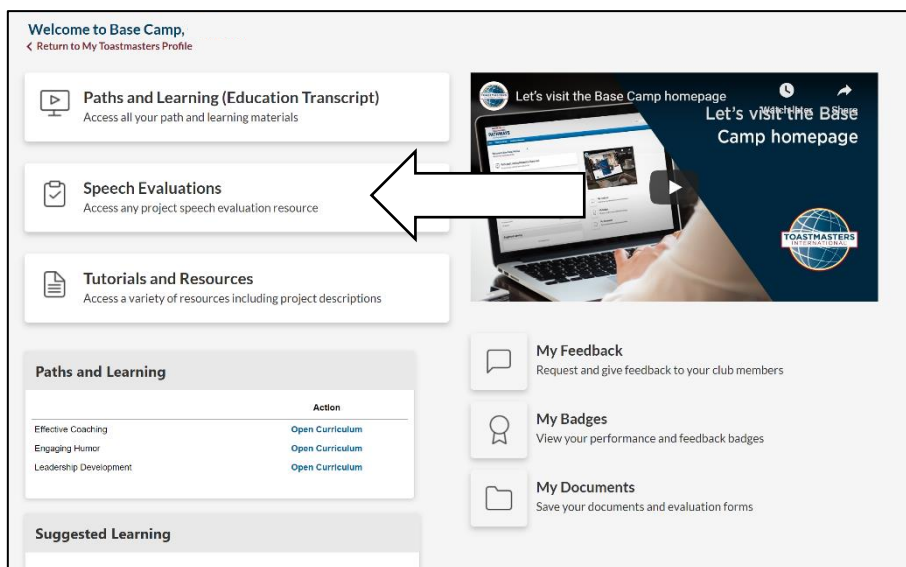
## Printing the Evaluation Forms

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**:

After you have logged in to the Pathways portal as a member 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.

Evaluation Resources				
Select a project title below to view the evaluation resource.				
Active Listening	Distinguished Toastmaster	Lead in Any Situation	Mentoring	Reflect On Your Path
Advanced Mentoring	Effective Body Language	Leading in Difficult Situations	Moderate a Panel Discussion	Researching and Presenting
Building a Social Media Presence	Ethical Leadership	Leading in Your Volunteer Organization	Motivate Others	Successful Collaboration
Communicate Change	Evaluation and Feedback— Evaluation Resource 1	Leading Your Team	Negotiate the Best Outcome	Team Building
Connect with Storytelling	Evaluation and Feedback— Evaluation Resource 2	Lessons Learned	Persuasive Speaking	Understanding Conflict Resolution
Connect with Your Audience	Evaluation and Feedback— Evaluation Resource 3	Make Connections Through Networking	Planning and Implementing	Understanding Emotional Intelligence
Create a Podcast	Focus on the Positive	Manage Change	Prepare for an Interview	Understanding Vocal Variety
Creating Effective Visual Aids	High Performance Leadership	Manage Online Meetings	Prepare to Speak Professionally	Understanding Your Communication Style
Cross-Cultural Understanding	Ice Breaker	Manage Projects Successfully	Present a Proposal	Understanding Your Leadership Style
Deliver Social Speeches	Improvement Through Positive Coaching	Manage Successful Events	Public Relations Strategies	Using Descriptive Language

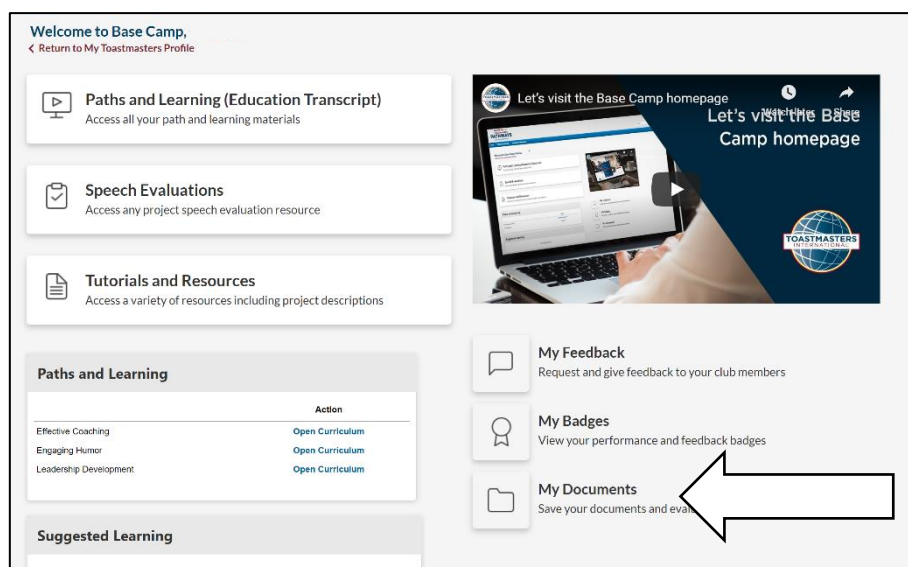
The form will then display in a new window, and can be printed from most browser by right mouse clicking on the form and choosing print.

## Uploading the Evaluation Forms

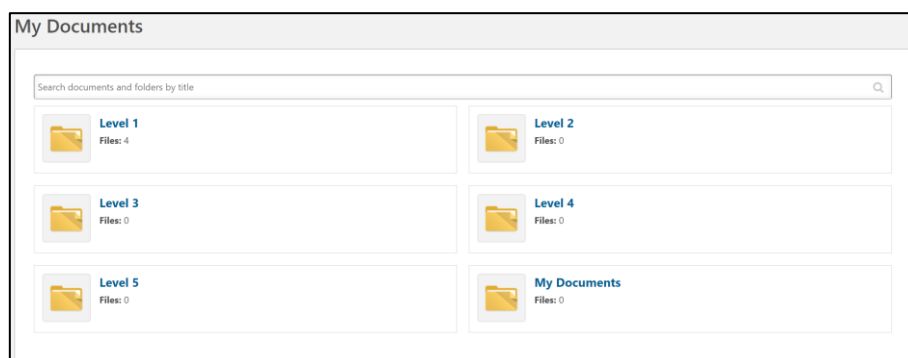
Congratulations on completing your first speech. The evaluation form can be uploaded so that you can refer to it in the future. You will first need to take a photo of your evaluation form or scan it so that it's in electronic format.

Log into Toastmasters International website and go to **Base Camp**.

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**.

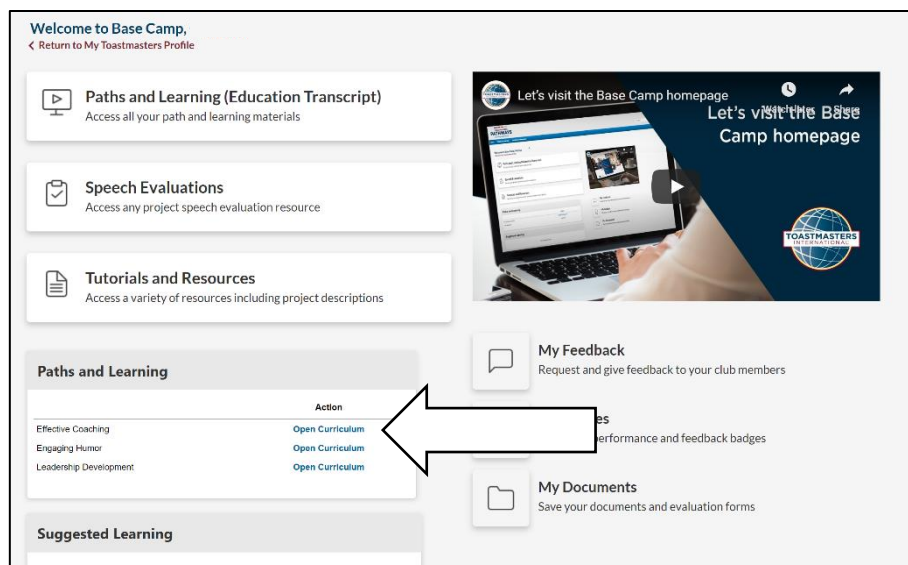
You will need to do this for each page of the evaluation.

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.

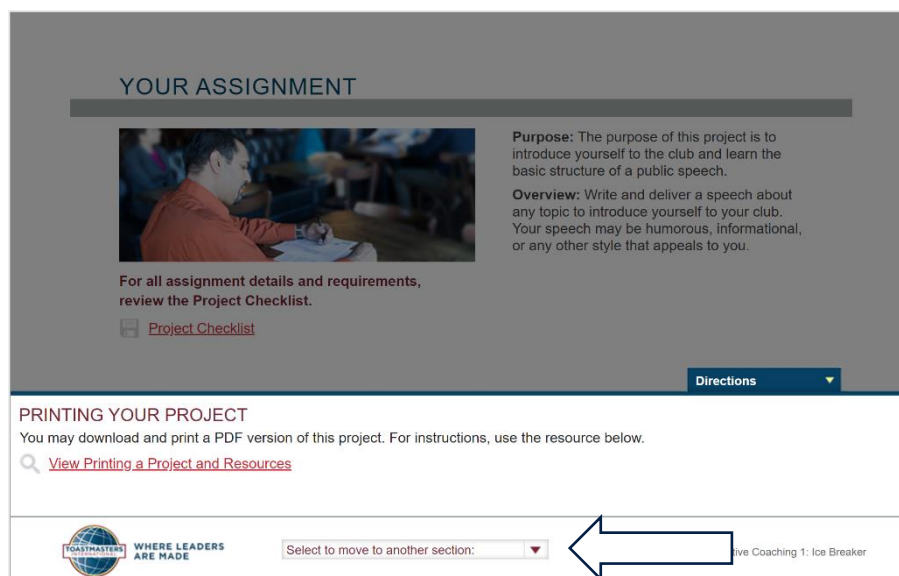
To do this log into **Pathways** and go to **Base Camp**.



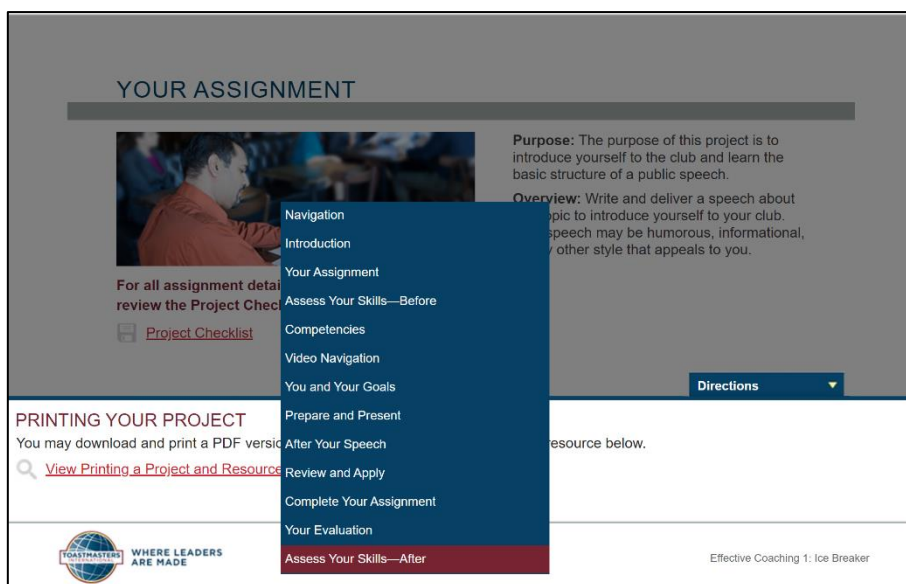
Then click on **Open Curriculum** next to your path and the levels in your path will be displayed.

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

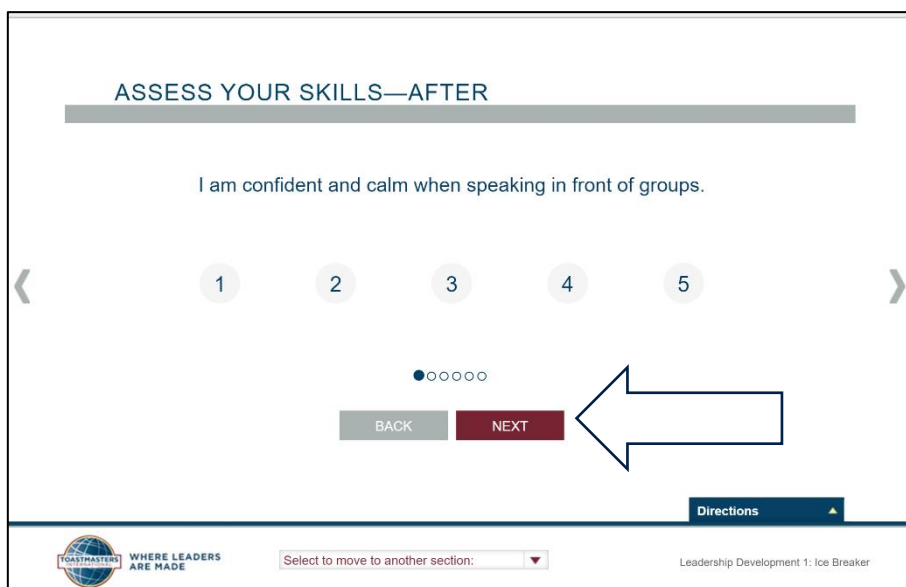
In the window click on the drop-down arrow next to **Select to move to another section**



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.



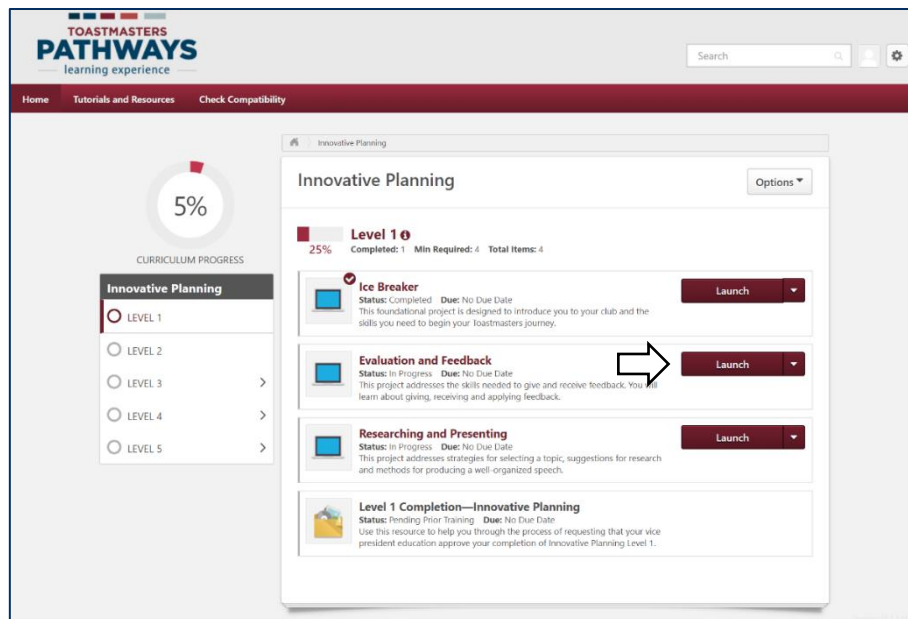
When you have answered all the questions, you will see a **Submit** button. Click that to submit your answers. If you do not do this then the project will not be marked complete.

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 at the top of the screen to close the tab.

## Project 2 – Evaluation and Feedback

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 **Evaluation and Feedback**.



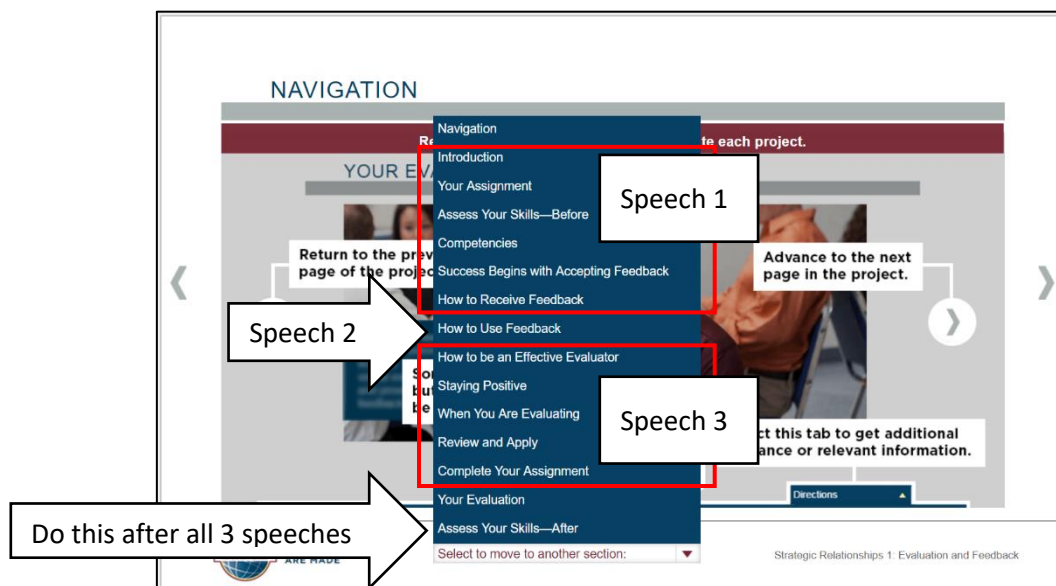
This is an unusual project in Pathways as it consists of three speeches. These are:

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.

When you look at the sections in the project (by clicking on **Select to move to another section** drop down button), it may not at first be clear that there are these three speeches.

The picture below shows what sections are relevant to each of the speeches.

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 **Your Evaluation** section, you can access the evaluation for each of the speeches.

**YOUR EVALUATION**

5 4 3 2 1

Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:

5 Exemplary  
4 Excels  
3 Accomplished  
2 Emerging  
1 Developing

After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.

**RESOURCES**

- [Evaluation Resource—First Speech](#)
- [Evaluation Resource—Second Speech](#)
- [Evaluation Resource—Evaluator](#)
- [Print My Project](#)

**Directions**

**TOASTMASTERS** WHERE LEADERS ARE MADE

Select to move to another section:

Strategic Relationships 1: Evaluation and Feedback

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

### Project 3 – Researching and Presenting

This project is like Project 1 – the Ice-Breaker, it has only one speech at the end of the project. To complete the project, you will need to do the **Assess your Skills - After** section, once you have presented your speech.

Most of the other projects in Pathways work the same way. You work through the educational material, do the speech and then at the end come back into the educational material and do the **Assess your Skills – After** section.

**CONGRATULATIONS!**

Congratulations! You have completed this project. You are now ready to advance on your path.

**Navigation**

- Introduction
- Your Assignment
- Assess Your Skills—Before
- Competencies
- Selecting a Topic
- How to Research a Topic
- Interview an Expert
- Citing Sources
- Organizing Your Speech
- Review and Apply
- Complete Your Assignment
- Your Evaluation
- Assess Your Skills—After**

**TOASTMASTERS** WHERE LEADERS ARE MADE

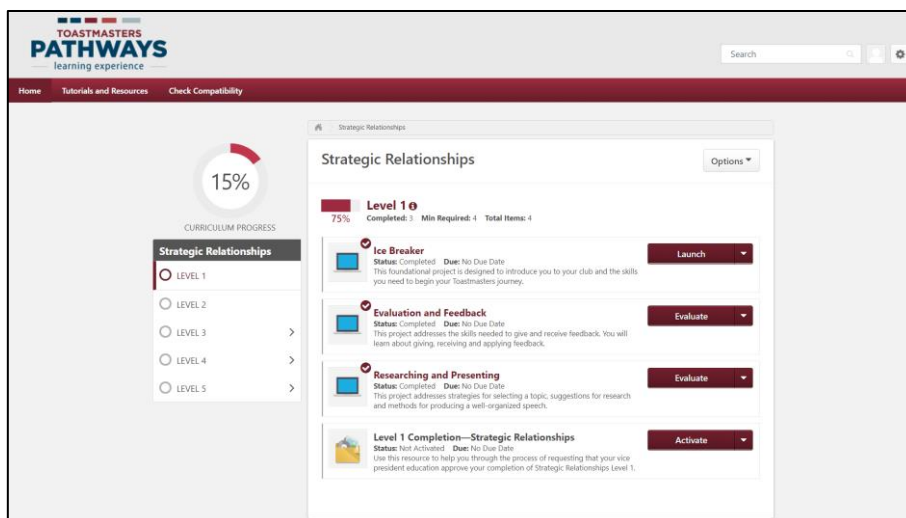
Select to move to another section:

Strategic Relationships 1: Researching and Presenting



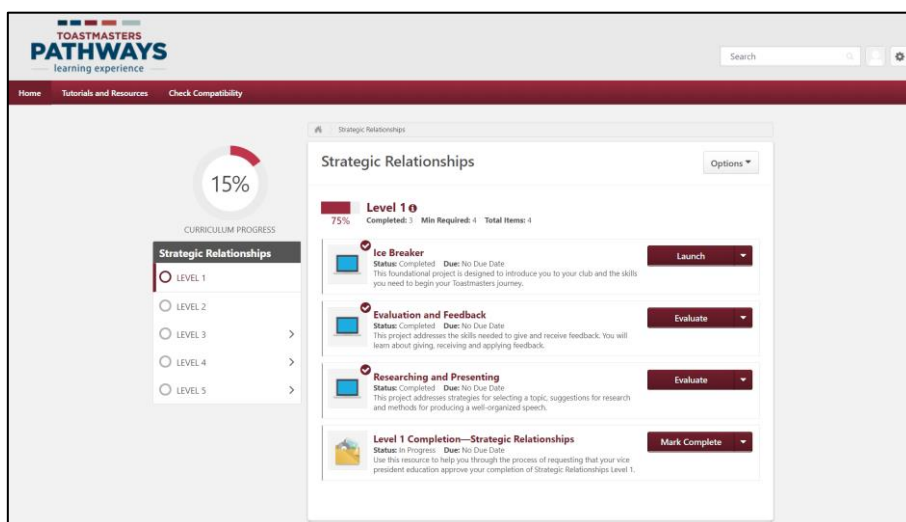
## Submitting a Level Completion Request

Once you have finished the **Researching and Presenting** project you need to submit a **Level Completion Request** which, when approved, will enable you to move onto the next Level.

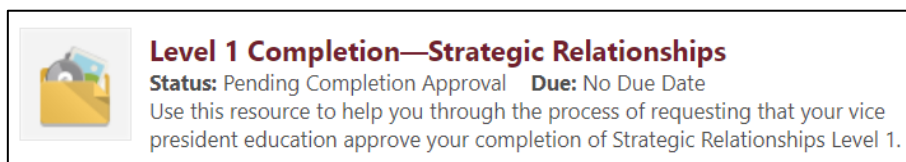


To do this, firstly, ensure that all of the project have the ticks, then click on the **Activate** button next to the **Level 1 Completion** icon. The button will change to say **Launch**. Click again on this button.

The popup window will open, telling you the next thing to do is to click on the **Mark Complete** button



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



Once the Level Completion Request has been approved, you will be able to move onto Level 2, by clicking on it on the left.

## 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. Similar forms are available for all projects in Level 1.*

### YOUR EVALUATION

5

4

3


2

1

Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale:

5 Exemplary  
4 Excels  
3 Accomplished  
2 Emerging  
1 Developing


After your speech, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.



#### RESOURCES

- [Evaluation Resource](#)
- [Print My Project](#)
- [Ice Breaker Speech Outline Worksheet](#)

Directions



WHERE LEADERS ARE MADE

Select to move to another section:

Innovative Planning 1: Ice Breaker



## 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.

---

---

---

### OPENING

#### A. Greeting

You may thank the Toastmaster and acknowledge fellow Toastmasters and guests. 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.

---

---

**B. Transition**

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

---

---

**C. Main point 2**

---

---

**D. Transition**

---

---

**E. Main point 3**

---

---

**F. Transition**

Signal that the conclusion of the speech is approaching.

---

---

**CONCLUSION****A. Restate the main points of your speech**

---

---

---

**B. Close with impact**

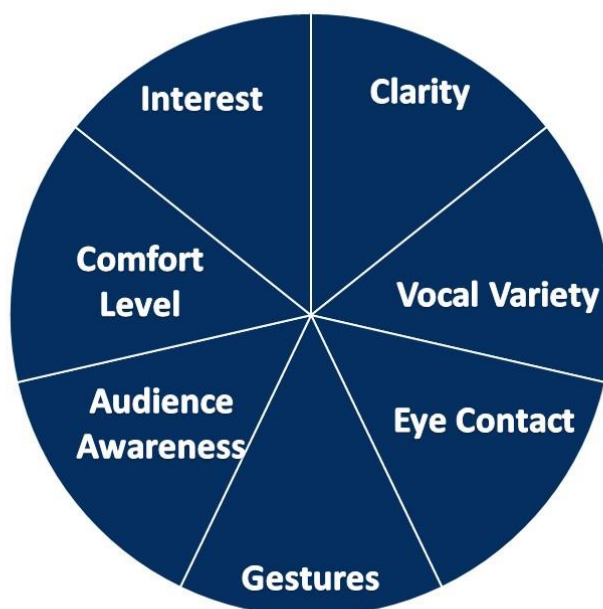
---

---

---

## 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.**

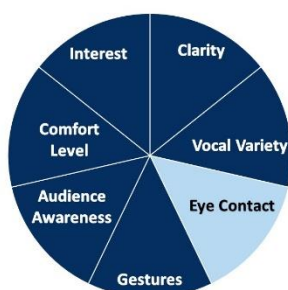
- Choice of words
- Speed of speech
- Projecting voice
- Present ideas simply
- Repeat main point



### 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 emphasise 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

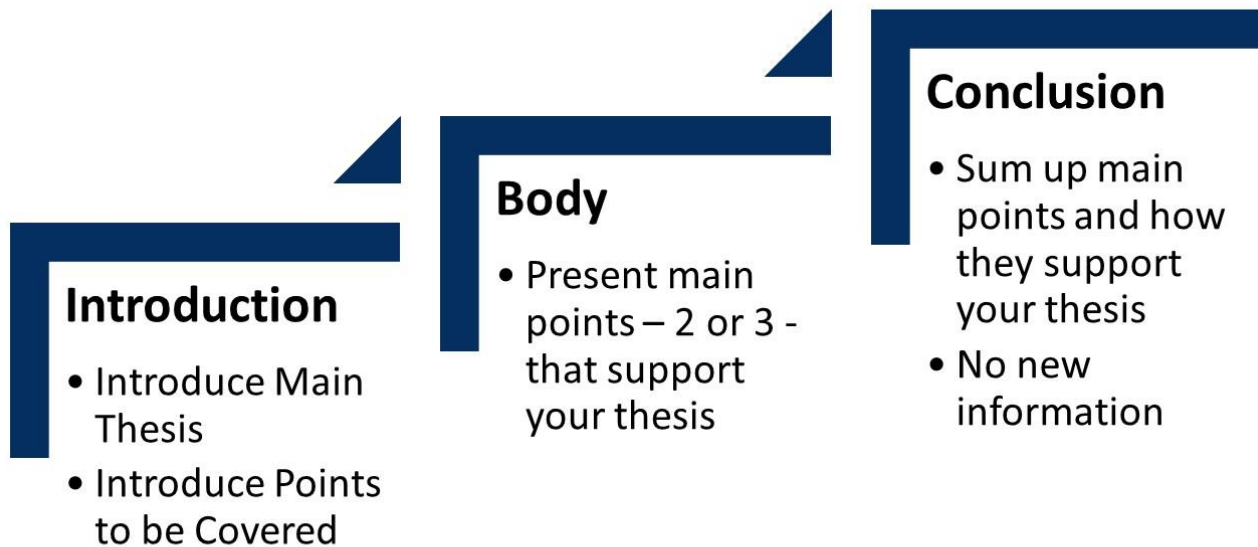


**Interest**  
 Engages audience with well constructed speech.

- 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:



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:

