

Individual Goal & Tracking Sheet

EFFECTIVE COACHING

NAME:

Title	Project	Speech Title	Date
LEVEL 1		LEVEL COMPLETION GOAL DATE	
Ice Breaker	4-6 min speech		
Writing a Speech with Purpose	5-7 min speech		
Introduction to Vocal Variety and Body Language	5-7 min speech		
Evaluation and Feedback (part a)	5-7 min speech		
Evaluation and Feedback (part b)	5-7 min speech		
Evaluation and Feedback (part c)	2-3 min evaluation		
LEVEL 2		LEVEL COMPLETION GOAL DATE	
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech		
Understanding Your Communication Style	Discover Your Communication Style, 5-7 min speech		
Introduction to Toastmasters Mentoring	5-7 min speech		
LEVEL 3		LEVEL COMPLETION GOAL DATE	
Reaching Consensus	Option 1: 20min plus 2-3 min report; Option 2: 5 -7 min speech		
Plus 2 Electives from the following			
Active Listening	Table Topics Master		
Connect with Storytelling	Choose Story, 5-7 min speech		
Connect with Your Audience	Unfamiliar Topic, 5-7 min speech		
Creating Effective Visual Aids	Create 1-3 visual aids, 5-7 min speech		
Deliver Social Speeches (part a)	Social Speech Basics Resource, 3-4 min speech		
Deliver Social Speeches (part b)	3-4 min speech		
Effective Body Language	5-7 min speech		
Focus on the Positive	Record moods for two weeks, 5-7 min speech		
Inspire Your Audience	5-7 min speech		
Know Your Sense of Humor	5-7 min speech		
Make Connections Through Networking	Resources, 5-7 min speech		
Prepare for an Interview	Resources, 5-7 min speech		
Researching and Presenting	Resources, 5-7 min speech		
Understanding Vocal Variety	5-7 min speech		
Using Descriptive Language	5-7 min speech		
Using Presentation Software	Develop Presentation Slides, 5-7 min speech		

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Roles to be completed	Date
Table Topics Master	
Toastmaster	
General Evaluator	

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LEVEL 4			LEVEL COMPLETION GOAL DATE
Improvement Through Positive Coaching	Coach Individual, 5-7 min speech		
Plus 1 Elective from the following			
<i>Building a Social Media Presence</i>	<i>Establish/Enhance Social Media, 5-7 min speech</i>		
<i>Create a Podcast</i>	<i>Record 60 min podcast, 2-3 min speech</i>		
<i>Manage Online Meetings</i>	<i>Resources, 20-25 min meeting</i>		
<i>Manage Projects Successfully (part a)</i>	<i>Resources, 2-3 min speech</i>		
<i>Manage Projects Successfully (b)</i>	<i>5-7 min speech</i>		
<i>Managing a Difficult Audience</i>	<i>Role Play, 5-7 min speech</i>		
<i>Public Relations Strategies</i>	<i>PR Strategy, 5-7 min speech</i>		
<i>Question-and-Answer Session</i>	<i>5-7 min speech, Q and A, Total time 15-20 min</i>		
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>		
LEVEL 5			LEVEL COMPLETION GOAL DATE
High Performance Leadership (part a)	5-7 min speech		
High Performance Leadership (b)	Leadership Project using HPL guidelines, 5-7 min speech		
Plus 1 Elective from the following			
<i>Ethical Leadership</i>	<i>Ethical Framework, Panel Discussion</i>		
<i>Leading in Your Volunteer Organization</i>	<i>Volunteer Role, Resources, 5-7 min speech</i>		
<i>Lessons Learned</i>	<i>Resources, 5-7 min speech</i>		
<i>Moderate a Panel Discussion</i>	<i>Resources, 20-40 min Panel Discussion</i>		
<i>Prepare to Speak Professionally</i>	<i>Worksheet, 18-22 min Keynote Speech</i>		
Reflect on Your Path	TM Journey Resource, 10-12 min speech		