

Individual Goal & Tracking Sheet

EFFECTIVE COACHING

NAME: _____

Title	Project	Speech Title	Preferred Date
LEVEL 1		LEVEL COMPLETION GOAL DATE	
Ice Breaker	4-6 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		
Researching and Presenting	Resources, 5-7 min speech		
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	Lead Non-TM Group Towards Consensus, 5-7 min speech		
<i>Plus 2 Electives from the following</i>			
<i>Active Listening</i>	<i>Table Topics Master</i>		
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>		
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 5-7 min speech</i>		
<i>Creating Effective Visual Aids</i>	<i>Create 1-3 visual aids, 5-7 min speech</i>		
<i>Deliver Social Speeches (part a)</i>	<i>Social Speech Basics Resource, 3-4 min speech</i>		
<i>Deliver Social Speeches (part b)</i>	<i>3-4 min speech</i>		
<i>Effective Body Language</i>	<i>5-7 min speech</i>		
<i>Focus on the Positive</i>	<i>Record moods for two weeks, 5-7 min speech, project completion form</i>		
<i>Inspire Your Audience</i>	<i>5-7 min speech</i>		
<i>Know Your Sense of Humor</i>	<i>5-7 min speech</i>		
<i>Make Connections Through Networking</i>	<i>Resources, 5-7 min speech</i>		
<i>Prepare for an Interview</i>	<i>Resources, 5-7 min speech</i>		
<i>Understanding Vocal Variety</i>	<i>5-7 min speech</i>		
<i>Using Descriptive Language</i>	<i>5-7 min speech</i>		
<i>Using Presentation Software</i>	<i>Develop Presentation Slides, 5-7 min speech</i>		

Individual Goal & Tracking Sheet

EFFECTIVE COACHING

NAME: _____

Roles to be completed	Date Done
Table Topics Master	
Toastmaster	
General Evaluator	

Title	Project	Speech Title	Preferred Date
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</i>		
<i>Write a Compelling Blog</i>	<i>Resources, 2-3 min speech</i>		
LEVEL 5		Level Completion Goal Date	
High Performance Leadership	Complete a Leadership Project using HPL guidelines.		
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		