

Name \_\_\_\_\_ No. of Roles Done \_\_\_\_\_ Target \_\_\_\_\_  
 Status \_\_\_\_\_ No. of Roles Remaining \_\_\_\_\_

### Tracking Table for the Competent Leadership Manual

Note: Write the completion date behind the roles in the table.

Project	Roles (only one role per meeting may be credited)			
	How long does it take to complete the manual? Total <u>21 or 22</u> roles. Minimum 16 to 19 meetings. It usually takes about 2 years or longer.			
Project	Mandatory Roles: (do these roles & projects as a priority)	Elective Roles:		
(P)	* Timer: P4	* General Evaluator (GE): P2, 3, 5, 7, 8, 10	* Speech Evaluator: P1, 2, 3, 8	
Finder	* Speech Evaluator: P3	* Toastmaster of Day (TMD): P4, 5, 7, 8, 10	* Speaker: P4, 5	
	* Language Evaluator (LE): P3	* Language Evaluator (LE): P1, 2, 3, 4	* Ah Counter: P1	
	* Help organise an event/ help on newsletter/ web: P6	* Table Topics Master (T.Topics Master): P4, 5, 7	* Speech contest: P6, 10	
	* Chair a Mbrship contest/ campaign/ PR campaign: P8	* Table Topics Speaker (T.Topics Speaker): P1	* Befriend a guest: P7	
	* Mentor a new Mbr, or an existing mbr, or someone doing a High Performance Leadership project: P9	* ~Membership contest/ campaign: P6, 8, 10		
		* ~Newsletter Editor/ Webmaster: P6, 10		
		* ~PR campaign: P6, 8, 10		
		~(may take than one meeting to do)		
1	Listening & Leadership. Choose <u>any 3</u> roles:	Ah Counter _____	LE _____	Speech Evaluator _____ T.Topic Speaker _____
2	Critical Thinking. Choose <u>any 2</u> roles:	GE _____	LE _____	Speech Evaluator _____
3	Giving Feedback. <u>Do all 3</u> roles:	GE _____	LE _____	Speech Evaluator _____
4	Time Management. <u>Do the timer role and choose one other role:</u>	Timer (mandatory) _____	LE _____	Speaker _____ T.Topic Master _____ TMD _____
5	Planning & Implementation. Choose <u>any 3</u> roles:	GE _____	Speaker _____	T.Topic Master _____ TMD _____
6	Organising & Delegating. Help organise <u>anyone</u> of the following club events:	(a) speech contest _____	(b) special event _____	(c) mbrship contest/ campaign _____ (d) PR campaign _____
		(e) help to produce the newsletter _____	(f) assist the webmaster _____	
7	Developing Your Facilitation Skills. Choose <u>any 2</u> roles:	Befriend a guest _____	GE _____	T.Topic Master _____ TMD _____
8	Motivating People. <u>Total of 3 roles to be completed.</u> Take from both Cluster A and B.	Cluster A: Choose one, or both: (A1) Chair a PR campaign _____ (A2) Chair a membership contest/ campaign _____		
		Cluster B: Choose at least one of: (B1) GE _____ (B2) Speech Evaluator _____ (B3) TMD _____		
9	Mentoring. Choose <u>any one role.</u>	(a) Mentor for a new member _____	(b) Mentor for an existing member _____	
		(c) Guidance Committee Member for someone who is working on a High Performance Leadership Program project _____		
10	Team Building. Choose <u>either Option (A), or Option (B), but not both:</u>	Option (A): Take both roles: (A1) GE _____ (A2) TMD _____		
		Option (B): Choose one: (B1) Chair a membership contest/ campaign _____ (B2) Chair a PR campaign _____		
		(B3) Chair a speech contest _____ (B4) Chair a special event _____ (B5) Newsletter editor or webmaster _____		

Adapted from the Table as at June 2008 by Kan Kin Fung, with slight modifications by Aileen Chua on Oct 2009.