

New Competent Leader Manual

Leadership is a popular topic today. People complain about current leaders, and we need more leaders. Leaders themselves talk about the issues facing them. The world is complex and changing. Every organization needs leaders who can influence others to achieve goals, who can rise to the challenge, bring us together and take us into the future with purpose and confidence.

Your toastmasters club offers you the opportunity to learn some of these leadership skills and enables you to become a leader in your business and community. This manual will guide you through the learning process and give you practical leadership experience. This manual focuses on leadership skills you can learn by serving in various toastmasters meeting roles. You can learn how to listen, think critically, plan, organize, manage time, facilitate, motivate, mentor and build a team. Let's have a glance of what the new Competent Leaders Manual offers :

Project 1 : Listening and Leadership	(Project Evaluator, Language Evaluator, Ah Counter, Table Topics Speaker)
Project 2 : Critical Thinking	(Project Evaluator, Language Evaluator, General Evaluator)
Project 3 : Giving Feedback	(Project Evaluator, Language Evaluator, General Evaluator)
Project 4 : Time Management	(Project Speaker, Timer, Language Evaluator, Table Topics Master, Toastmaster of the Evening)
Project 5 : Planing and Implementation	(Project Speaker, Table Topics Master, General Evaluator, Toastmaster of the Evening)
Project 6 : Organizing and Delegating	(Help Organise a Club Speech Contest, Help Organise a Club Special Event, Help Organise a PR Campaign, Help Organise a Club Membership Campaign, Help Produce a Club Newsletter, Help the Club Webmaster)
Project 7 : Developing Your Facilitation Skills	(Table Topics Master, General Evaluator, Toastmaster of the Day, Befriend a guest at club chapter meeting)
Project 8 : Motivating People	(General Evaluator, Toastmaster of the Day, Project Evaluator, Chair a PR Campaign,

Project 9 : Mentoring

Chair a Membership Campaign)
(Mentor for a New Member,
Mentor for an Existing Member,
Guidance Committee Member for HPL)

Project 10 : Team Building

(General Evaluator,
Toastmaster of the Evening,
Chair a Speech Contest,
Chair a Special Event,
Chair a PR Campaign,
Chair a Membership Campaign,
Serve as Club Newsletter Editor or Club Webmaster)

Upon completing a leadership role in the new leadership manual, an evaluator will give you verbal and written feedback. You may apply for and subsequently receive your new Competent Leader Award upon completion of the 10 projects in the manual.

The new Competent Leader Award has been introduced since **1 January 2006**. You need to perform up to **22 roles** from the 10 projects to receive the new Competent Leader Award. If you hold one appointment in your monthly club chapter meeting, you will only be able to complete 12 roles. If you want to expedite the process, you will have to pay additional visits to other clubs and take up appointments at such meetings. Meantime, you are still given up to **30 June 2008** to apply for the Competent Leader Award in the old scheme provided that you also meet all the other requirements to qualify for that.

In the past, we might see little or no value in being appointment holder in our club chapter meeting, organizing a club contest, or assisting in membership building program. With the new Leadership Manual, you can be an appointment holder in every club, area or even division level, on a project basis. On top of that, you are one step closer to the new Competent Leader Award, after completion of each role.

I would like to encourage and urge you, to seize and embrace the idea of holding appointment in your club, area or even division level. Let's enjoy and have fun on our journey toward our new Competent Leader Award.

PLAN AND DO YOUR COMPETENT LEADER PROJECTS NOW

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Division U Website: <http://www.division-u.org>