



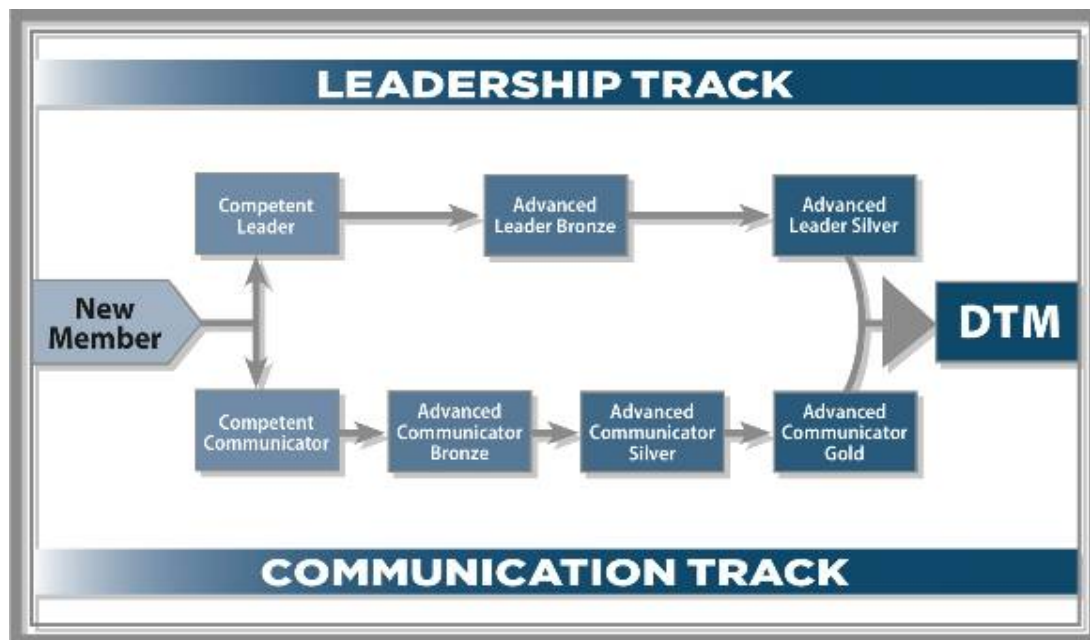
The Road to the DTM

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District 76 Lt. Governor Education and Training, 2013-2014

This document provides information about the Educational Programs. Please take advantage of this to support the clubs.

■■■ Communication Track ■■■



●CC (Competent Communicator)

- Completed Competent Communication Manual

●ACB (Advanced Communicator Bronze)

- Achieved CC
- Completed two Advanced Communication Series Manuals

Advanced Communication Series Manuals have 15 manuals in total. Here is the list.

http://www.toastmasters.org/MainMenuCategories/Shop/ManualsBooksVideosCDs_1/MANUALSBOOKSVIDEOSCDs.aspx?Mode=1

- The Entertaining Speaker
- Speaking to Inform
- Public Relations

- Facilitating Discussion
- Specialty Speeches
- Speeches by Management
- The Professional Speaker
- Technical Presentations
- Persuasive Speaking
- Communicating on Video
- Storytelling
- Interpretive Reading
- Interpersonal
- Communication
- Special Occasion Speeches
- Humorously Speaking



When you finish CC, you can get two manuals free. One manual costs \$6.
 There is English 15-manual set available for \$75. You can save \$15.
 Advanced Communication Library Set ITEM 226Z

As of Oct. 2013, there are 6 manuals available in Japanese.

- The Entertaining Speaker (Japanese) JP226A
- Speaking to Inform (Japanese) JP226B
- The Professional Speaker (Japanese) JP226G
- Persuasive Speaking (Japanese) JP226I
- Storytelling (Japanese) JP226K
- Humorously Speaking (Japanese) JP226O

●**ACS (Advanced Communicator Silver)**

- Achieved ACB
- Completed two additional Advanced Communication Series Manuals
- Conducted any two programs from The Better Speaker Series and/or The Successful Club Series

You can download The Better Speaker Series and The Successful Club Series manuals from TMI site free. Put the Digital manuals, price \$0, in the shopping cart and check out. Then you will see download bottom.

The Better Speaker Series Set (Digital)

<http://www.toastmasters.org/269DCD>

- Beginning Your Speech
- Concluding Your Speech
- Controlling Your Fear
- Impromptu Speaking



- Selecting Your Topic
- Know Your Audience
- Organizing Your Speech
- Creating An Introduction
- Preparation And Practice
- Using Body Language

The Successful Club Series Set (Digital)

<http://www.toastmasters.org/289DCD>

- Moments Of Truth
- Finding New Members For Your Club
- Evaluate To Motivate
- Closing The Sale
- Creating The Best Club Climate
- Meeting Roles And Responsibilities
- Mentoring
- Keeping The Commitment
- Going Beyond Our Club
- How To Be A Distinguished Club
- The Toastmasters Educational Program



●ACG (Advanced Communicator Gold)

- Achieved ACS
- Completed two additional Advanced Communication Series Manuals
- Conducted Success Leadership Series, Success Communication Series or a Youth Leadership Program
- Coached a new member with the first three speeches

Success Leadership Series, Success Communication Series, and Youth Leadership Program have to be purchased. Here is the list of Success Leadership Series and Success Communication Series.

<http://www.toastmasters.org/211PDF>

Success Leadership Series

- HOW TO CONDUCT PRODUCTIVE MEETINGS (ITEM 236) \$28
Presentation time: one hour
- PARLIAMENTARY PROCEDURE IN ACTION (ITEM 237) \$30
Presentation time: five sessions, 15 minutes each
- LEADERSHIP, PART I: CHARACTERISTICS OF EFFECTIVE LEADERS (ITEM 255) \$40
Presentation time: 90 minutes
- LEADERSHIP, PART II: DEVELOPING YOUR LEADERSHIP SKILLS (ITEM 256) \$40
Presentation time: 60 to 90 minutes

- LEADERSHIP, PART III: WORKING IN THE TEAM ENVIRONMENT (ITEM 258) \$40
Presentation time: 60 to 90 minutes
- IMPROVING YOUR MANAGEMENT SKILLS (ITEM 259) \$40
Presentation time: two and a half to three hours

Success Communication Series

- SPEECHCRAFT STARTER KIT (ITEM 205) \$20
Presentation time: four, six or eight sessions, one to two hours each
- HOW TO LISTEN EFFECTIVELY (ITEM 242) \$30
Presentation time: two and a half to three hours
- THE ART OF EFFECTIVE EVALUATION (ITEM 251) \$50
Presentation time: two hours
- BUILDING YOUR THINKING POWER, PART I: MENTAL FLEXIBILITY (ITEM 253) \$50
Presentation time: two to two and a half hours
- BUILDING YOUR THINKING POWER, PART II: THE POWER OF IDEAS (ITEM 254) \$50
Presentation time: two and a half to three hours
- FROM SPEAKER TO TRAINER (ITEM 257) \$40
Presentation time: two hours

Youth Leadership Program is to train juniors.

<http://www.toastmasters.org/Members/MemberExperience/SatellitePrograms/YouthLeadership.aspx>

■■■ Leadership Track ■■■



- CL (Competent Leader)
 - Completed Competent Leadership Manual
- ALB (Advanced Leader Bronze)
 - Completed CL
 - Completed CC
 - Served at least six months as a club officer and participated in the preparation of a Club Success Plan while serving this office
 - While serving the above office, participated in a district-sponsored club officer training
 - Conducted any two programs from The Successful Club Series and/or Leadership Excellence Series

The Club Success Plan is a club's annual plan. For detail, please refer following URL.
http://www.toastmasters.org/1111_dcp

You can download The Successful Club Series and Leadership Excellence Series manuals from TMI site free. Put the Digital manuals, price \$0, in the shopping cart and check out. Then you will see download bottom.

The Successful Club Series Set (Digital)

<http://www.toastmasters.org/289DCD>

- Moments Of Truth
- Finding New Members For Your Club
- Evaluate To Motivate
- Closing The Sale



- Creating The Best Club Climate
- Meeting Roles And Responsibilities
- Mentoring
- Keeping The Commitment
- Going Beyond Our Club
- How To Be A Distinguished Club
- The Toastmasters Educational Program

The Leadership Excellence Series Set (Digital)

<http://www.toastmasters.org/310DCD>

- The Visionary Leader
- Developing A Mission
- Values and Leadership
- Goal Setting And Planning
- Delegate To Empower
- Building A Team
- Giving Effective Feedback
- The Leader as a Coach
- Motivating People
- Service And Leadership
- Resolving Conflict



●ALS (Advanced Leader Silver)

- Achieved ACB
- Served a complete term as a district officer
- Completed the High Performance Leadership Program
- Served successfully as a club sponsor, mentor, or coach

The High Performance Leadership Program is step by step leadership learning program by using real hands on project.

High Performance Leadership (ITEM 262) \$14.00

The club sponsor and mentor are deal with club building. Two club coach can be assigned to a club which has less or equal to 12 members. When you want to assign club coaches, please contact LGM.

■■■ Highest Toastmaster Award ■■■

- DTM (Distinguished Toastmaster)
- Achieved ACG
- Wchieved ALS

