

COMMUNICATION AND LEADERSHIP ROADMAP



Register your achievement
with Toastmasters International

Advanced Toastmaster Bronze (ATM-B)	
Requirement	Date
Achieve CTM	
Complete 2 Advanced Manuals	

Advanced Toastmaster Silver (ATM-S)	
Requirement	Date
Achieve Advanced Toastmaster Bronze or Able Toastmaster	
Complete 2 Advanced Manuals	
Complete 2 programs from the Better Speaker or Successful Club series	

Better Speaker Series	Date
Beginning Your Speech	
Concluding Your Speech	
Take the Terror Out of a Talk	
Impromptu Speaking	
Selecting Your Topic	
Know Your Audience	
Organizing Your Speech	
Creating an Introduction	
Preparation and Practice	

Advanced Toastmaster Gold (ATM-G)	
Requirement	Date
Achieve Advanced Toastmaster Silver or Able Toastmaster Bronze	
Complete 2 Advanced Manuals	
Conduct one registered Success/Leadership, Success/Communication or Youth Leadership Module	
Coach a New Member Through First 3 Speeches	

Success/Communication Modules	Date
Speechcraft	
How to Listen Effectively	
Building Your Thinking Power, Part 1 - Mental Flexibility	
Building Your Thinking Power, Part 2 - The Power of Ideas	
The Art of Effective Evaluation	
From Speaker to Trainer	

Success/Leadership Modules	Date
How to Conduct Productive Meetings	
Parliamentary Procedure in Action	
Leadership - Part 1- Characteristics of Effective Leaders	
Leadership - Part 2 - Developing Your Leadership Skills	
Leadership - Part 3 - Working in a Team Environment	
Improving Your Management Skills	

Competent Leader (CL)	
Requirement	Date
Achieve CTM	
Served 6 Months as Club Officer	
Trained by District as Club Officer	
Conduct 2 modules from Successful Club Series	

Date	Successful Club Series	Date
	The 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 TI Education Program	

Advanced Leader (AL)	
Requirement	Date
Achieve Competent Leader Award	
Serve as District Officer	
Complete High Performance Leadership Program	
Serve as Club Sponsor, Specialist, or Mentor	

Distinguished Toastmaster (DTM)	
Requirement	Date
Achieve Advanced Leader Award	
Achieve Advanced Toastmaster Gold	

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Enter in CL table and in ATM-B table next page.

How to use the Roadmap

Every new member's first goal should be to attain the Competent Toastmaster level. This is achieved by completing the ten speeches in the basic Communication and Leadership manual. Upon achieving this milestone, members who stay with the organization may choose to continue developing their **public speaking skills** or, alternatively, they may choose to develop **leadership skills**. The good news is that choice is unnecessary. Working at a self-paced rhythm, members can **develop both areas simultaneously**.

The tables on this handout provide a road map to the Communication and Leadership Recognition System. They can also be used in planning **your own Toastmasters goals**.

Here's how it works. As you complete each requirement toward a level of recognition, fill in the appropriate space in the relevant table. Once a table is completed, follow the arrows and enter the information in the appropriate table.

A few tips

Work in parallel! You do not have to fulfil the requirements in sequence. It is OK to conduct a Success/Leadership module while you are working on your ATM-B level. Simply ensure you log it on the ATM-G table.

Register applicable activities with TI within two weeks of completion; and certainly by 30 June each year. That way, you will receive recognition coincident with the year of completion. *In the spirit of teamwork, it contributes to the success of your club, area, division and district.*

Make every speech count. If you are elected Toastmaster of the Year, take the opportunity to present the "Accepting an Award" speech from the Special Occasion Speeches manual. If you do not have that manual, have your VP-Ed arrange to get you a copy from someone who does. Better yet, recommend to your club executive to purchase all advanced manuals so members can preview them. Presenting manual speeches for all your speaking opportunities, will speed up the process for the next level of recognition. This practice also strengthens your speaking abilities since every speech will have objectives.

Repeat Achievements. Once you have attained a level of recognition, you can work towards **achieving it again** by repeating all of the requirements. This will give you a chance to practice the lessons you learned the first time.

Have fun navigating the Communication and Leadership Roadmap!

Competent Toastmaster	
Assignment	Date
1. Ice Breaker	
2. Speak With Sincerity	
3. Organize your Speech	
4. Show What you Mean	
5. Vocal Variety	
6. Work with Words	
7. Apply Your Skills	
8. Add Impact To Your Speech	
9. Persuade With Power	
10. Inspire Your Audience	

Advanced Manuals	#1	#2	#3	#4	#5
The Entertaining Speaker					
Speaking to Inform					
Public Relations					
The Discussion Leader					
Specialty Speeches					
Speeches by Management					
The Professional Speaker					
Technical Presentations					
Persuasive Speaking					
Communicating on Television					
Storytelling					
Interpretive Reading					
Interpersonal Communications					
Special Occasion Speeches					
Humorously Speaking					

Complete any two manuals.
Enter in corresponding table next page.