

Competent Leadership Manual

Name:

Role	1 Listening and Leadership	2 Critical Thinking	3 Giving Feedback	4 Time Management	5 Planning and Implement- ation	6 Organizing and Delegating	7 Developing your Facilitation Skills	8 Motivating People	9 Mentoring	10 Team Building - Alternative A	10 Team Building - Alternative B
	3 of 4 roles	2 of 3 roles	all 3 roles	Timer and 1 role	3 of 4 roles	1 role	2 of 4 roles	3 of 5 roles	1 role of 3 roles	2 roles	1 role
Speaker				X	X						
Evaluator	X	X	X					X			
Timer				X							
Grammarian	X	X	X	X							
Ah-counter	X										
Table Topics Speaker	X										
Table Topics Master				X	X		X				
General Evaluator		X	X		X		X	X		X	
Toastmaster				X	X		X	X		X	
Help organize a Speech Contest						X					
Chair a Club Speech Contest											X
Help organize a club special event						X					
Chair a Club Special Event											X
Help organize a Public Relations Campaign						X					
Chair a Public Relations Campaign								X			X
Help organize a Club Membership Campaign or Contest						X					
Chair a Club Membership Campaign or Contest								X			X
Help Produce a Club Newsletter						X					
Assist the Club Webmaster						X					
Serve as Club Newsletter Editor or Club Webmaster											X
Befriend a guest at a Club meeting							X				
Mentor for a New member									X		
Mentor for an Existing Member									X		
Guidance Committee Member for HPL Project									X		
Projekt vollständig:											

Just write a circle around the roles you already finished to keep track on this matrix about your progress.