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**TOASTMASTERS INTERNATIONAL**

[www.toastmasters.org](http://www.toastmasters.org)

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# WELCOME TO TOASTMASTERS

Congratulations! You are officially a member of Toastmasters International. You have joined an organization that for decades has helped people across the world conquer their fears, improve their communication and leadership skills and build their confidence. You are now part of a global community of members working to reach their personal and professional goals.

Each day, thousands of people go to Toastmasters meetings held in communities and organizations around the globe. A club meeting isn't structured like a classroom with an instructor. Instead, it's a supportive group environment where people with diverse skill sets and backgrounds come together to practice their skills and exchange valuable feedback with each other.

Through Toastmasters, you will learn how to organize, write and deliver presentations with poise and confidence. You will practice by giving speeches in your club among people who want to help you improve and watch you succeed. By attending meetings, you strengthen your ability to listen, learn to evaluate others' ideas in a positive way and practice leadership skills. You are embarking on a journey of self-development that will help you to enhance your skills.

Welcome to Toastmasters International, Where Leaders Are Made.

## THE TOASTMASTERS JOURNEY

Every Toastmaster's journey begins with a single speech. Now that you're a member, you will prepare and deliver speeches at club meetings based on the projects in the Toastmasters Pathways learning experience. Members of your club will watch, listen and give you feedback and suggest areas for improvement. After you have given a few speeches and are familiar with the structure of your club, you too will evaluate other members' speeches and help them improve their skills.

Challenge yourself to contribute at every club meeting you attend along your journey. The success of a club meeting depends on the members in attendance. In Toastmasters, you learn by participating. There are many roles to fill and all meeting participants play an important part in making the club experience educational and enjoyable. Whether you serve in a meeting role, such as grammarian, timer or Toastmaster, or give an impromptu Table Topics® speech, you help to shape every meeting.

As you continue on your journey, you will be presented with many opportunities to learn and grow. Not only will you participate at your club meetings, but you may also choose to serve as a mentor, club officer or even a district leader. You may also participate in speech contests and move on to compete with members from around the globe.

You guide your journey. Regardless of the direction you choose, Toastmasters provides the tools you need to make your journey memorable and meaningful.

## THE BENEFITS OF TOASTMASTERS

You joined Toastmasters for a reason or perhaps many reasons. You may want to conquer the nervousness you feel when speaking in front of a group, or perhaps you're working toward a promotion at work and you need help improving a specific communication or leadership skill. You may already be an excellent public speaker but need a place to practice your technique.

Whatever your motivation, you have something in common with all other members: you are working to improve yourself in some way. In Toastmasters, you can expect to practice your public speaking and leadership skills among a group of people who want you to succeed. Your Toastmasters club is a safe environment; here, you practice, receive and apply peer feedback, and practice again.

You have speaking and leadership opportunities in your club that you can apply to your personal and professional life outside of Toastmasters. For example, by learning to manage your body language during a speech, you may improve your nonverbal communication when speaking to others. By giving a speech within a specific time limit, you can hone your time management skills in your day-to-day life. Your club is your place to practice and learn.

Toastmasters International is a world leader in communication and leadership development. The organization has helped members practice and strengthen their skills since 1924. Since then membership has grown by hundreds of thousands and expanded to more than 142 countries. Like the millions of people before you, you will have many opportunities to give speeches, gain feedback, lead teams and guide others to achieve their goals in a supportive atmosphere.



## HOW TO USE THE NAVIGATOR

*The Navigator* is filled with essential information about the Toastmasters journey and the Toastmasters Pathways learning experience. Use it to help you begin your journey and support your progress. Whether you are just embarking on your journey or are a seasoned Toastmaster, *The Navigator* can answer your questions and guide you along the way.

## EXPLORE THE BASICS

As a member, understanding the structure and routine of your club will help you. Now that you've joined a club and attended a meeting or two, you probably have a general understanding of how a Toastmasters club functions. If you are less familiar with the club, read this section to familiarize yourself with basic information about club meeting structure, meeting roles, club officers, how to schedule a speech and tips for overcoming nervousness.

### TOASTMASTERS MEETING STRUCTURE

Club meetings are the heart of your Toastmasters experience. It is here that you will practice your skills and hone your craft with the support and encouragement of others. Every club meeting has three parts:

1

**Prepared speeches.** During this portion of the meeting, several members present speeches based on projects in the Toastmasters Pathways learning experience. Typically two to three speakers are scheduled, but this varies depending on the agenda and meeting length.



2

**Evaluations.** Each prepared speech is verbally evaluated by a fellow member in a helpful, constructive manner using standard evaluation criteria. The evaluator also prepares a written evaluation, and all members are invited to submit written comments, too.



3

**Table Topics.** During Table Topics, all attendees have an opportunity to present one- to two-minute impromptu talks. This is often the most challenging and fun part of your meeting.



The order and length of these segments may differ from club to club. The length of a club meeting often determines the amount of time for each segment.



## WHO'S WHO

The success of a club is determined by the members who speak and fulfill meeting roles as well as the club officers who make the meetings happen.

## MEETING ROLES

At club meetings you take on meeting roles. Each one adds value to your learning experience and helps you improve your communication and leadership skills. Below are brief descriptions of each to familiarize you with who does what at a meeting. If you are fulfilling a role at an upcoming meeting, read *A Toastmaster Wears Many Hats* (Item 1167DT) or visit [www.toastmasters.org/meetingroles](http://www.toastmasters.org/meetingroles) for more detailed information.

**Speaker:** Each speaker prepares and presents a speech based on a project assignment from their learning path in Pathways.

**Evaluator:** The evaluator observes a speaker's presentation and gives constructive comments in a brief evaluation speech. In addition to a verbal evaluation, the evaluator gives a written evaluation using a specific resource.

**Timer:** The timer helps to keep the meeting on schedule and times each speech. When you're the timer, you will use a stopwatch, timing lights or other device provided by your club to keep track of time. At the end of the meeting, you share timing records with club members.

**Table Topicsmaster:** The Table Topicsmaster facilitates Table Topics—the meeting segment in which members deliver brief, impromptu speeches. The Table Topicsmaster prepares and introduces the topics and determines the speaking order.

**General Evaluator:** The General Evaluator evaluates everything that takes place and gives feedback to improve future meetings. When you serve as General Evaluator, you are responsible for pointing out what worked well and what could be better next time.

**Toastmaster:** The Toastmaster hosts and conducts the meeting. When you're the Toastmaster, you introduce speakers and keep the meeting moving along. This role is generally reserved for experienced members who are familiar with the club and its procedures.

**Grammarian:** The grammarian introduces new words to members, listens to the way members speak and presents a verbal report at the end of the meeting. The grammarian provides feedback to help Toastmasters improve their language skills and stretch their vocabularies.

**Ah-Counter:** The Ah-Counter helps speakers keep track of the filler words and sounds they use and gives a report at the end of the meeting. Words may be inappropriate interjections such as *and, well, but, so, you know*. Sounds may be *ah, um, er*.

**Optional meeting participants:** Your club may have other meeting participants, such as Joke Master, parliamentarian and Word Master. Ask your club officers if your club includes additional meeting participants and how to fulfill those roles.

## YOUR CLUB EXECUTIVE COMMITTEE

---

Every club has elected officers who ensure the quality and long-term success of the club. These are the members who make your club meetings happen. Your club executive committee includes the president, vice president education, vice president membership, vice president public relations, secretary, treasurer and sergeant at arms.

Along your journey, you may need to communicate with one or more executive committee members to complete learning projects. For example, you may need to verify with the vice president education that you managed an event. Or, if you wish to promote your club as part of an assignment, you'll need approval and guidance from the vice president public relations.

Your club officers are there to help you. Use them as resources and guides. Read the following descriptions of each club executive committee member to help you determine who to reach out to when you have questions or need assistance. If you aren't sure who to speak with, your president or vice president education can help you.

**President:** This officer is the chief executive officer responsible for supervision and operation of the club. The president sets the tone for the club and provides helpful, supportive leadership for all activities.

**Vice president education (VPE):** This officer is responsible for planning successful club meetings and making sure each member has the opportunity to achieve their educational goals. The VPE is the second-highest ranking club officer.

**Vice president membership (VPM):** This officer manages the process of bringing guests to meetings and encouraging those guests to become members. The VPM maintains a constant flow of new people into the club.

**Vice president public relations (VPPR):** This officer promotes the club in the community and notifies the media about the club news and benefits. The VPPR updates web content and social media, and safeguards the Toastmasters brand identity.

**Secretary:** This officer maintains club records, manages files, handles club correspondence and takes the minutes at each club and executive committee meeting.

**Treasurer:** This officer is the club accountant. The treasurer manages the club bank account, writes checks when approved by the executive committee and deposits dues and other club revenues.

**Sergeant at arms (SAA):** This officer keeps track of physical inventory. The SAA arrives early to prepare the meeting place and stays after to stow all club equipment.

**Immediate past president:** This officer serves as a guide and resource to club officers and members. This officer is not part of the club executive committee.

You may still have questions. Your VPE or other club officers can familiarize you with the club. They can explain how the club operates, help you identify your learning opportunities and explain your responsibilities as a member. Tell the VPE about your goals and ask how your club can help you achieve them. Don't be afraid to ask for help.

## SCHEDULING A SPEECH

One of the first tasks you complete as a member is to deliver your Ice Breaker speech to your club. The Ice Breaker is your opportunity to introduce yourself to the club and help others get to know you. For some this can be terrifying and for others it's easy, but know that you're supported by everyone in your club.

At the end of a club meeting, talk to your VPE to set a meeting date for your Ice Breaker speech. They may also schedule this speech for you soon after you become a member. Speak with your VPE to determine the best way to get in touch to schedule speeches as you move through your learning experience.

### TIPS FOR COPING WITH NERVOUSNESS

You may be nervous to speak. Feeling nervous happens to everyone. Even experienced speakers can get nervous before presenting to an audience. Nervousness is a challenge every speaker must confront. Read these tips to help manage and control nervousness and become an effective speaker.

- Arrive early to the meeting room to get familiar with the space. If you plan to use technology or visual aids, you may find it helpful to practice with them before the meeting begins.
- Practice your speech and revise it until you can present it with ease.
- Concentrate on your breathing. You can ease your tension by doing breathing exercises that work for you.
- Visualize yourself giving a successful speech. Picture the audience applauding as you finish and return to your seat.
- Realize that audience members support your success. They aren't there to judge you. They want to hear your message.
- Don't call attention to your nervousness. If you don't say anything about it, likely nobody will notice.
- Concentrate on the message you are communicating to your audience. Your nervous feelings will be reduced if you focus your attention away from your anxieties.
- Take every opportunity to speak. Experience builds confidence. Most beginning speakers find that they manage anxiety better after each speech they give.



# THE TOASTMASTERS PATHWAYS LEARNING EXPERIENCE

You've attended club meetings. You're familiar with standard club procedures and have an understanding of meeting and officer roles. You're ready to take the next step in your journey. You're ready to find and begin your path in the Toastmasters Pathways learning experience.

As you progress through Pathways, you will practice and improve your communication and leadership skills. The speeches you give in your club will be based on assignments in Pathways. Every project has an assignment that concludes with you giving a speech in your club. By completing projects and giving speeches, you challenge yourself to build and refine certain skills. Through Pathways you can develop your skills in many different areas—communication, leadership, management, strategic planning, service to others, public speaking and more. You have the opportunity to complete projects that range in topic from persuasive speaking to motivating others to creating a podcast to leading a group in a difficult situation.

Pathways sets you on your journey of personal and professional development. It offers many different avenues for you to explore and achieve. Pathways is a journey of possibilities.

## HOW IT WORKS

Before you start, you take the Pathways Assessment online. There are ten different learning paths. To find the one that is right for you, you begin by taking the assessment. It helps you identify the path that best meets your needs, interests and goals. After responding to a series of questions, you will be presented with the path that best fits you and your current experience. You may be excited, energized or even surprised by the path recommended to you. The Pathways Assessment helps to point you in the best possible direction.

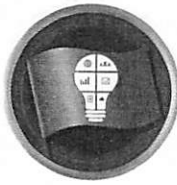
Each of the 10 paths is unique:



**Dynamic Leadership** helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication and public speaking. This path culminates in a project focused on applying your leadership skills. *\*Not available in non-English printed materials.*



**Effective Coaching** helps you build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasizes the importance of effective interpersonal communication. This path culminates in a "High Performance Leadership" project of your design. *\*Not available in printed materials.*



**Innovative Planning** helps you build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions. This path culminates in a “High Performance Leadership” project of your design. *\*Not available in printed materials.*



**Leadership Development** helps you build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.



**Motivational Strategies** helps you build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks. This path culminates in a comprehensive team-building project that brings all of your skills together—including public speaking. *\*Not available in printed materials.*



**Persuasive Influence** helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a “High Performance Leadership” project of your design. *\*Not available in printed materials.*



**Presentation Mastery** helps you build your skills as an accomplished public speaker. The projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.



**Strategic Relationships** helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization. *\*Not available in non-English printed materials.*



**Team Collaboration** helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills. *\*Not available in non-English printed materials.*



**Visionary Communication** helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision. *\*Not available in printed materials.*

After you receive your assessment results, you can embark on the path recommended to you or choose one of the other nine paths available. No matter which path you choose, you will complete at least 14 educational projects and present a minimum of 15 prepared speeches. You will also serve in various meeting roles.

Each path is divided into five levels that build in complexity. The levels help you build on and apply what you have learned.

- 
**LEVEL 1: Master the Fundamentals.** Develop or enhance your understanding of the fundamentals needed to be a successful public speaker and evaluator. You'll focus on speech writing and basic speech delivery, as well as receiving, applying and delivering feedback.
- 
**LEVEL 2: Learning Your Style.** Develop an understanding of your personal styles and preferences. You'll have the opportunity to identify your leadership or communication styles and preferences. You will also be introduced to the basic structure of the Pathways Mentor Program.
- 
**LEVEL 3: Increasing Knowledge.** Begin increasing your knowledge of skills specific to your path. You'll complete one required project and at least two elective projects that address your goals and interests through a wide variety of topics.
- 
**LEVEL 4: Building Skills.** Build the skills you need to succeed on your path. You'll have the opportunity to explore new challenges and begin applying what you have learned. You'll complete one required project and at least one elective project.
- 
**LEVEL 5: Demonstrating Expertise.** In this final level, demonstrate your expertise in the skills you have learned. You'll have the opportunity to apply what you have learned at all levels to accomplish larger projects. You'll complete one required project, at least one elective project and the "Reflect on Your Path" project to bring closure to your path. At the completion of this level you will become Proficient.

The table below shows what you can expect to do at each level.

LEVEL 1 Mastering Fundamentals	LEVEL 2 Learning Your Style	LEVEL 3 Increasing Knowledge	LEVEL 4 Building Skills	LEVEL 5 Demonstrating Expertise
"Ice Breaker" "Evaluation and Feedback" "Researching and Presenting"	Two required projects + "Introduction to Toastmasters Mentoring"	One required project + a minimum of two elective projects  *Serve as Topicsmaster, Toastmaster and evaluator by the end of Level 3	One required project + a minimum of one elective project	One required project + a minimum of one elective project + "Reflect on Your Path"

There are tools available to help you every step of the way.

- Base Camp, your online gateway to Pathways, is where you will find everything you need to progress on your journey.
  - You can watch videos that demonstrate the skills you will build through the projects, take quizzes and more.
- Your club officers are ready to help you make your journey a successful one.
- Members of your club are present to give you encouragement and feedback and to help you improve.

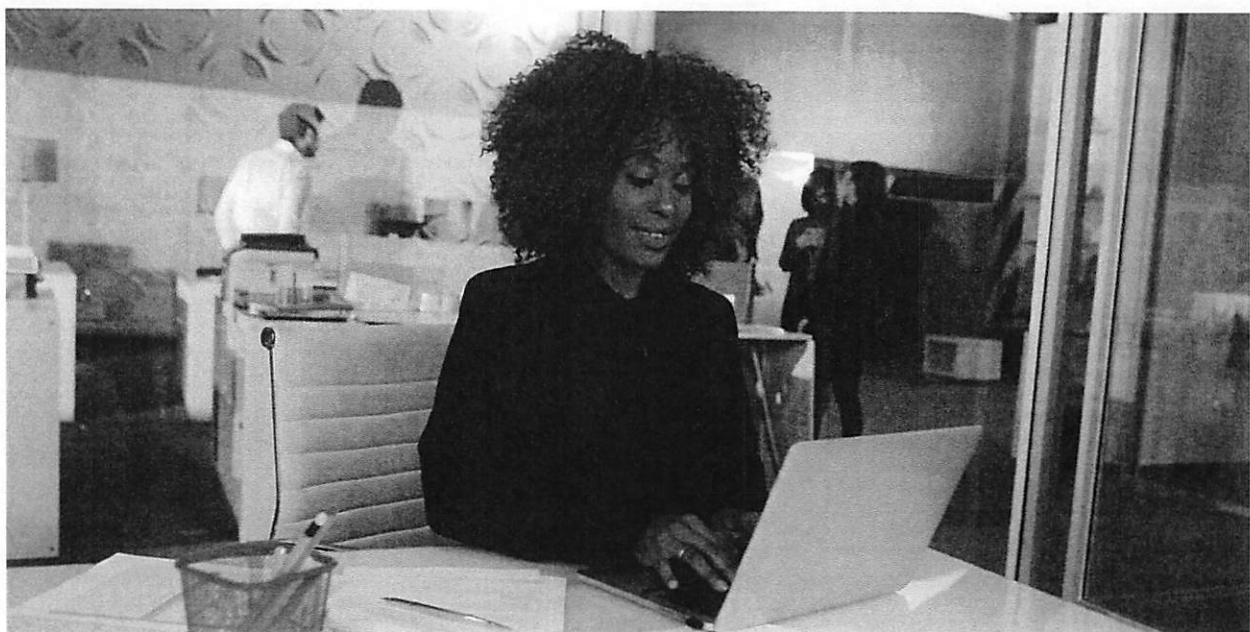
You are recognized at each step. You will receive badges and printable certificates when you complete each level. When you complete Level 5, you receive the Proficient designation. This award marks the completion of your path—a recognition of the time and effort you have devoted to building your skills.

## BEFORE YOU START YOUR JOURNEY

Before you begin in Pathways, you must first decide how to experience it: with access to Base Camp or in printed materials. Base Camp is where you keep all of your Pathways materials as well as access your path and extra items from your computer, laptop or tablet. The benefit of Base Camp is that you have access to videos, activities and additional content as well as printable versions of every project on your path. If you prefer the ability to print paper copies but also want valuable interactive resources, then Base Camp is the best decision for you.

You have the option to pursue some paths in printed materials distributed and shipped by Toastmasters International World Headquarters. Though you have the resources you need to complete your path in printed materials, your experience and path options are limited compared to what's available on Base Camp. You can still log in to Base Camp to view badges, print certificates and download printable resources, but you cannot see or use the online versions of your projects.

While Base Camp gives you a more robust learning experience, you must choose the option that is best for you. How you experience your Toastmasters education is up to you.





## USING BASE CAMP VS. PRINTED MATERIALS

Consider and understand all options and opportunities as well as what works best for you before you move forward.

	Base Camp	Printed Materials
Access your path online	✓	
Take the Pathways Assessment	✓	
Number of paths available in English	10	5
Number of paths available in non-English languages	10	2*
Additional fees for printed materials		✓
Elective projects available	All	Limited
Access to learning materials after ordering	Within one hour	Within standard shipping time
Access to next level after completing previous level	After club officer signs off on Base Camp	After club officer signs off on Base Camp and you receive next shipment**
Watch educational videos in projects	✓	
Complete interactive activities and quizzes	✓	
Download and print PDF versions of projects and resources	✓	Evaluation resources and select project resources only
Upload and store electronic copies of your speech evaluations to access from anywhere	✓	
Earn or give digital badges	✓	

\*If you plan to embark on your path in a language other than English, consider using Base Camp. This way, you can choose from all ten learning paths as opposed to two.

\*\*You'll receive your print path in sets. Printed materials are paced to match the timing of your journey. There are three distribution points. After you order your path, you receive your first shipment within standard shipping time. When your VPE verifies you have completed the projects in that shipment, you receive your second shipment.

Shipment	Includes
One	Levels 1 and 2
Two	Level 3 + Level 3 electives + Pathways Mentor Program (optional)
Three	Levels 4 and 5 + Levels 4 and 5 electives

While you are not required to pursue your path online, all Toastmasters are encouraged to use Base Camp because of its benefits.

Now that you understand the differences between Base Camp and printed materials, it's time to decide how you will experience Pathways. After you make your decision, you're ready to order your path and start your journey.



## **START YOUR JOURNEY**

You have the tools and information you need to begin your journey through Pathways. Read the following steps to get started.

If you need help ordering your path, talk to your VPE.

### **LOG IN TO TOASTMASTERS.ORG**

Visit [www.toastmasters.org/StartPathways](http://www.toastmasters.org/StartPathways) and log in with your member ID and password.

### **CHOOSE YOUR LANGUAGE**

When prompted, choose the language in which you would like to complete your path. Your learning experience is available in English, Simplified Chinese, Traditional Chinese, Portuguese, Spanish, French, German, Japanese and Arabic.

### **CHOOSE YOUR EXPERIENCE**

You'll now be prompted to choose Base Camp or printed materials as your primary mode for accessing your path. If you choose Base Camp, you will take the online Pathways Assessment to determine your path. If you choose printed materials, go to page 9 to read the path descriptions and select the path that is most appealing to you.

### **ORDER YOUR PATH**

After you select your path, either through the Pathways Assessment or on your own if you chose printed materials, it's time to complete your order. Follow the steps on your screen to finish.

If this is your first path as a Toastmaster, the price is included in your membership fee. However, if you chose printed materials, you will pay an additional fee.

### **BEGIN YOUR FIRST PROJECT**

Base Camp users can access Level 1 within one hour of ordering their path. Print users will receive their first shipment in standard shipping time. However, you can begin your path before you receive your materials. Start your first project, the "Ice Breaker," by visiting [www.toastmasters.org/Pathways](http://www.toastmasters.org/Pathways).

Explore the "Ice Breaker" project and review all the resources you find. When you are comfortable with the information in the project, work to complete the assignment. Use the steps given on the Project Checklist resource to guide you.

Your VPE can show you the process for completing project assignments and speaking in your club. Base Camp tutorials also show you how to navigate the online projects if you chose to experience Base Camp. You will quickly see that all projects in Pathways are organized in the same way. Navigating through them will soon be a familiar process.

## ASK FOR A MENTOR

Toastmasters have a history of supporting and nurturing each other through mentorship. If this interests you, ask your club VPE to match you with a mentor in your club. As a protégé, your mentor will help you gain self-confidence and achieve a higher rate of success. The mentor was once a new member like you and knows how important help can be to someone just starting in Pathways. Even a seasoned Toastmaster can learn something new and improve their skills by being a protégé.

To learn more about the Pathways Mentor Program and its benefits, review the “Be a Mentor” section.

## THE TOASTMASTERS EVALUATION

You may be nervous to receive your first speech evaluation in your club. Don't be—it's through honest, fair evaluations that you truly learn and grow. Every speech you deliver will be evaluated by another Toastmaster, and you will eventually be asked to evaluate others' speeches, which will help you to develop even more. Evaluations give you the feedback you need to advance your skills.

This section shows you how to use the evaluation resources included in the Pathways projects. You will learn valuable techniques for giving and receiving effective, constructive feedback in the “Evaluation and Feedback” project at Level 1.

## THE IMPORTANCE OF THE TOASTMASTERS EVALUATION

Toastmasters International founder Ralph C. Smedley said, “No Toastmasters club is fulfilling its obligation to its members unless it brings them the maximum of training in the art of constructive criticism.” Evaluations help to boost your confidence and provide you a tangible direction for improvement. They are essential to your Toastmasters experience—they show you what you do well and what you might consider practicing more. Without constructive criticism from others, you may not grow as a communicator or leader.

You have likely already witnessed the benefit of evaluations in your club. A member speaks, receives verbal and written feedback from another Toastmaster, and then uses those comments to improve the next speech. The evaluator's goal is to give the speaker constructive feedback that will help them improve.

The evaluator benefits from this experience, too. Many members believe serving as the evaluator is the most challenging meeting role to fulfill, which makes the benefits so rewarding. When you're the evaluator, you learn to listen more attentively, refine your critical thinking abilities and give feedback tactfully. You are tasked with considering many different factors, such as effective speech delivery techniques, the speaker's skill level, habits and mannerisms, as well as their progress to date. It is your job to consider all of this while delivering an evaluation that is encouraging, thoughtful and motivating.

The evaluator gives an honest, constructive reaction to your efforts using the evaluation criteria provided within your project. Read on to understand the purpose of the criteria before you begin presenting speeches and evaluating others.

# WHAT TO EXPECT

## BEFORE THE MEETING

You will be assigned an evaluator once you have scheduled your first speech. Send this person the evaluation resource for your project assignment or ensure they can access it in advance of the club meeting. This way, the evaluator can get familiar with what they need to look and listen for during your presentation. Find your evaluation resource toward the end of your project or search for it on Base Camp.

The evaluation resource guides the evaluator's job. Every speech in Pathways has a unique evaluation resource with notes and criteria specific to your assignment. This information helps the evaluator determine how well you achieved each competency or skill.

There are three pages:

**Evaluation Form.** The first page gives an overview of the assignment to help the evaluator understand what it is you're trying to accomplish. The evaluator uses the second page to score the skills you demonstrated in the speech.

**EVALUATION FORM**  
For the Evaluator

Member Name \_\_\_\_\_ Date \_\_\_\_\_  
Evaluator \_\_\_\_\_ Speech Length \_\_\_\_\_ minutes

**Speech Title**  
\_\_\_\_\_

**Purpose Statement**  
The purpose of this member's use of the resource is to introduce herself or himself to this club and learn the basic structure of a public speech.

**Notes for the Evaluator**  
This resource is specifically for use for the speech of Introduction. The goal of the evaluator is to give the member an effective evaluation of the speech content and delivery skills throughout the duration of the first project assignment. Comments are fine. Please do not use only the words "good" and "not so good" for numerical score.

**General Comments**  
You received an \_\_\_\_\_

\_\_\_\_\_  
The speaker wants to make you \_\_\_\_\_

\_\_\_\_\_  
The challenge is/was \_\_\_\_\_

Page 1 of 3

**EVALUATION FORM**  
For the Evaluator

For the evaluator in addition to your oral evaluation please complete this form.

	5	4	3	2	1	Comments
<b>Clarity:</b> (How language is clear and is easily understood)	S	4	3	2	1	Comments
<b>Vocal Variety:</b> (How tone, speed, and volume are used)	S	4	3	2	1	Comments
<b>Eye Contact:</b> (How the speaker connects through audience)	S	4	3	2	1	Comments
<b>Gestures:</b> (How physical gestures affect delivery)	S	4	3	2	1	Comments
<b>Audience Awareness:</b> (Comments on awareness of audience engagement and needs)	S	4	3	2	1	Comments
<b>Comfort Level:</b> (How comfortable with the audience)	S	4	3	2	1	Comments
<b>Interest:</b> (How the audience is left interested and motivated to listen)	S	4	3	2	1	Comments

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**Evaluation Criteria.** This page helps the evaluator determine your score for each competency. The evaluator will use this page side-by-side with the Evaluation Form to easily determine your scores.

**EVALUATION CRITERIA**  
For the Evaluator

This resource sets the specific goals and expectations for the speech. Please review each goal to help you complete the evaluation.

**Clarity**

- 5 Fully understands public speaker who is clearly understood
- 4 Speaker communicates clearly the spoken word
- 3 Spoken language is clear and words understood
- 2 Spoken language is somewhat unclear or challenging to understand
- 1 Spoken language is unclear or not easily understood

**Vocal Variety**

- 5 Uses full range of tone, speed, and volume as needed
- 4 Range of tone, speed, and volume is heard
- 3 Uses some speed and volume as tools
- 2 Use of tone, speed, and volume requires further analysis
- 1 Ineffective use of tone, speed, and volume

**Eye Contact**

- 5 Often has contact to convey emotion and reach audience
- 4 Uses eye contact for general audience reaction and feedback
- 3 Often stays open with contact to engage audience
- 2 Not contact with audience hinders engagement
- 1 Makes little or no eye contact with audience

**Gestures**

- 5 Fully engages audience with gestures with control to assist in emphasizing points
- 4 Uses effective gestures as back to reinforce points
- 3 Open-handed gestures are used
- 2 Uses somewhat distracting or limited gestures
- 1 Uses very distracting gestures or no gestures

**Audience Awareness**

- 5 Recognizes audience comments and anticipates audience needs
- 4 A full range of audience expectations, needs, and interests are heard
- 3 Demonstrates awareness of audience engagement and needs
- 2 Audience engagement or awareness of audience requires further analysis
- 1 Makes little or no attempt to engage audience or their audience needs

**Comfort Level**

- 5 Appears comfortable with audience
- 4 Appears fully at ease with the audience
- 3 Appears uncomfortable with the audience
- 2 Appears uncomfortable with the audience
- 1 Appears highly uncomfortable with the audience

**Interest**

- 5 Fully engages audience with messages with continued content
- 4 Engages audience with highly compelling, well-organized content
- 3 Engages audience with interesting well-organized content
- 2 Content is interesting but not well-organized or is weak, unconvincing, but not interesting
- 1 Content is neither interesting nor well-organized

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Just as the evaluator should read the evaluation resource ahead of your speech, you should as well. Doing so ensures you know exactly what is expected of you during your speech.

Before the meeting begins, talk with your evaluator and make sure they have everything they need from you. If you want your evaluator to focus on specific skills during your speech, such as eye contact or vocal variety, communicate this before you give your speech.

## **DURING THE MEETING**

At some point after you present your speech, your evaluator will stand up and give a verbal, two- to three-minute evaluation of your presentation. Listen carefully and take notes. You'll want to reference this feedback when preparing your next speech.

At the end of the meeting, your evaluator will return your evaluation resource. Thank them for their feedback and comments. On the resource, you should see scores and notes indicating what you did well and what you may want to consider working on to improve your next speech.

## **AFTER THE MEETING**

Spend time reviewing your evaluator's scores and notes. Read any general comments your evaluator recorded on the first page of the Evaluation Form. Consider how these written notes and their verbal comments may help you better your next speech.

Review the scores and comments on the second page of the Evaluation Form. This is where the evaluator rated you on competencies specific to the speech you gave. To give an objective, honest evaluation, the evaluator used the Evaluation Criteria page to determine and select the score that best corresponds with your skill level on each competency.

Evaluation criteria are ranked on a scale of 5 to 1, with 5 being the highest score and 1 the lowest. The table below explains the different ratings.

<b>Score</b>	<b>Definition</b>	<b>Explanation</b>
5	Exemplary	You do an exemplary job accomplishing the competency
4	Excel	You excel at accomplishing the competency
3	Accomplished	You accomplish the competency
2	Emerging	Your ability to accomplish this competency is emerging
1	Developing	You are developing this competency

Although you will strive for the highest score possible, it's important to know that a score of 3 is favorable—it means you accomplished that skill. The objective isn't to achieve the high score. It is to learn and demonstrate the skill.

Your scores are just that—yours. You and your evaluator are the only people who see them. Use these scores to determine your strengths and areas in which you can improve. Your scores are important because they help to assess your skills, but keep in mind that a low score does not mean you can't move

on to the next project on your path. You are free to start the next project no matter which scores you achieve. However, if you receive low ratings on any particular project, you may wish to repeat the project to strengthen your skills before moving forward.

Each level in your path builds on the last level. The more confident you are in your scores and competencies, the more confident you will be in your ability to complete future, more difficult projects.

Finally, as you read through your feedback and scores, it's important to remember a few key points:

- Good evaluators always offer suggestions and areas for improvement. Never expect to receive an evaluation that is all praise.
- Evaluations are based on opinion. Though evaluators follow the guidelines established in the "Evaluation and Feedback" project at Level 1, comments are still subjective and you may not always agree with your evaluator.
- Many members believe effective evaluations are sometimes difficult to give and receive. This is why being the evaluator can be challenging. You will become a better evaluator by observing effective evaluations and by giving more evaluations at club meetings.

## RECOGNIZING YOUR ACHIEVEMENTS

You will receive encouragement and recognition as you move through Pathways.

### BADGES

If you use Base Camp, you earn digital badges for different achievements along your path. You get a badge when you finish the "Ice Breaker" project and for every level you complete on your path. When you complete an entire path, you receive a unique digital badge to mark your achievement. Your badges are displayed for other members of your club on Base Camp to see.

You don't just receive badges—you can give them, too! Encourage your club members by awarding feedback badges. As you attend club meetings and become more familiar with other members, you will begin to notice the improvements they make. For example, you may notice a nervous member's courage while delivering her first speech. You can recognize a member's initiative to strengthen the club through a project assignment or how he motivates a team to reach a goal. No matter the achievement, show you notice their efforts by giving feedback badges.



## AWARDS

You receive awards and certificates along your journey to mark important milestones. When you complete each level, you receive certificates on Base Camp. You can log in to print them or ask a club officer to assist you.

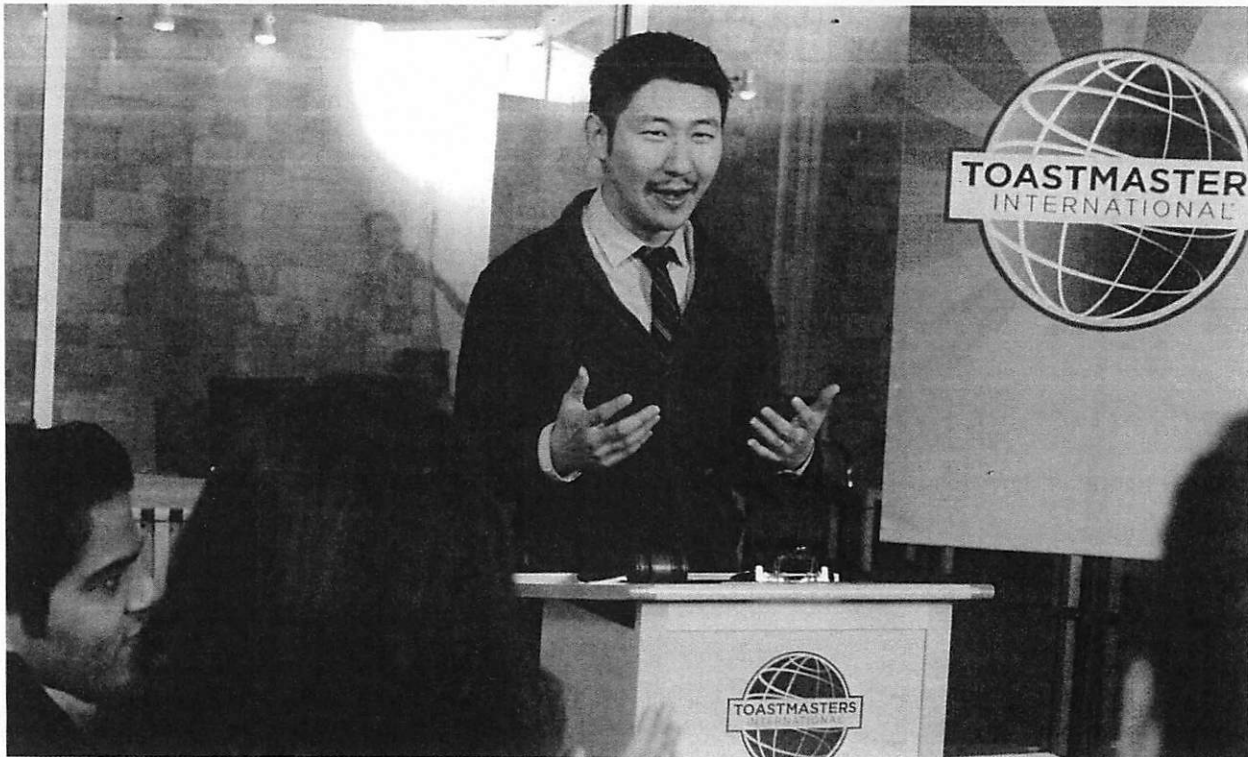
At the completion of your path, you earn the Proficient designation—a significant Toastmasters achievement. Being Proficient means you have accomplished every task required within your path, completed projects on all five levels and fulfilled meeting roles.

When you become Proficient in your path you receive a certificate. You may print a copy of this award from Base Camp or request a printed copy from Toastmasters International World Headquarters. You can also ask World Headquarters to send a letter to your employer recognizing this accomplishment and your commitment to improving your skills.

## YOUR JOURNEY DOESN'T END HERE

Completing a path is a significant accomplishment, but your journey doesn't have to end. Pathways offers 10 distinct paths to help you broaden your communication and leadership skills. You can complete additional paths to build and develop different skills that you use in your personal and professional life.

The highest educational designation you can earn as a member is the Distinguished Toastmaster (DTM) award, given to those who complete two paths, serve in specific volunteer leadership roles and complete the "Distinguished Toastmaster" project. The DTM recognizes a superior level of achievement in both communication and leadership. You can find more information on how to begin your journey to become a Distinguished Toastmaster by visiting [www.toastmasters.org/distinguished-toastmaster](http://www.toastmasters.org/distinguished-toastmaster).



## ENRICH YOUR EXPERIENCE

### BE A MENTOR

Toastmasters International places high value on the skills, expertise and wisdom members can share with others. If supporting and helping others grow interests you, consider embarking on the Pathways Mentor Program.

In the Pathways Mentor Program, you evaluate your goals as a mentor and the strengths you bring to a mentoring relationship, complete a short-term mentorship to apply your skills and commit to a longer, six-month mentorship to demonstrate your success as a mentor. When you complete the Pathways Mentor Program, you receive a certificate recognizing your achievement. After you complete all projects in the Pathways Mentor Program as well as an entire path, you become a Pathways Mentor. Your Toastmasters and Base Camp profile will show that you are a designated Pathways Mentor.

If you're participating in Pathways, you will learn about mentorship in the "Introduction to Toastmasters Mentoring" project at Level 2. You learn what it means to be a mentor and protégé and see your potential to achieve as a Toastmasters mentor. When you complete all projects at Level 2, you can enroll in the Pathways Mentor Program. Simply indicate your interest when prompted on Base Camp or by your VPE.

### COMPETE IN SPEECH CONTESTS

Speech contests are a Toastmasters tradition. Each year thousands of Toastmasters compete in the Humorous Speech, Evaluation, Tall Tales and Table Topics contests as well as the International Speech Contest. Contests give you an opportunity to step out of your comfort zone and test your skills. By being a member, you too can participate in these exciting events.

Competitions begin at the foundational level, the club, and winners continue through the area, division and district. Finalists in the International Speech Contest advance to semifinals and ultimately the World Championship of Public Speaking®.

To learn more about speech contests, visit [www.toastmasters.org/speechcontests](http://www.toastmasters.org/speechcontests) and speak with your club officers to find out when the next contest will be held.

### SERVE YOUR CLUB

Every club needs officers who can move the club forward and motivate others. As you progress through your Toastmasters journey, you may find yourself seeking additional leadership experiences and responsibilities. A club officer position can help you enhance and refine your communication and leadership skills. It also fulfills a requirement on your path to earning the Distinguished Toastmaster award.

If you are interested in pursuing a club officer position, talk with your club officers to determine the steps you need to take. Read more about each officer role and responsibilities on the Toastmasters International website or in the *Club Leadership Handbook* (Item 1310T).

## SERVE YOUR DISTRICT

Take your leadership experience to the next level by serving your district. Though you attend club meetings, your club does not stand alone in the organization. Clubs are grouped into areas and divisions (depending on the number of areas). These areas and divisions make up a Toastmasters International district. Members like you are elected or appointed to guide and grow each district.

The district mission is to build new clubs and support all clubs in achieving excellence. Not only does serving as a district leader fulfill a requirement on the path to becoming a Distinguished Toastmaster, but it also is a rewarding part of the Toastmasters journey. Learn more about volunteer leadership and what it means to help others accomplish their goals.

Read more about the district leadership positions by visiting [www.toastmasters.org/districtleaderroles](http://www.toastmasters.org/districtleaderroles) and referring to the *District Leadership Handbook* (Item 222T).

## FREQUENTLY ASKED QUESTIONS

You've reached the end of *The Navigator*. You may still have questions. The best way to get answers is by speaking with a club officer or visiting the Toastmasters website. If you can't find it there, contact Toastmasters International by email or phone.

Here are some of the most frequently asked questions about Pathways. If your question isn't answered here, visit [www.toastmasters.org/faq](http://www.toastmasters.org/faq) or speak with a club officer.

### WHAT ARE THE BENEFITS OF EXPERIENCING PATHWAYS ON BASE CAMP VERSUS PRINTED MATERIALS?

Base Camp gives you a more robust learning experience. You can access your path online from anywhere with an internet connection, choose from all ten available paths, watch videos, complete activities and quizzes, download printable versions of your projects and resources, store your speech evaluations, give feedback to members of your club and earn badges.

Printed materials are shipped from Toastmasters International World Headquarters. You have less path options and cannot view the videos or complete the activities and quizzes on your path. You can log in to Base Camp to see your path completion badges, print certificates and download and print resources.

### WHAT IF I DON'T LIKE MY PATH?

You can exchange your path within 30 days of receiving it. If you are using Base Camp, your new path will replace your current path at no cost. If you are using printed materials, you must mail your current path to Toastmasters International World Headquarters to receive your new path. You are responsible for shipping costs to and from World Headquarters.

You cannot exchange your path after this 30-day period. If you want to switch paths after 30 days, you must purchase a new path.

To read the full Pathways exchange policy, visit [www.toastmasters.org/Pathways-FAQ](http://www.toastmasters.org/Pathways-FAQ).

## **HOW DO I LOG IN TO BASE CAMP?**

To access Base Camp, visit [www.toastmasters.org/StartPathways](http://www.toastmasters.org/StartPathways) and log in with your member ID and password. From this page, click the Base Camp link and log in.

## **DO I NEED TO LOG IN TO BASE CAMP IF I USE PRINTED MATERIALS?**

Yes, you need to log in to Base Camp if you want to view your path completion badge and print the certificates you receive after completing each level. While you cannot see the online versions of your projects, by logging in to Base Camp you can:

- Access the interactive version of the *The Navigator*
- Download and print fillable PDF versions of every evaluation resource
- Download and print fillable PDF versions of select project resources
- Leave feedback for members of your club

## **I WANT TO SWITCH FROM PRINTED MATERIALS TO BASE CAMP. WHAT DO I DO?**

You are able to switch from printed materials to Base Camp or Base Camp to printed materials within 30 days of receipt. If you switch from printed materials to Base Camp, you must send printed materials to World Headquarters. You are responsible for shipping costs. You will not be refunded the additional fee you paid when you purchased the printed materials for your current path. Your path will be made available on Base Camp.

## **HOW LONG DO I HAVE TO COMPLETE MY PATH?**

Toastmasters Pathways is a self-paced program. You are not required to complete your path in a specific amount of time. Move at your own pace to achieve your communication and leadership goals. Your path never expires.

## **CAN I GET A REFUND ON MY PATH PURCHASE?**

No refunds are permitted. However, you may exchange a path within 30 days of receipt. To read the full Pathways exchange policy, visit [www.toastmasters.org/Pathways-FAQ](http://www.toastmasters.org/Pathways-FAQ).

## **I'M WORKING ON A PATH IN ONE LANGUAGE BUT WOULD LIKE TO SWITCH TO A DIFFERENT LANGUAGE. WHAT DO I DO?**

You can exchange your path within 30 days of receiving it. If you are using Base Camp, your new path will replace your current path at no cost. If you are using printed materials, you must mail your current path to Toastmasters International World Headquarters to receive your new path. You are responsible for shipping costs to and from World Headquarters.

You cannot exchange your path after this 30-day period. If you want to switch languages after 30 days, you must purchase a new path in your preferred language.