

## Pathways – Paths and Requirements

**Pathways – Dynamic Leadership (DL) Path** - Helps you build your skills as a strategic leader.

### Dynamic Leadership [DL] Requirements

#### DL Level 1 [L1] Requirements

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. *There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Submit or show completed Evaluation & Feedback Speech # 3 evaluation form to VPE if VPE cannot check it online or via agenda role reports.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational DL1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

#### DL Level 2 [L2] Requirements

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Understanding Your Communication Style 1 speech (5-7 min) AND

L2 Introduction to Toastmasters Mentoring project **[REQUIRED FOR ALL PATHS]**. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational DL2 award in Club Central to member. This last step is usually completed by VPE.

#### DL Level 3 [L3] Requirements

L3 Negotiate the Best Outcome. 1 speech (5-7 min) AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)]* AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min) AND/OR

L3 Elective #13: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project.* Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a "regular" 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational DL3 award in Club Central to member. This last step is usually completed by VPE.

#### **DL Level 4 [L4] Requirements**

L4 Manage Change. 1 speech (5-7 min) AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)]. OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)] OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?] OR

L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR

L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)], AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational DL4 award in Club Central to member. This last step is usually completed by VPE.

#### **DL Level 5 [L5] Requirements**

L5 Lead in Any Situation. Club officer for 12 months. 1 speech (5-7 min) AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH agenda is incorrect as it lists speech length as 5-7 min] AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)] OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #5: Prepare to Speak Professionally. 1 keynote address speech (18-22 min) OR

L5 Elective #6: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Dynamic Leadership path, DL5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational DL5 award to member in Club Central. **THIS MEMBER HAS MASTERED DYNAMIC LEADERSHIP PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways – Effective Coaching (EC) Path**– Helps you build your skills as a positive communicator and leader

### Effective Coaching [EC] Requirements.

#### EC Level 1 [L1] Requirements

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Submit or show completed Evaluation & Feedback Speech # 3 evaluation form to VPE if VPE cannot check it online or via agenda role reports.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational EC1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

#### EC Level 2 [L2] Requirements

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Understanding Your Communication Style 1 speech (5-7 min) AND

L2 Introduction to Toastmasters Mentoring project [REQUIRED FOR ALL PATHS]. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational EC2 award in Club Central to member. This last step is usually completed by VPE.

#### EC Level 3 [L3] Requirements

L3 Reaching Consensus. Either 2 speeches. Speech #1: try to get club members to reach consensus (15-20 min) Speech #2 (2-3 min) OR 1 speech explaining consensus session performed outside club (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently*

incorrect. [FTH meeting agenda incorrectly lists 1 speech for 5-7 min but speech can also be 15-20 min with additional 2-3 min speech depending on circumstances; both selections should be available for choosing] AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda incorrectly lists only 1 speech (5-7 min). This project requires 2 speeches, speech #1: (3-4 min) and speech #2 (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) on date of event OR informative speech (5-7 min) on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH Online agenda incorrect as it only lists 5 to 7 min speech; per project description speech length depends when speech is delivered as shown above].* AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min) AND/OR

L3 Elective #13: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role],* AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 3 when all Level 3 requirements have been completed to notify Base manager [i.e., VPE] of Level 3 completion. If you chose a project that requires “proof” of completion [either/or project completion form or completed Pathway Active Listening evaluation form], ensure you either submit or show form(s) to VPE.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational EC3 award in Club Central to member. This last step is usually completed by VPE.

#### **EC Level 4 [L4] Requirements**

L4 Improvement Through Positive Coaching. 1 speech (5-7 min) AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR

L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR

L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)],* AND finally



**Member end of level requirements:** Activate completion button in Pathways for Level 4 when all Level 4 requirements have been completed to notify Base manager [i.e., VPE] of Level 4 completion. Submit any forms needed to be provided to the VPE. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational EC4 award in Club Central to member. This last step is usually completed by VPE.

### **EC Level 5 [L5] Requirements**

L5 High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #5: Prepare to Speak Professionally. 1 keynote address speech (18-22 min) AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Effective Coaching path, EC5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational EC5 award to member in Club Central. **THIS MEMBER HAS MASTERED EFFECTIVE COACHING PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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**PATHWAYS - Innovative Planning [IP] Path** -Helps you build your skills as a public speaker and leader.

### **Innovative Planning [IP] Requirements**

#### **IP Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Submit or show completed Evaluation & Feedback Speech # 3 evaluation form to VPE if VPE cannot check it online or via agenda role reports.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was

completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational IP1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **IP Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Connect with Your Audience. 1 speech (5-7 min) AND

L2 Introduction to Toastmasters Mentoring project **[REQUIRED FOR ALL PATHS]**. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational IP2 award in Club Central to member. This last step is usually completed by VPE.

### **IP Level 3 [L3] Requirements**

L3 Present a Proposal. 1 speech (5-7 min) AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #7: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)]* AND/OR

L3 Elective #8: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #9: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #10: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #11: Effective Body Language. 1 speech (5-7 min) AND/OR

L3 Elective #12: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role],* AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/ or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational IP3 award in Club Central to member. This last step is usually completed by VPE.

### **IP Level 4 [L4] Requirements**

L4 Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)],* AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR

L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational IP4 award in Club Central to member. This last step is usually completed by VPE.

### **IP Level 5 [L5] Requirements**

L5 High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #5: Prepare to Speak Professionally. 1 keynote address speech (18-22 min) AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Innovative Planning path, IP5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational IP5 award to member in Club Central. **THIS MEMBER HAS MASTERED INNOVATIVE PLANNING PATH!**

**CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways - Leadership Development (LD) Path** – Helps you build your skills as an effective communicator and leader.

### **Leadership Development [LD] Requirements**

#### **LD Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. *There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject.* [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role] AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Submit or show completed Evaluation & Feedback Speech # 3 evaluation form to VPE if VPE cannot check it online or via agenda role reports.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational LD1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **LD Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Managing Time. 1 speech (5-7 min) AND

L2 Introduction to Toastmasters Mentoring project [REQUIRED FOR ALL PATHS]. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational LD2 award in Club Central to member. This last step is usually completed by VPE.

### **LD Level 3 [L3] Requirements**

L3 Planning and Implementing. 1 speech – either (2-3 min length) or (5-7 min length), depending on circumstances. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires either 2-3 min speech – when delivered at club right after event or 5--7 min speech when delivered on separate day], AND

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)]. AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)] AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min) AND/OR

L3 Elective #13: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project.* Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND finally



**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational LD3 award in Club Central to member. This last step is usually completed by VPE.

#### **LD Level 4 [L4] Requirements**

LD (L4) Leading Your Team. 1 speech (5-7 min) AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR

L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR

L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)].* AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational LD4 award in Club Central to member. This last step is usually completed by VPE.

#### **LD Level 5 [LD5] Requirements**

L5 Manage Successful Events. Direct team of 2-4 members. Multiple outside club activities to help member practice planning, organizing, leading, and implementing an event. 1 speech (5-7 min) AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]*, OR

L5 Elective #5: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #6: Prepare to Speak Professionally. 1 keynote address speech (18-22 min), AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Leadership Development path, LD5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational LD5 award to member in Club Central. **THIS MEMBER HAS MASTERED LEADERSHIP DEVELOPMENT PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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## **TOWARDS DTM:**

### **Pathways Mentoring Program Award-**

Member cannot complete DTM award without completing mentoring award. Furthermore, member cannot earn mentoring award toward DTM until they have completed at least one Pathways path. To earn mentoring award, member must complete 4 mentoring projects, some of which requires speeches:

1. “Introduction to Toastmasters Mentoring” [required to complete L2 for all Paths],
2. “Prepare to Mentor” [This is not a speech. Member completes the self-evaluation resources included in this mentoring project. When member is ready, they need to discuss with their VPE about what it means to be a Toastmasters mentor.
3. “Mentoring” [This project begins with a short-term mentoring assignment to help build skills as a mentor and culminates in a 5-7 min speech. This speech can be found in the online PTM agenda Manual/Speech under Mentoring/ “(L4) Mentoring” (first speech listed, 5-7 min).
4. “Advanced Mentoring” [This project is designed to provide support while working as a mentor to an inexperienced PTM member that you mentor for a six-month term. It culminates in a 5-7 min speech. This speech can be found in the online PTM agenda Manual/Speech under Mentoring/ “(L5) Advanced Mentoring” (second speech listed, 5-7 min).].

When this Pathways mentoring module has been completed, submit the Project Completion Form to your VPE to verify that you’ve completed all required forms and speeches included in this project.

**MEMBER HAS MASTERED PATHWAYS MENTORING PROGRAM and is partly on their way to DTM! CONGRATULATIONS!**

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**Pathways – Motivational Strategies (MS) Path** - Helps you build your skills as a powerful and effective communicator.

### **MS Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. *There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject.* [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role] AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational MS1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **MS Level 2 [L2] Requirements**

L2 Understanding Your Communication Style 1 speech (5-7 min) AND

L2 Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project.* Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND

L2 Introduction to Toastmasters Mentoring project [REQUIRED FOR ALL PATHS]. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda speech report and role reports (MS includes Active Listening project as required for L2). [NOTE: Active Listening requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda] 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational MS2 award in Club Central to member. This last step is usually completed by VPE.

### **MS Level 3 [L3] Requirements**

L3 Understanding Emotional Intelligence. 1 speech (5-7 min), AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)]. AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)] AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min), AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational MS3 award in Club Central to member. This last step is usually completed by VPE.

### **MS Level 4 [L4] Requirements**

L4 Motivate Others. Build and motivate a team. 1 speech (5-7 min), AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)]. OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)] OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?] OR

- L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR
- L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR
- L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)], AND finally*

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational MS4 award in Club Central to member. This last step is usually completed by VPE.

### **MS Level 5 [L5] Requirements**

L5 Team Building. Build a cohesive team and host a successful event. 2 speeches. Speech # 1, About Event report (2-3 min). Speech #2, After Experience speech (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About event (2-3 min); Speech #2, About Experience (5-7 min)], AND*

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min] AND*

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)] OR*

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min] OR*

L5 Elective #4: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required], OR*

L5 Elective #5: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #6: Prepare to Speak Professionally. 1 keynote address speech (18-22 min), AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Motivational Strategies path, MS5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational MS5 award to member in Club Central. **THIS MEMBER HAS MASTERED MOTIVATIONAL STRATEGIES PATH! CONGRATULATE THIS MEMBER for this great achievement!**

**Pathways –Persuasive Influence (PI) PATH** – Helps you build your skills as an innovative communicator and leader.

### **PI Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role] AND*



L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PI1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **PI Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a "regular" 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND*

L2 Introduction to Toastmasters Mentoring project **[REQUIRED FOR ALL PATHS]**. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda speech report and role reports (PI includes Active Listening project for L2). [NOTE: Active Listening requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda] 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational PI2 award in Club Central to member. This last step is usually completed by VPE.

### **PI Level 3 [L3] Requirements**

L3 Understanding Conflict Resolution. 1 speech (5-7 min), AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)]. AND/OR*

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)] AND/OR*

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a "regular" 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND finally*

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PM3 award in Club Central to member. This last step is usually completed by VPE.

#### **PI Level 4 [L4] Requirements**

- L4 Leading in Difficult Situations (5-7 min) .1 speech (5-7 min) but during speech must field disruptions from audience and try to successfully persuade audience of your viewpoints (15-20 min total time) *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; total speech time (15-20 min)], AND*
- L4 Electives – Choosing 1-of the L4 electives is required from the choices below.
- L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR
- L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR
- L4 Elective #3: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR
- L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR
- L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR
- L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR
- L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR
- L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR
- L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)], AND finally*

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PI4 award in Club Central to member. This last step is usually completed by VPE.

#### **PI Level 5 [L5] Requirements**

- L5 High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND
- L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND
- L5 Elective – Choosing 1-of the L5 electives is required from the choices below.
- L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR
- L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR
- L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR
- L5 Elective #4: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR
- L5 Elective #5: Prepare to Speak Professionally. 1 keynote address speech (18-22 min) AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Persuasive Influence path, PI5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational Pi5 award to member in Club Central. **THIS MEMBER HAS MASTERED PERSUASIVE INFLUENCE PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways – Presentation Mastery (PM) Path** – Helps you build your skills as an accomplished public speaker.

### **PM Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND  
L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND  
L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND  
L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. *There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject.* [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role] AND  
L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PM1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **PM Level 2 [L2] Requirements**

L2 Understanding Your Communication Style 1 speech (5-7 min) AND  
L2 Effective Body Language. 1 speech (5-7 min), AND  
L2 Introduction to Toastmasters Mentoring project [REQUIRED FOR ALL PATHS]. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational PM2 award in Club Central to member. This last step is usually completed by VPE.

### **PM Level 3 [L3] Requirements**

L3 Persuasive Speaking 1 speech (5-7 min), AND  
L3 Electives – Choosing 2-of the L3 electives is required from the choices below.  
L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect.* [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. **Project requires 2 speeches (3-4 min).**] AND/OR  
L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR  
L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR  
L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR  
L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR  
L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR  
L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR  
L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently*

incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)] AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min), AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/ or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PM3 award in Club Central to member. This last step is usually completed by VPE.

#### **PM Level 4 [L4] Requirements**

L4 Managing a Difficult Audience, 1 speech (5-7 min) AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR

L4 Elective #4: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR

L4 Elective #5: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #6: Public Relations Strategies. 1 speech (5-7 min speech) OR

L4 Elective #7: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)].* AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational PM4 award in Club Central to member. This last step is usually completed by VPE.

#### **PM Level 5 [L5] Requirements**

L5 Prepare to Speak Professionally, Prepare to Speak Professionally. 1 keynote address speech (18-22 min), AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR



L5 Elective #4: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* OR

L5 Elective #5: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min), AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Presentation Mastery, PM5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational PM5 award to member in Club Central. **THIS MEMBER HAS MASTERED PRESENTATION MASTERY PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways – Strategic Relationships (SR) Path** – Helps you build your skills as a public speaker and leader.

### **SR Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational SR1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **SR Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Cross-Cultural Understanding; 1 speech (5-7 min), AND

L2 Introduction to Toastmasters Mentoring project **[REQUIRED FOR ALL PATHS]**. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational SRL2 award in Club Central to member. This last step is usually completed by VPE.

### **SR Level 3 [L3] Requirements**

L3 Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

- L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR
- L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR
- L3 Elective #7: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)]* AND/OR
- L3 Elective #8: Inspire Your Audience. 1 speech (5-7 min) AND/OR
- L3 Elective #9: Prepare for an Interview. 1 speech (5-7 min) AND/OR
- L3 Elective #10: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR
- L3 Elective #11: Effective Body Language. 1 speech (5-7 min) AND/OR
- L3 Elective #12: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a "regular" 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND finally*

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/ or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational SR3 award in Club Central to member. This last step is usually completed by VPE.

#### **SR Level 4 [L4] Requirements**

- L4 Public Relations Strategies. 1 speech (5-7 min speech), AND
- L4 Electives – Choosing 1-of the L4 electives is required from the choices below.
- L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)]*. OR
- L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR
- L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR
- L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR
- L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR
- L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR
- L4 Elective #7: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)]*, AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational SR4 award in Club Central to member. This last step is usually completed by VPE.

#### **SR Level 5 [L5] Requirements**

- L5 Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min), AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: Prepare to Speak Professionally. 1 keynote address speech (18-22 min), OR

L5 Elective #5: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Strategic Relationships path, SR5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2.

Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed.

3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational SR5 award to member in Club Central. **THIS MEMBER HAS MASTERED STRATEGIC RELATIONSHIPS PATH!**

**CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways – Team Collaboration (TC) Path** - Helps you build your skills as a collaborative leader.

### **TC Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2.

Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation & Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational TC1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **TC Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role], AND*

L2 Introduction to Toastmasters Mentoring project [REQUIRED FOR ALL PATHS]. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational TC2 award in Club Central to member. This last step is usually completed by VPE.

### **TC Level 3 [L3] Requirements**

L3 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)]* AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min), AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational TC3 award in Club Central to member. This last step is usually completed by VPE.

### **TC Level 4 [L4] Requirements**

L4 Motivate Others. Build and motivate a team. 1 speech (5-7 min), AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR

L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR

L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR

L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR

L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)],* AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.



**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational TC4 award in Club Central to member. This last step is usually completed by VPE.

#### **TC Level 5 [L5] Requirements**

L5 Lead in Any Situation. Club officer for 12 months. 1 speech (5-7 min) AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #5: Prepare to Speak Professionally. 1 keynote address speech (18-22 min) OR

L5 Elective #6: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]* AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Team Collaboration path, TC5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational TC5 award to member in Club Central. **THIS MEMBER HAS MASTERED TEAM COLLABORATION PATH! CONGRATULATE THIS MEMBER for this great achievement!**

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**Pathways – Visionary Communication (VC) Path** – Helps you build your skills as a strategic communicator and leader.

#### **VC Level 1 [L1] Requirements**

L1 Ice Breaker. 1 speech. (4-6 min) AND

L1 Evaluation and Feedback #1 1 speech. (5-7 min) AND

L1 Evaluation and Feedback #2 1 speech. (5-7 min) AND

L1 Serving as an Evaluator [1 speech (2-3 min) as evaluator; receive written evaluation. *Note: this subproject is listed as Evaluation and Feedback Speech # 3 (2-3 min) on the related evaluation form. There is currently no indication on the PTM agenda to indicate this evaluator is performing a required Pathway subproject. [FTH meeting agenda incorrectly provides no indication when any member completing evaluator role is also completing Pathway Evaluation & Feedback speech #3; this indication should be included as a field in the role report -next to the evaluator role and indicated on the agenda next to evaluator role]* AND

L1 Researching and Presenting. 1 speech (5-7 min) AND last

**Member end of level requirements:** After all Level 1 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 1 completion. Ensure VPE receives all required documents.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: All Paths require completion of L1 Evaluation and Feedback project, speech #3, which is evaluation by member of another manual speaker; it requires written evaluation. There is currently no indication on either PTM agenda role or speech reports that Evaluation & Feedback speech # 3 [evaluation of evaluator role] was completed. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational VC1 award in Club Central to member [Note: All club officers have access to Club Central on the toastmasters.org website. This last step is usually completed by VPE.

### **VC Level 2 [L2] Requirements**

L2 Understanding Your Leadership Style. 1 speech (5-7 min) AND

L2 Understanding Your Communication Style 1 speech (5-7 min) AND

L2 Introduction to Toastmasters Mentoring project **[REQUIRED FOR ALL PATHS]**. 1 speech (5-7 min) AND, finally

**Member end of level requirements:** After all Level 2 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 2 completion.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run only PTM online agenda speech report (no required roles level 2). 3. Once assured that this member has completed all requirements for this Pathway level, any PTM club officer can award educational VC2 award in Club Central to member. This last step is usually completed by VPE.

### **VC Level 3 [L3] Requirements**

L3 Develop a Communication Plan, Build and motivate a team of 4. 1 speech (5-7 min), AND

L3 Electives – Choosing 2-of the L3 electives is required from the choices below.

L3 Elective #1: Deliver Social Speeches project. 2 speeches. Speech #1 (3-4 min) AND Speech #2 (3-4 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists project as requiring one-5-7 min speech. Project requires 2 speeches (3-4 min)].* AND/OR

L3 Elective #2: Using Presentation Software. 1 speech (5-7 min) AND/OR

L3 Elective #3: Connect with Storytelling. 1 speech (5-7 min) AND/OR

L3 Elective #4: Creating Effective Visual Aids. 1 speech (5-7 min) AND/OR

L3 Elective #5: Using Descriptive Language. 1 speech (5-7 min) AND/OR

L3 Elective #6: Connect with Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #7: Make Connections Through Networking. 1 speech (5-7 min) AND Must sign & submit Project Completion form to VPE AND/OR

L3 Elective #8: Focus on the Positive. 1 speech. EITHER / OR report type speech (3-4 min) if on date of event OR informative speech (5-7 min) if on different date. Must sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrect as it only lists 5 to 7 min speech; speech length depends when speech is delivered (3-4min) or (5-7 min)]* AND/OR

L3 Elective #9: Inspire Your Audience. 1 speech (5-7 min) AND/OR

L3 Elective #10: Prepare for an Interview. 1 speech (5-7 min) AND/OR

L3 Elective #11: Understanding Vocal Variety project. 1 speech (5-7 min) AND/OR

L3 Elective #12: Effective Body Language. 1 speech (5-7 min) AND/OR

L3 Elective #13: Active Listening. Perform Table TopicsMaster role [usually speak for 5-7 min total] using active listening skills learned and receive written evaluation. *Note: PTM online agenda manual/speech details for this project is currently incorrect and there is no indication on PTM agenda that member fulfilled Active Listening project. Requires providing completed Active Listening speech evaluation form to the VPE. [FTH meeting agenda incorrectly lists this subproject as a “regular” 5-7 min manual speech; project requires completing Table TopicMasters role and receiving written evaluation on active listening skills. Instead, please add a pulldown menu field to indicate Table TopicsMaster is being completed for Pathways Active Listening project; There should be no indication for this Active Listening project when this is regular TT Master role],* AND finally

**Member end of level requirements:** After all Level 3 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 3 completion. Ensure VPE receives evidence of all required documents such as signed completion form and/ or Active Listening project evaluation.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. [NOTE: Active Listening is Elective #13 and it requires an evaluation for the Table TopicsMaster role. There is currently no indication on agenda role reports that Active Listening project was completed. Active Listening currently shows up incorrectly as a manual speech on our meeting agenda]. 3. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational VC3 award in Club Central to member. This last step is usually completed by VPE.

### **VC Level 4 [L4] Requirements**

L4 Communicate Change. Develop a plan to manage change. 1 speech (5-7 min), AND

L4 Electives – Choosing 1-of the L4 electives is required from the choices below.

L4 Elective #1: Create a Podcast. 1 speech (2-3 min) and play 5-10 min podcast segment(s). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech as 5-7 min instead of (2-3 min)].* OR

L4 Elective #2: Building a Social Media Presence. 1 speech (5-7 min) AND Must Sign & submit project completion form to VPE OR

L4 Elective #3: Managing a Difficult Audience. 1 speech (5-7 min) OR

- L4 Elective #4: Write a Compelling Blog. 1 speech (2-3 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min instead of (2-3 min)]* OR
- L4 Elective #5: Manage Online Meetings project. Evaluator must attend entire 20-25 min session. 1 online meeting or webinar (20-25 min); no speech is required to be delivered in club. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as 5-7 min; only 20-25 online outside club meeting or webinar is required. Is there a way to add this role for our role report, even if we add this to the end of an agenda or in the notes?]* OR
- L4 Elective #6: Question-and-Answer (Q&A) Session. 1 speech that includes Q & A section (15-20 min) OR
- L4 Elective #7: Public Relations Strategies. 1 speech (5-7 min speech) OR
- L4 Elective #8: Manage Projects Successfully. 2 speeches. About Plan Speech #1 (2-3 min); About Experience Speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Plan (2-3 min); Speech #2, About Experience (5-7 min)],* AND finally

**Member end of level requirements:** After all Level 4 requirements have been completed activate completion button in Pathways to notify Base manager [i.e., VPE] of Level 4 completion. Ensure VPE receives evidence of all required documents such as signed completion form. All Pathways enrolled members must complete Toastmaster, Evaluator and Table TopicsMaster role at least once before earning Level 4 award.

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. All members enrolled in Pathway must complete the following three meeting roles at least once before they can be awarded Pathways Level 4 award: A) toastmaster, B) evaluator and C) Table TopicsMaster. 3. Officer [usually VPE] must run both PTM online agenda meeting role reports and speech report. 4. Ensure member provided all required documents to be reviewed such as completion forms. 5. Once assured that member has completed all requirements [speeches, roles and/or required documents] for this Pathway level, any PTM club officer can award educational VC4 award in Club Central to member. This last step is usually completed by VPE.

### **VC Level 5 [L5] Requirements**

L5 Develop Your Vision. Develop a vision. 2 speeches. Speech #1 (Vision speech, 5-7 min); Speech #2 (Explain the outcome speech, (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly only lists 1 required speech but 2 speeches are required. Speech #1, About Vision (5-7 min); Speech #2, About Outcome (5-7 min)],* AND

L5 Reflect on Your Path. 1 speech (10-12 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH agenda is incorrect as it lists speech length as 5-7 min]* AND

L5 Elective – Choosing 1-of the L5 electives is required from the choices below.

L5 Elective #1: Lessons Learned. 1 speech (5-7 min) OR

L5 Elective #2: Moderate a Panel Discussion. Panel discussion type speech (20-40 min) AND Must Sign & submit Project Completion form to VPE. *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH meeting agenda incorrectly lists speech length as (5-7 min) instead of (20-40 min)]* OR

L5 Elective #3: Ethical Leadership project. 1 panel discussion on any ETHICAL TOPIC. This discussion must include Q&A segment for audience participation (20-40 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min instead of 20-40 min]* OR

L5 Elective #4: High Performance Leadership [HPL]. HPL project requires completing multiple mini projects that are part of a larger project, completing multiple documents, AND requires delivering 2 speeches. Plan and Vision speech #1 (5-7 min); Results speech #2 (5-7 min). *Note: PTM online agenda manual/speech details for this project is currently incorrect. [FTH online agenda is incorrect as it only lists 1 speech for 5-7 min when multiple speeches are required]*

L5 Elective #5: Leading in Your Volunteer Organization. Perform leadership role AND 1 speech (5-7 min) OR

L5 Elective #6: Prepare to Speak Professionally. 1 keynote address speech (18-22 min), AND finally

**Member end of level requirements:** Activate completion button in Pathways for Level 5 (last level for this path!) when all Level 5 requirements have been completed to notify Base manager [i.e., VPE] of Level 5 completion. If you chose a project that requires “proof” of completion [project completion form], ensure you submit form to VPE. Congratulations! You’ve earned the highest award for the Visionary Communication path, VC5!

**VPE end of level requirements:** 1. Officer [usually VPE] will need to check in Pathways to see when member has indicated level is complete. 2. Officer [usually VPE] must check only PTM online meeting agenda speech reports to determine that all required speeches have been completed. 3. Obtain required documents when needed. 4. Once assured that member has completed all requirements for this Pathway level, any PTM club officer can award educational VC5 award to member in Club Central. **THIS MEMBER HAS MASTERED VISIONARY COMMUNICATION PATH! CONGRATULATE THIS MEMBER for this great achievement!**