

## **The Successful Club Series**

### **Moments of Truth (290)**

How to recognise and deal with situations critical to Club success, from a visitor's first impression to recognition of member achievement.

### **Finding New Members for Your Club (291)**

Proven methods to help you seek out those vital new members, the lifeblood of every Club.

### **Evaluate to Motivate (292)**

Your Club members will learn to give evaluations that benefit the speaker, the evaluator and the audience.

### **Closing the sale (293)**

Exercise your powers of persuasion during those moments when a guest is deciding to join.

### **Creating the Best Club Climate (294)**

Proven techniques for creating and maintaining a positive, healthy and supportive Club environment, in which every member prospers.

### **Meeting Roles and Responsibilities (295)**

Shows how members can successfully fulfill each meeting role with style and enthusiasm.

### **Mentoring (296)**

This programme defines mentoring explains benefits and discusses responsibilities of Mentors.

### **Keeping the Commitment (297)**

Discusses the 10 standards that comprise "A Toastmasters Promise".

### **Going beyond the Club (298)**

Find out about learning and leadership opportunities available to members in addition to regular Club meetings and activities.

### **How to be a Distinguished Club (299)**

Explains and helps promote the Distinguished Club Program to Club members.

### **The Toastmasters Education Program (300)**

Provides an orientation of the education program for new and experienced members

## The Better Speaker Series

### **Beginning Your Speech (270)**

Suggestions for starting off your speech the right way.

### **Concluding Your Speech (271)**

Useful tips for ending your speech with power.

### **Controlling Your Fear (272)**

Techniques for overcoming nervousness when speaking.

### **Impromptu Speaking (273)**

Don't be caught off balance when speaking off-the-cuff!

### **Selecting Your Topic (274)**

Running out of speech ideas? Here's how to develop new ones.

### **Know Your Audience (275)**

If you can relate to your audience, they will relate to you.

### **Organising Your Speech (276)**

Once you know what to say, consider when and how to say it.

### **Creating an Introduction (277)**

Great introductions should precede great speeches

### **Preparation and Practice (278)**

Covers techniques for preparing and rehearsing your next speech.

### **Using Body Language (279)**

Tips for incorporating body language into speeches.

## **The Leadership Excellence Series**

### **The Visionary Leader (311)**

Discusses how leaders create and communicate a vision.

### **Developing a Mission (312)**

Addresses how successful leaders create and communicate a mission.

### **Values and Leadership (313)**

Examines values and how to employ them when leading a team to achieve a goal.

### **Goal Setting and Planning (314)**

Reviews the processes leaders use to set goals and develop plans to achieve those goals.

### **Delegate to Empower (315)**

Discusses how to effectively delegate tasks and responsibilities.

### **Building a Team (316)**

Reviews how to create and lead a team.

### **Giving Effective Feedback (317)**

Provides suggestions for offering feedback to others on their performance.

### **The Leader as a Coach (318)**

Discusses how to work with a team to help them improve.

### **Motivating People (319)**

Examines how to be sensitive to your team members' needs and create an environment that will motivate them.

### **Service and Leadership (320)**

Discusses how leaders actually serve teams.

### **Resolving Conflict (321)**

Reviews why conflict occurs and what a leader do to resolve it.