



**Club Care  
Toastmasters Educational Modules**

**TOASTMASTERS  
EDUCATIONAL MODULES**

Modules are available as free digital downloads from toastmasters.org. Each module includes instructions on preparation and delivery, an outline of the material to present (in your own words and examples), an evaluation form, and a PowerPoint slide deck. Developed for traditional education awards (through June 2020), many modules continue to be valuable as a complement to Pathways education.

**THE SUCCESSFUL CLUB SERIES**

Modules in this series address the quality of club meetings and offer tips on attracting and maintaining members.

*First Steps: Getting Ready For Guests*

**Moments of Truth**

An excellent self-evaluation tool for the club. This module should be run in every club, every year. This is the longest of the modules and takes an hour (15 minutes presentation, 30 minutes group work, 15 minutes reporting and discussion).

**Creating the Best Club Climate**

Identifying your existing club climate and techniques for creating and maintaining a healthy club environment.

**Keeping the Commitment**

Reviews the concepts in "A Toastmasters Promise" – the foundation of all clubs.

*Second Steps: Finding Members*

**Finding New Members for your Club**

Proven methods to help you seek out those vital new members!

**Closing the Sale**

Conversations and approaches with guests to turn guests into members.

*Third Steps: Getting the Best Benefits*

**Meeting Roles and Responsibilities.**

Covers the different meeting roles.

**Evaluate to Motivate.**

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

**Mentoring**

The importance and benefits of a mentoring program within the Club. What a mentor needs to do.

**Going Beyond Our Club.**

Toastmasters opportunities in the wider Toastmasters organization.

**THE BETTER SPEAKER SERIES**

Educational 10-15 minute speeches to be given in your club, as practical tips that can be of benefit to all members.

**Take the Terror Out of a Talk.**

Techniques for overcoming nervousness when speaking.

**Selecting Your Topic.**

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

**Know Your Audience**

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

**Organizing Your Speech**

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

**Preparation and Practice.**

Techniques for preparing and rehearsing your next speech.

**Using Body Language.**

Tips for facial expressions, gestures and body movement to enhance a speech.

**Concluding Your Speech**

Tips for ending your speech with power.

**Impromptu Speaking**

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

**Creating an Introduction.**

Great introductions make great speeches.

**THE LEADERSHIP EXCELLENCE  
SERIES**

The Leadership Excellence Series helps members learn skills they will need as successful leaders inside and outside Toastmasters.

**The Visionary Leader**

Discusses how leaders create and communicate a vision for their organization to help it be successful.

**Developing a Mission**

Addresses how successful leaders create and communicate a mission for their organization.

**Values and Leadership**

Examines values and how to employ them as you lead a team toward achieving a goal

**Goal Setting and Planning**

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

**Delegate to Empower**

Discusses how to effectively delegate tasks and responsibilities.

**Building a Team**

Reviews how to create and lead a team.

**Giving Effective Feedback.**

Provides suggestions for offering feedback to others on their performance.

**The Leader as a Coach**

Discusses how to work with a team to help them improve

**Motivating People**

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

**Service and Leadership.**

Discusses how leaders serve others by offering their knowledge and skills to help others achieve a goal.

**Resolving Conflict**

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