

# Competent Leadership Project Matrix

(catalog no. 265, US\$6 + shipping)

- ✓ Learn about various leadership skills & tips from manual
- ✓ Practice by serving in different meeting or club roles
- ✓ Receive evaluation from fellow members

*(This table lists meeting or club roles that fulfill project requirements in the Competent Leadership manual)*

Listening & Leadership  
 Critical Thinking  
 Giving Feedback  
 Time Management  
 Planning & Implementation  
 Organizing & Delegating  
 Facilitation Skills  
 Motivating People  
 Mentoring  
 Team Building

Role	1	2	3	4	5	6	7	8	9	10
Speaker				▲	▲					
Speech Evaluator	▲	▲	▲					▲		
Timer				♥						
Grammarian	▲	▲	▲	▲						
Ah-Counter	▲									
Table Topics Speaker	▲									
Table Topic Master				▲	▲		▲			
General Evaluator		▲	▲		▲		▲	▲		A
Toastmaster				▲	▲		▲	▲		A
Help to Organize a Club Speech Contest						▲				
Chair a Club Speech Contest										B
Help Organize a Club Special Event						▲				
Chair a Club Special Event										B
Help Organize a Public Relations Campaign						▲				
Chair a Public Relations Campaign								▲		B
Help Organize a Club Membership Campaign or Contest						▲				
Chair a Club Membership Campaign or Contest								▲		B
Help Produce the Club Newsletter						▲				
Assist the Club Webmaster						▲				
Serve as Club Newsletter Editor or Club Webmaster										B
Befriend a Guest at a Club Meeting							▲			
Mentor for a New Member									▲	
Mentor for an Existing Member									▲	
Guidance Committee Member									▲	
Must complete at least the listed number of the ▲ roles shown	3	2	3	1	3	1	2	3	1	2A or 1B

▲ - choice of role                      ♥ - must complete  
 \* - at least 3 of the roles listed, one of which must be a Chairman position

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	<i>Skills</i>	<i>Learning objectives + Practices</i>
1	Listening and Leadership	<ul style="list-style-type: none"> <li>❖ <i>7 steps to better listening</i></li> <li>✓ Determine your current listening skills</li> <li>✓ Identify the seven steps to better listening</li> <li>✓ Practice listening skills in various club meeting roles</li> </ul>
2	Critical Thinking	<ul style="list-style-type: none"> <li>❖ <i>Characteristics of a critical thinker</i></li> <li>❖ <i>9 tips for critical thinking</i></li> <li>✓ Determine your current thinking skills</li> <li>✓ Practice critical-thinking skills in various club roles</li> </ul>
3	Giving Feedback	<ul style="list-style-type: none"> <li>❖ <i>7 steps to effective feedback</i></li> <li>✓ Determine your current skills in giving feedback</li> <li>✓ Identify the steps in giving feedback effectively</li> <li>✓ Practice giving feedback as you serve in various meeting roles</li> </ul>
4	Time Management	<ul style="list-style-type: none"> <li>❖ <i>7 steps to effective time management</i></li> <li>✓ Determine your current time-management skills</li> <li>✓ Identify steps to effectively manage time</li> <li>✓ Practice time-management skills in various club roles</li> </ul>
5	Planning and Implementation	<ul style="list-style-type: none"> <li>❖ <i>Purpose of planning</i></li> <li>❖ <i>5 steps in the process</i></li> <li>❖ <i>The Importance of Communication</i></li> <li>✓ Determine current planning and implementation skills</li> <li>✓ Identify steps in planning and implementation process</li> <li>✓ Practice planning and implementation skills in various club roles</li> </ul>
6	Organizing and Delegating	<ul style="list-style-type: none"> <li>❖ <i>Tips on how to delegate effectively</i></li> <li>✓ Determine current skills in organizing and delegating</li> <li>✓ Identify steps in the organization and delegation process</li> <li>✓ Practice skills in organizing &amp; delegating during various club roles</li> </ul>
7	Developing Your Facilitation Skills	<ul style="list-style-type: none"> <li>❖ <i>Responsibilities and process</i></li> <li>❖ <i>Facilitation strategies</i></li> <li>❖ <i>5 steps in conflict resolution</i></li> <li>✓ Determine your present facilitation abilities</li> <li>✓ Identify facilitation strategies</li> <li>✓ Practice facilitation skills in various meeting roles</li> </ul>
8	Motivating People	<ul style="list-style-type: none"> <li>❖ <i>Basic principles</i></li> <li>❖ <i>Forms of reward</i></li> <li>✓ Determine your current motivational skills</li> <li>✓ Identify conditions that motivate people</li> <li>✓ Practice motivational skills while serving in club roles</li> </ul>
9	Mentoring	<ul style="list-style-type: none"> <li>❖ <i>Characteristics</i></li> <li>❖ <i>5 steps in being a good mentor</i></li> <li>✓ Determine your current mentoring skills</li> <li>✓ Identify the steps in being a good mentor</li> <li>✓ Practice mentoring skills in various club roles</li> </ul>
10	Team Building	<ul style="list-style-type: none"> <li>❖ <i>The Changing leadership role</i></li> <li>❖ <i>Steps in organizing your team</i></li> <li>✓ Determine your current team-building skills</li> <li>✓ Identify the steps in building a team</li> <li>✓ Practice team building skills while serving in various club roles</li> </ul>