

# Beyond the speech manuals

## These modules are ~10 minute programs with scripts and Powerpoint slides

### Better Speaker Series modules

- 270 Beginning Your Speech
- 271 Concluding Your Speech
- 272 Take the Terror Out of a Talk (overcoming nervousness)
- 273 Impromptu Speaking
- 274 Selecting Your Topic
- 275 Know Your Audience
- 276 Organizing Your Speech
- 277 Creating an introduction
- 278 Preparation and Practice
- 279 Using Body Language

### Successful Club Series modules

- 290 Moments of Truth (evaluate your club – more than 10 min)
- 291 Finding New Members for Your Club
- 292 Evaluate to Motivate
- 293 Closing the Sale (getting guests to join)
- 294 Creating the Best Club Climate
- 295 Meeting Roles & Responsibilities
- 296 Mentoring
- 297 Keeping the Commitment
- 298 Going Beyond Our Club
- 299 How to be a Distinguished Club
- 300 The Toastmasters Educational Program

### Leadership Excellence Series modules

- 311 The Visionary Leader
- 312 Developing a Mission
- 313 Values and Leadership
- 314 Goal Setting and Planning
- 315 Delegate to Empower
- 316 Building a Team
- 317 Giving Effective Feedback
- 318 The Leader as a Coach
- 319 Motivating People
- 320 Service and Leadership
- 321 Resolving Conflict

## Seminars 1- 4 hours

### Success/Communication Modules

- 205 Speechcraft – A Toastmasters workshop for non-members
- 242 How to Listen Effectively
- 251 The Art of Effective Evaluation
- 253 Building Your Thinking Power - Part I – Mental Flexibility
- 254 Building Your Thinking Power - Part II – The Power of Ideas
- 257 From Speaker to Trainer

### Success/Leadership Modules

- 236 How to Conduct Productive Meetings
- 237 Parliamentary Procedure in Action
- 255 Leadership – Part I – Characteristics of Effective Leaders
- 256 Leadership – Part II – Developing Your Leadership Skills
- 258 Leadership – Part III – Working in the Team Environment
- 259 Improving Your Management Skills

---

Improve your meetings with the following manuals:

- 1314 Patterns in Programming (great meeting ideas)
- 1312 Master Your Meetings
- 220 "Put on a Good Show" Toastmasters meeting planners' handbook for conferences & contests

**Compliments of Bob Hudack, DTM,  
Founder's District Lt. Gov Education & Training**

(over for advanced speech manuals list)

# The Toastmasters Advanced Manuals

The advanced manuals are designed around four principles:

1. The projects increase in difficulty within each manual, beginning with an overview of the subject and then becoming more specialized as you progress.
2. Each project incorporates what you have learned from the preceding ones, and it assumes you will use these techniques whether or not they are specifically referred to.
3. The projects supply more information than you need to complete each particular assignment. This will give you idea-starters for future talks.
4. It is the speech preparation and delivery that teach you, not just reading the project in the manual.

<b>226A The Entertaining Speaker</b> The Entertaining Speech Resources for Entertainment Make Them Laugh A Dramatic Talk Speaking After Dinner	<b>226F Speeches By Management</b> The Briefing The Technical Speech Manage and Motivate The Status Report Confrontation: The Adversary Relationship	<b>226K Storytelling</b> The Folk Tale Lets Get Personal The Moral of the Story The Touching Story Bringing History to Life
<b>226B Speaking to Inform</b> The Speech to Inform Resources for Informing The Demonstration Talk A Fact-Finding Report The Abstract Concept	<b>226G The Professional Speaker</b> The Keynote Address Speaking to Entertain The Sales Training Speech The Professional Seminar The Motivational Speech	<b>226L Interpretive Reading</b> Read A Story Interpreting Poetry The Monodrama The Play The Oratorical Speech
<b>226C Public Relations</b> The Public Relations Speech Resources for Goodwill The Persuasive Approach Speaking Under Fire The Media Speech	<b>226H Technical Presentations</b> The Technical Briefing The Proposal The Non-technical Audience Presenting a Technical Paper The Team Technical Presentation	<b>226M Interpersonal Communication</b> Conversing with Ease The Successful Negotiator Diffusing Verbal Criticism The Coach Asserting Yourself Effectively
<b>226D Facilitating Discussion</b> The Seminar Solution The Round Robin Pilot A Panel Make It Make Believe (Role Play) The Workshop Leader	<b>226I Persuasive Speaking</b> The Effective Salesperson Conquering the Cold Call The Winning Proposal Addressing the Opposition The Persuasive Leader	<b>226N Special Occasion Speeches</b> Mastering the Toast Speaking in Praise The Roast Presenting an Award Accepting an Award
<b>226E Specialty Speeches</b> Speak Off The Cuff Uplift The Spirit Sell A Product Read Out Loud Introduce The Speaker	<b>226J Communicating On Television</b> Straight Talk The Talk Show When You're the Host The Press Conference Training On Television	<b>226O Humorously Speaking</b> Warm Up Your Audience Leave Them with a Smile Make Them Laugh Keep Them Laughing The Humorous Speech

**Compliments of Bob Hudack, DTM,  
 Founder's District Lt. Gov Education & Training  
 (over for more educational materials)**