

Educational Achievement and Recognition

Communication Track

Competent Toastmaster Award (CTM)

Requirements:

- Completed the *Communication and Leadership Program* manual
- Completed CTM Award Application on page 55 of the *Communication and Leadership Program* manual with the “Project Completion Record” on page 56 or the CTM Award Application (2003 Supply Catalog Item Number 223, on page 4)

You’ll receive:

- CTM Certificate
- Letter to your employer
- Two *Advanced Communication and Leadership Program* manuals (see information below)

Advanced Toastmaster Bronze Award (ATM-B)

Requirements:

- Competent Toastmaster Award
- Completed two *Advanced Communication and Leadership Program* manuals
- Completed two “Project Completion Records” and the Advanced Toastmaster Award Application (2003 Supply Catalog Item Number 1207-A, on page 26)

You’ll receive:

- ATM-B Certificate
- Letter to your employer

Advanced Toastmaster Silver Award (ATM-S)

Requirements:

- Competent Toastmaster Award
- Advanced Toastmaster Bronze Award
- Completed two additional *Advanced Communication and Leadership Program* manuals (may not be those completed for your ATM-B Award)
- Completed two additional “Project Completion Records” and the Advanced Toastmaster Award Application (2003 Supply Catalog Item Number 1207-A, on page 26)
- Conducted any two programs from *The Better Speaker* series and/or *The Successful Club* series (see information below)

You’ll receive:

- ATM-S Certificate
- Letter to your employer

Educational Achievement and Recognition (continued)

Communication Track (continued)

Advanced Toastmaster Gold Award (ATM-G)

Requirements:

- Competent Toastmaster Award
- Advanced Toastmaster Bronze Award
- Advanced Toastmaster Silver Award
- Completed two additional *Advanced Communication and Leadership Program* manuals (may not be those completed for either your ATM-B and ATM-S Awards)
- Completed two additional “Project Completion Records” and the Advanced Toastmaster Award Application (2003 Supply Catalog Item Number 1207-A, on page 26)
- Conducted either a *Success/Communication Program*, a *Success/Leadership Program*, or a *Youth Leadership Program* (see information below)
- Coached a new member with the first three projects of the *Communication and Leadership Program* manual

You’ll receive:

- ATM-G Certificate
- Letter to your employer

Leadership Track

Competent Leader Award (CL)

Requirements:

- Competent Toastmaster Award
- Served a full term (six months in clubs that meet weekly, one year in all others) as a Club officer
- Participated in preparing and creating your Club’s Success Plan
- Participated in and received officer training as a Club officer
- Conducted any two programs from *The Successful Club* series (see information below)
- Completed the “Leadership Awards” Application (2003 Supply Catalog Number 1209-A, on page 26)

You’ll receive:

- Competent Leader Certificate
- Letter to your employer

Educational Achievement and Recognition (continued)

Leadership Track (continued)

Advanced Leader Award (AL)

Requirements:

- Competent Toastmaster Award
- Competent Leader Award
- Served a full one year term (July 1 to June 30) as a District Officer (Area Governor, Division Governor, Treasurer, Secretary, Public Relations Officer, Lieutenant Governor Marketing, Lieutenant Governor Education and Training, or District Governor)
- Completed the *High Performance Leadership* program (2003 Supply Catalog Number 262, on page 7; see information below)
- Served successfully as a Club Sponsor, a Club Mentor, or a Club Specialist (all are appointed by the District Governor)
- Completed the “Leadership Awards” Application (2003 Supply Catalog Number 1209-A, on page 26)

You’ll receive:

- Advanced Leader Certificate
- Letter to your employer

Distinguished Toastmasters Award (DTM)

The Distinguished Toastmaster Award is the highest recognition a member may receive.

Requirements:

- Competent Toastmaster Award
- Advanced Toastmaster Bronze Award
- Advanced Toastmaster Silver Award
- Advanced Toastmaster Gold Award
- Competent Leader Award
- Advanced Leader Award
- Completed the Distinguished Toastmaster Award Application (2003 Supply Catalog Number 1209-A, on page 26)

You’ll receive:

- A plaque
- Letter to your employer

Educational Achievement and Recognition (continued)

Appendix

Advanced Communication and Leadership Program Manuals (ATM-B/ATM-S/ATM-G)

Item #	Title	Item #	Title
226-A	<i>The Entertaining Speaker</i>	226-I	<i>The Professional Salesperson</i>
226-B	<i>Speaking To Inform</i>	226-J	<i>Communicating On Television</i>
226-C	<i>Public Relations</i>	226-K	<i>Storytelling</i>
226-D	<i>The Discussion Leader</i>	226-L	<i>Interpretive Reading</i>
226-E	<i>Specialty Speeches</i>	226-M	<i>Interpersonal Communications</i>
226-F	<i>Speeches By Management</i>	226-N	<i>Special Occasion Speeches</i>
226-G	<i>The Professional Speaker</i>	226-O	<i>Humorously Speaking</i>
226-H	<i>Technical Presentations</i>		

Additional information on the *Advanced Communication and Leadership Program* manuals is available from the 2003 Supply Catalog or from *Fast Track To Advanced Toastmaster*, a booklet prepared by Peter Bunce, DTM/ATMS.

The Better Speaker Series (ATM-S)

Item #	Title	Item #	Title
270	<i>Beginning Your Speech</i>	275	<i>Know Your Audience</i>
271	<i>Concluding Your Speech</i>	276	<i>Organizing Your Speech</i>
272	<i>Take The Terror Out Of Talk</i>	277	<i>Creating An Introduction</i>
273	<i>Impromptu Speaking</i>	278	<i>Preparation And Practice</i>
274	<i>Selecting Your Topic</i>		

The Successful Club Series (ATM-S, CL)

Item #	Title	Item #	Title
290	<i>The Moments Of Truth</i>	295	<i>Meeting Roles And Responsibilities</i>
291	<i>Finding New Members For Your Club</i>	296	<i>Mentoring</i>
292	<i>Evaluate To Motivate</i>	297	<i>Keeping The Commitment</i>
293	<i>Closing The Sale</i>	298	<i>Going Beyond Our Club</i>
294	<i>Creating The Best Club Climate</i>		

Educational Achievement and Recognition (continued)

Appendix (continued)

Success/Communication Programs (ATM-G)

Item #	Title	Item #	Title
205	<i>Speechcraft</i>	253	<i>Building Your Thinking Power I</i>
242	<i>How To Listen Effectively</i>	254	<i>Building Your Thinking Power II</i>
251	<i>The Art Of Effective Evaluation</i>	257	<i>From Speaker To Trainer</i>

More information is available on these from the 2003 Supply Catalog or from *Expanding Your Horizons*, Catalog Item Number 211, page 8.

Success/Leadership Programs (ATM-G)

Item #	Title	Item #	Title
236	<i>How To Conduct Productive Meetings</i>	256	<i>Developing Your Leadership Skills</i>
237	<i>Parliamentary Procedure In Action</i>	258	<i>Working In The Team Environment</i>
249	<i>Westminster Parliamentary Procedure</i>	259	<i>Improving Your Management Skills</i>
255	<i>Characteristics Of Effective Leaders</i>		

More information is available on these from the 2003 Supply Catalog or from *Expanding Your Horizons*, Catalog Item Number 211, page 8.

Youth Leadership Program (ATM-G)

Item #	Title
811	<i>Youth Leadership Educational Packet</i>

The *Youth Leadership* Program is an opportunity for Toastmaster members to work with young people, helping them learn speaking and leadership skills they will need to be successful adults.

Prepared by Peter Bunce, DTM/ATM-S
District 52 Educational Achievement Chair (1999 - 2000)
July 1999