

SECTION 3.4

Project Basics - Level Four

Accomplished Communicator

ACCOMPLISHED COMMUNICATOR

Level Four Projects Chart

Level Four develops communication, leadership and organizational skills even further. In addition to the attendance and general assignments applicable to all participants, the participants are now offered one of four options that include leadership, communication, community organizational skills and business administration skills.

Projects 1 –5 listed below are compulsory for every participant at this level.

Date started: _____

Project Number	Project Title	Date Completed	Accreditation Chairman's Signature
	Compulsory section #1-5		
1	Attend 70% of club meetings for one year.		
2	a. Attend <i>one</i> Region conference and b. Attend <i>one</i> POWERtalk International Convention or c. Attend <i>two</i> Region Conferences.	1. 2.	
3	Prepare and present <i>five</i> education features with total presentation time of at least <i>five</i> hours. <i>See workshop preparation and guidelines, Appendices section 3.6</i>	1. 2. 3. 4. 5.	
4	General Evaluator at <i>six</i> POWERtalk meetings.	1. 2. 3. 4. 5. 6.	
5	Evaluator of training sessions at <i>three</i> Region conferences and/or <i>three</i> POWERtalk International conventions	1. 2. 3.	

Accomplished Communicator Level Four: Projects Chart continued . . .

The five sections above comprise the compulsory sector for all members participating in Level Four, Accomplished Communicator.

Date Completed: _____ Name: _____
Email: _____ Club: _____
Region: _____ Membership No: _____

The assignments in the pages that follow outline the four available options for Levels Four and Five.

Page 3: Option 1 – Leadership.

Page 4: Option 2 – Communication.

Page 7: Option 3 – Community/Organizational Skills.

Page 10: Option 4 – Business Administration Skills.

The member is to select *one* of the above course options to attain Level Four, Accomplished Communicator and another of the course options to attain Level Five, Distinguished Communicator.

On completion of each level submit a copy of the projects chart to the POWER*talk* International Accreditation Chairman c/- ITC Management Services (IMS) and ensure that the first sheet in each level (Four and Five), containing member's name, club, region, etc., details, **plus** a copy of the course option sheets, is submitted.

Any queries regarding the Accreditation Program should be directed to the current POWER*talk* International Accreditation Chairman via ITC Management Services (IMS) or directly to **accred@powertalkinternational.com**

Option 1 Levels 4/5	Leadership Course	Date Completed	Accreditation Chairman's Signature
1.	Region officer.		
2.	Chairman of <i>three</i> region committees.	1. 2. 3.	
3.	Coordinate <i>two</i> of the following: a. region conference; b. leadership conference; c. joint council meeting; d. Founder's Day/ITC International function; e. a major community or business function; or an ITC International organising unit.	1. 2.	
4.	Present any <i>three</i> of the following: a. officer training for council, region or ITC International (minimum <i>one</i> hour); b. education session for leadership conference (minimum <i>one</i> hour); c. education session for council, region or ITC International (minimum <i>one</i> hour); d. installation of council or region officers; e. guest speaker for council or region; or f. guest speaker for a community organization.	1. 2. 3.	
5.	Select <i>one</i> of the following: a. contest judge for a council or region contest; or b. contest judge for another organization.		
6.	Attend Phase I or Phase II of the leadership training programs prepared by the ITC International board.		
7.	Play a major role in organising a new ITC International or Zenith club.		

Option 2 Levels 4/5	Communication Course	Date Completed	Accreditation Chairman's Signature
1.	<p>Prepare and present any <i>two</i> of the following features, of at least 30 minutes duration, at council, region or international level.</p> <ul style="list-style-type: none"> a. Effective council or region newsletters b. Effective use of publicity. c. Differences between publicity and public relations. d. How to prepare and present an education session. e. Guidelines for writing an article or publication. f. How to set up and use a council service bureau. g. How to prepare and present a report (committee, officer, delegate, etc.) h. Effective written communication. i. The effective use of visual aids. j. The proper use of a microphone. 	<ul style="list-style-type: none"> 1. 2. 	
2.	<p>Conduct <i>one</i> of the following at a council or region other than your own:</p> <ul style="list-style-type: none"> a. one hour education session; b. installation of officers; c. guest speaker; or d. training for elected or appointed officers. 		

		Date Completed	Accreditation Chairman's Signature
3.	Complete one of the following: a. guest speaker for a non-POWER <i>talk</i> International function (minimum <i>fifteen</i> minutes); b. session leader for a leadership conference (minimum <i>one</i> hour); or training for elected or appointed officers at council or region.		
4.	Conduct <i>two</i> training sessions on evaluation at any level - minimum <i>thirty</i> minutes each.	1. 2.	
5.	Prepare and submit <i>one</i> education feature to the POWER <i>talk</i> International Accreditation Committee, c/- POWER <i>talk</i> International Management Services, for review and consideration for possible publication.		
6.	Prepare and have published <i>two</i> articles for your council, region or POWER <i>talk</i> International publication.	1. 2.	
7.	Complete <i>one</i> of the following: a. translate and have published any two POWER <i>talk</i> International workshops, speeches or magazine/ newsletter articles from English to another language; b. translate and have published any two POWER <i>talk</i> International workshops, speeches, or magazine/ newsletter articles from another language to English; or c. prepare and provide an educational feature or workshop to another linguistic group, for their translation and use.		

		Date Completed	Accreditation Chairman's Signature
	<i>(This assignment will be accredited once the recipients have translated and used the feature.)</i>		
8.	<p>Complete <i>one</i> of the following:</p> <ul style="list-style-type: none"> a. act as a language interpreter to or from English, on behalf of a speaker; b. attend a <i>POWERtalk</i> International meeting, at any level, in a country other than your own; c. host a visiting <i>POWERtalk</i> International member whose language is different to your own; or d. communicate in your own language with a <i>POWERtalk</i> International member, or club, from another country, whose language is foreign to the language that you speak. 		
9.	<p>Obtain publicity for <i>POWERtalk</i> International in <i>one</i> of the following areas:</p> <ul style="list-style-type: none"> a. a published article in a newspaper b. a published article for a company in-house publication; c. spot announcement for radio or television; d. a radio or television interview; or e. create a website for club, council or region. 		
10.	<p>Committee chairman/appointed officer. Select <i>one</i> at council and <i>one</i> at region. Name the committees:</p> <p>_____</p> <p>_____</p>	<p>1.</p> <p>2.</p>	

		Date Completed	Accreditation Signature
11.	Complete <i>one</i> of the following: a. program leader for region conference or international convention function; or b. guest speaker at a region conference.		
12.	Complete <i>one</i> of the following: a. club speech contest participant twice; or b. writing contest participant <i>twice</i> .	1. 2.	

Option 3 Levels 4/5	Community/Organizational Skills	Date Completed	Accreditation Chairman's Signature
1.	Work in Extension for a minimum of <i>two</i> years.		
2.	Make business, industry or local government contact with personnel directors within your community for the purpose of introducing POWER <i>talk</i> International, using one of the following methods: <ol style="list-style-type: none"> a. POWER<i>talk</i> International demonstration meeting; b. place an article about the benefits of POWER<i>talk</i> International training in the company in-house publication; or c. provide leadership workshop(s) to employees sponsored by your POWER<i>talk</i> International club. 		
3.	Coordinate and participate in a minimum of <i>three</i> POWER <i>talk</i> International demonstration meetings.	1. 2. 3.	
4.	Bring at least <i>five</i> guests to your club meeting.	1. 2. 3. 4. 5.	
5.	Recruit at least <i>two</i> new POWER <i>talk</i> International members	1. 2.	
6.	Prepare and present any <i>three</i> of the following with total presentation time of not less than <i>three</i> hours: <ol style="list-style-type: none"> a. officer training at council or region; b. education session on the importance of extension; 	1. 2. 3.	

		Date Completed	Accreditation Chairman's Signature
	<ul style="list-style-type: none"> c. constructive evaluation session – giving and receiving; d. report on special community activity; e. session on effective public relations; f. basic parliamentary procedure; g. committee functioning; h. report on a visit to another POWERtalk International club or community organization; i. structure of POWERtalk International; j. new education features available from the POWERtalk International website; k. methods of presenting education; or l. effective reporting (financial, officers, committee, special activities, reports, etc.) 		
7.	<p>Serve as a judge for <i>one</i> of the following:</p> <ul style="list-style-type: none"> a. club speech contest; b. club evaluation contest; c. community speech contest; or d. community debate. 		
8.	<p>Complete any <i>three</i> of the following:</p> <ul style="list-style-type: none"> a. prepare and conduct an orientation program for <i>one</i> term; b. prepare club education for <i>one</i> term; c. coordinate a council meeting; d. coordinate a membership drive for <i>one</i> term; e. coordinate a Founder's day/ POWERtalk International function; 	<ul style="list-style-type: none"> 1. 2. 3. 	

		Date Completed	Accreditation Chairman's Signature
	<ul style="list-style-type: none"> f. coordinate a leadership conference within your community; g. coordinate a publicity campaign for your club for one term; or h. maintain a club library for <i>one</i> term keeping members informed of available and new education features and articles from publications at all levels of POWER<i>talk</i> International. 		
9.	<p>Participate in <i>two</i> community activities publicising POWER<i>talk</i> International, such as:</p> <ul style="list-style-type: none"> a. POWER<i>talk</i> International sponsored booth in shopping areas, fairs or other special community projects; b. POWER<i>talk</i> International sponsored or cosponsored speech contest for schools, businesses, or special interest groups; or c. speaker for community service organizations. 	<ul style="list-style-type: none"> 1. 2. 	

Option 4 Levels 4 /5	Business Administration	Date Completed	Accreditation Chairman's Signature
1.	Hold office as treasurer at region level.		
2.	Prepare and present an educational feature at any level, on each of the following: <ol style="list-style-type: none"> a. the essential differences between a Receipts and Payments Statement and the Annual Financial Statements comprising Balance Sheet and Income Statements; and b. the purpose of and salient steps in performing a bank reconciliation including a model reconciliation by way of illustration. 	<ol style="list-style-type: none"> 1. 2. 	
3.	Draw up a Balance Sheet and Income Statement for any business organization and present it at any level.		
4.	Present any <i>one</i> of the following educational features at club level (minimum of <i>thirty</i> minutes): <ol style="list-style-type: none"> a. the definition and purpose of a budget; b. the steps in preparing a budget at club level including a model budget by way of illustration; c. the purpose and process of budgetary control - discuss alternative courses of action available, where variances have occurred; or d. explain the concept of current budget techniques, providing practical examples. 		

		Date Completed	Accreditation Chairman's Signature
5.	<p>Carry out <i>one</i> of the following:</p> <ul style="list-style-type: none"> a. create a website for your club, council or region; b. present a workshop at any level on the advantages of digital projection equipment in training and communication and demonstrate the use of this equipment; c. run a workshop on the selection of people for a position, addressing the following: <ul style="list-style-type: none"> • establishing the requirements of the job; • establishing the candidate's capacity; and • matching the candidate and job profiles (minimum <i>thirty</i> minutes); or d. serve in an administrative role on the board or a management committee of an outside business organization for a minimum of <i>one</i> year. 		
6.	<p>Prepare and present an educational feature on the following (minimum <i>thirty</i> minutes each):</p> <ul style="list-style-type: none"> a. Minutes – the purpose and essentials of effective minutes covering relevant procedures such as approval and amendment including supplying a model by way of illustration; 	<ul style="list-style-type: none"> 1. 2. 3. 	

		Date Completed	Accreditation Chairman's Signature
	<p>b. Agenda - the purpose and essentials of an effective agenda covering relevant procedures such as amendment also supplying an illustrative model; and</p> <p>c. Rules of order - the purpose and logic behind the following:</p> <ul style="list-style-type: none"> • quorum; • notice period; • seconding a motion; and • the rule applicable where debate on a motion produces a variation. Explain how and why amendments should be handled that way. 		