



...coaching in effective speaking

POWER*talk* International offers the opportunity to

- develop your leadership skills
- increase your communication skills as a listener and speaker
- perfect skills in a supportive atmosphere
- learn efficient organization techniques
- receive evaluation feedback to ensure continuous improvement
- achieve personal growth through building self-confidence
- gain career and community recognition

This Master Manual is constructed to provide a guide for personal growth and to reinforce learning through evaluation.

The projects in this manual provide training in a variety of communication basics ranging from the shorter and less difficult, to the more demanding. Assignments may be repeated as valuable experience is gained.

Use the **WORK PLAN** to establish your goals. Select the **PROJECTS** for your personal program, advising the club program chairman when you are ready to be programmed for these. Record completion on the **PROJECTS CHART** at the beginning of each projects level.

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