

SECTION 1

Introduction to
Master Manual



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INTRODUCTION TO MASTER MANUAL

For easy reference your **Master Manual** is divided into ten sections.

- Section 1** **Introduction**
The Introduction contains details about *POWERtalk* International's values, the Accreditation Program, Member Profile, Member Mentor, Self-Evaluation & Work Plan Forms.
- Section 2** **Speech Basics**
The **Speech Basics** section provides information on how to: get started; define the subject, the message and the purpose; assess the audience and the occasion in relation to the speech; identify the materials to be used; open, close and link the speech; outline the speech and rehearse it.
- Section 3** **Project Basics**
The **Project Basics** section is divided into the five levels at which the member's achievements are accredited. The assignments are listed in an order of difficulty designed to assist and extend the member's growth. Evaluation sheets are also included for each speech project. Optional speech assignments for Levels One to Three are included in 3.6 (Appendices).
- Section 4** **Evaluation Basics**
The **Evaluation Basics** section provides an in-depth study of the art of practical, effective evaluation, applicable in *POWERtalk* International as well as everyday situations.
- Section 5** **POWERtalk ITC Basics**
The **POWERtalk ITC Basics** section provides information on shortcourse material for those clubs that wish to run condensed courses for specific groups.
- Section 6** **Organization Basics**
The **Organization Basics** section contains an outline of the history, purpose and structure of *POWERtalk* International plus club functioning, committee functions, parliamentary procedure, protocol, club speech situations, special meetings and the purpose, benefits and categories involved in the International Speech and Writing Contests.
- Section 7** **Meeting Procedure Basics**
The **Meeting Procedure Basics** section contains sample agendas, minutes, reports, etc.
- Section 8** **Accreditation Basics**
The **Accreditation Basics** section contains details for accreditation levels four and five (AC and DC qualifications).

Section 9

POWERtalk International Supplementary Manuals

The POWERtalk International Supplementary Manuals section contains supplementary manuals used at the varying levels of POWERtalk International.

Section 10

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NOTE: ALL MATERIAL IS INTENDED TO BE FLEXIBLE AND ADAPTABLE TO THE NEEDS OF THE MEMBER. Only the Bylaws are absolute rules. (Current Bylaws can be found on the POWERtalk International website www.powertalkinternational.com).



...coaching in effective speaking

Vision

Statement...

International Training in Communication creates a better world tomorrow by training communicators and developing leaders today.

Mission

Statement...

The mission of International Training in Communication is to provide global opportunities for self-improvement through progressive quality training in communication and leadership skills.

Pledge...

We, as members of International Training in Communication, hereby pledge to improve our communication and leadership skills, in order to achieve greater understanding throughout the world.

Creed...

To foster free and open discussion which shall be without bias on all subjects - whether political, social, economic, racial or religious.

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ACCREDITATION PROGRAM

Fact Sheet

The *POWERtalk* International accreditation program is a planned and recorded achievement program. All the skills of communication – from delivering a speech, to writing a letter, using the telephone, giving a presentation, listening analytically, or chairing a meeting – are learned; therefore, they can be developed and improved. Each member begins the Accreditation Program as soon as they tackle their first assignment. The program consists of five levels, sequentially developed and based primarily on communicative abilities as a listener and a speaker, leadership skills and organizational techniques.

The program is outlined in the Projects Basics section of this manual where there is a specific projects chart for officially recording the participant's achievement.

Special recognition is given on the successful completion of each level:

- The participant submits a copy of his/her completed and signed Projects Chart to the International Accreditation Chairman for acknowledgement. (Name and contact details available on *POWERtalk* International Website – www.powertalkinternational.com).
- Certificates of Completion are then sent to the member by *POWERtalk* International
- Participants are entitled to purchase and wear an appropriate *POWERtalk* International Accreditation Pin designating the level of the accomplishment attained.
- Upon request of the participant, a letter of recognition from the *POWERtalk* International President will be directed to the member's employer (or similar individual) for information and filing. The training hours completed for each course are included in the letter.
- The designation of Effective Communicator (EC) is awarded on completion of Level I.
- The designation of Proficient Communicator (PC) on completion of Level II.
- The designation of Skilled Communicator (SC) is awarded on completion of Level III.
- The designation of Accomplished Communicator (AC) is awarded on completion of Level IV.
- The designation of Distinguished Communicator (DC) is awarded on completion of Level V.

MEMBER PROFILE

(This form is to be completed by the new member, and copies provided to the appointed mentor and Education Vice-President/Education Chairman).

Communication and Leadership Goals

Why did you decide to join a POWER*talk* International club?

What objectives do you hope to achieve as a member of this club?

Is public speaking or staff training a requirement of your job or profession?

Describe your current skill level as a speaker.

Are there any fears in relation to public speaking that POWER*talk* International could help you overcome?

Your POWER*talk* International club can assist in improving skills in many areas. The list below is an example of the many areas of training POWER*talk* International offers. Circle any with which you require particular training or assistance.

- Thinking quickly and logically under pressure
- Improving your self-confidence
- Putting ideas across in a clear, confident and understandable way
- Being an effective team leader
- Listening carefully to retain information
- Evaluating others' presentations in a constructive manner
- Accepting and learning from others' evaluations of your own presentations

MEMBER MENTOR FORM

(This form is to be completed by the Education Vice-President/Education Chairman and a copy given to the new member's mentor.)

Your Mentor is:

Name _____

Address _____

Telephone: Day _____ Evening _____

Mobile/Cell phone _____ Fax _____

Email _____

Your details:

Name _____

Address _____

Telephone: Day _____ Evening _____

Mobile/Cell phone _____ Fax _____

Email _____

Membership Number: _____

A mentor is a more experienced member who takes a personal interest in helping a new member. Mentors serve as role models, coaches and advisers. They offer knowledge, insight, wisdom and background information to less experienced members. A mentor should also assist the new member in becoming more familiar with their *POWERtalk* International club procedures, how to use the *POWERtalk* International Manual and the most constructive way to plan the individual's own progress.

SELF EVALUATION

Date _____

(Rate yourself on your present communicating ability on a scale of 1-10. 1 – least proficient; 10 – most proficient)

1. I am at ease in talking to other people in a formal situation.

1 2 3 4 5 6 7 8 9 10

2. I speak fluently when called upon to think on my feet.

1 2 3 4 5 6 7 8 9 10

3. My range of vocabulary is adequate to express myself.

1 2 3 4 5 6 7 8 9 10

4. I can make myself heard effectively.

1 2 3 4 5 6 7 8 9 10

5. Are you aware of any faulty mannerisms such as grunting, stalling with “and-uh” or “ah-h-h”, poor posture, aimless nervous movements, stiffness, lack of confidence?

Which of the above do you have?

How do you rate yourself for eye contact with your audience?

1 2 3 4 5 6 7 8 9 10

6. How do you rate yourself as an overall communicator?

1 2 3 4 5 6 7 8 9 10

WORK PLAN

I joined POWERtalk International for the following reasons: _____

1. My best assets are:

(Look at yourself as objectively as possible. This self-evaluation is for your information only.) Underline the assets that apply to you

Image

Conversation/word power

Voice

Educational background

Poise

Thinking on my feet

Leadership qualities

Working with groups

Thinking objectively

Well organised / productive work habits

Listening skills

Organising my thoughts

2. I want to improve: (Select from those above and/or add others.)

3. During the term I will work toward fulfilling the following specific goal(s).

4. To achieve these goals I need to complete the following projects.

(Refer to Projects Chart.)

It is recommended that every member should complete this form in consultation with his/her mentor.