



Development Program

POWERtalk Australia
... coaching in effective speaking

Development Program



Name: _____



Development Program

FOREWORD

At all stages and in all situations in our lives we need to communicate well. The most successful people are those who communicate the most effectively. At POWERtalk Australia, we believe that quality communication skills can be learned and developed with the right mentoring and training.

Welcome to the POWERtalk Australia Development Program. This program is designed to improve your communication skills and leadership skills.

The Development Program will help to guide you, the member, and provide a record as you develop your communication and leadership skills. The Development Program can assist Education Leaders in clubs to design the club's programs. An added advantage of the Development Program is that Level 1 can be used as a "Fast Track" for people who want a quicker progress during a short-term membership. The possibilities are endless in how individual members and clubs can use the Development Program.

The information contained in this Development Program was compiled from numerous sources. Old materials from the former International Toastmistress Clubs, International Training in Communication and *POWERtalk* International and various sources on the internet provided inspiration for the Development Program.

Of course, a project such as this requires many committed members to work together. Thanks go to the POWERtalk Australia Board: President-Elect, Janeen Vosper, who coordinated the project; Secretary, Marie Cooke; and Treasurer, Margaret Sutherland; with special thanks to Pat Cartwright for bringing it all together.

We hope that all members find this Development Program useful and help you to improve your communication and leadership skills.

Margaret Grand
President 2017-2019
POWERtalk Australia

17th March, 2019

Development Program

| LEVEL 1 - SPEAKING BASICS | | | |
|--|-----------------------------------|-------------|-------------|
| Project | Project Title | Time | Page |
| 1 | Thought for the Day / Inspiration | | 1.5 |
| 2 | Closing Thought | | 1.5 |
| 3 | Issues of the Day Participant | | 1.6 |
| 4 | Self-Introduction Speech | 4-7 minutes | 1.7 |
| 5 | Oral Reading | 4-7 minutes | 1.9 |
| 6 | Poetry Reading | 4-7 minutes | 1.11 |
| 7 | Word Power Education | 10 minutes | 1.13 |
| 8 | Speech to Inform | 5-8 minutes | 1.15 |
| 9 | Speech Containing Gestures | 5-8 minutes | 1.17 |
| 10 | Introduction of a Speaker | | 1.19 |
| 11 | Thanking a Speaker | | 1.19 |
| 12 | Trainee Evaluator | | 1.20 |
| 13 | Self-Evaluation | | 1.21 |
| LEVEL 2 – SPEAKING INTERMEDIATE | | | |
| Project | Project Title | Time | Page |
| 1 | Issues of Day Leader | | 2.5 |
| 2 | Program Leader | | 2.7 |
| 3 | Speech to Persuade | 5-8 minutes | 2.9 |
| 4 | Speech to Inspire | 5-8 minutes | 2.11 |
| 5 | Speech to Entertain | 5-8 minutes | 2.13 |
| 6 | Research Speech | 5-8 minutes | 2.15 |
| 7 | Current Event Speech | 5-8 minutes | 2.17 |
| 8 | Speech Using Visual Aids | 5-8 minutes | 2.19 |
| 9 | Impromptu Speech | 4-7 minutes | 2.21 |
| 10 | Word Power Education | 20 minutes | 2.23 |
| 11 | Assignment Evaluator | | 2.25 |
| 12 | General Evaluator | | 2.26 |
| 13 | Committee Member | | 2.27 |

Development Program

| LEVEL 3 – SPEAKING ADVANCED | | | |
|---|---|---------------|-------------|
| Project | Project Title | Time | Page |
| 1 | Prepare a Written Report and Present Using a Microphone | | 3.5 |
| 2 | Present an Education Session | 20-30 minutes | 3.7 |
| 3 | Program a Meeting at any Level | | 3.9 |
| 4 | Moderator or Discussion Leader | | 3.11 |
| 5 | General Evaluator | | 3.14 |
| 6 | Committee Chairman | | 3.17 |
| 7 | Club Elected Officer | | 3.18 |
| 8 | POWERtalk Australia Conference Delegate | | 3.18 |
| 9 | Speech Contest Judge | | 3.19 |
| | <i>Plus any six of the following eight speeches:</i> | | |
| 10 | Speech Using a Whiteboard | 8-10 minutes | 3.20 |
| 11 | Biographical Speech | 8-10 minutes | 3.23 |
| 12 | Review Assignment | 6-9 minutes | 3.25 |
| 13 | Be in Earnest Speech | 5-8 minutes | 3.27 |
| 14 | TV Talk | 6-8 minutes | 3.29 |
| 15 | Speech to Inspire, Using Technology | 5-8 minutes | 3.32 |
| 16 | Travelogue | 7-10 minutes | 3.37 |
| 17 | Impromptu Speech | 7-8 minutes | 3.39 |
| LEVEL 3 – SPEAKING ADVANCED APPENDIX | | | |
| Project | Project Title | Time | Page |
| 1 | Art Exhibition Review | 6-9 minutes | 3A.4 |
| 2 | Concert Review | 6-9 minutes | 3A.7 |
| 3 | Film Review | 6-9 minutes | 3A.9 |
| 4 | Play / Theatre Review | 6-9 minutes | 3A.11 |
| 5 | Book Review | 6-9 minutes | 3A.13 |
| 6 | Book Report | 3-5 minutes | 3A.16 |



Development Program

| LEVEL 4 – LEADING TRAINER | | | |
|---|---|-----------------|-------------|
| Project | Project Title | Time | Page |
| 1 | Prepare and Present Education Session | Min. 45 minutes | 4.5 |
| 2 | Prepare and Present Education Session | Min. 90 minutes | 4.7 |
| 3 | Present Education Session Developed by Someone Else | Min. 30 minutes | 4.9 |
| 4 | Interpretive Reading | as allocated | 4.11 |
| 5 | Delivering a Presentation with PowerPoint | as negotiated | 4.13 |
| 6 | Speech Using Visual Aids Advanced | 8-10 minutes | 4.17 |
| 7 | Technical Presentation | 20-30 minutes | 4.19 |
| 8 | Organise a Speech Contest | | 4.22 |
| 9 | Installation of Officers | | 4.23 |
| 10 | Training/Workshop Session Evaluator | | 4.24 |
| 11 | General Evaluator | | 4.25 |
| 12 | Coordinate a Leadership Conference | | 4.29 |
| 13 | POWERtalk Australia Elected Officer | | 4.30 |
| 14 | Self-Evaluation Advanced | | 4.31 |
| LEVEL 4 – LEADING TRAINER APPENDIX | | | |
| Project | Project 4 - Interpretive Reading Options | Time | Page |
| 4A | Present a Monologue | 5-7 minutes | 4A.7 |
| 4B | Interpret Poetry | 6-8 minutes | 4A.9 |
| 4C | Read a Story | 8-10 minutes | 4A.11 |
| 4D | Oratorical Speech | 8-10 minutes | 4A.13 |
| 4E | Present a Play | 12-15 minutes | 4A.15 |

NOTES