



The 15 Advanced Manuals

Theme: Management	
Speaking to Inform	
1. The Speech to Inform	5-7 mins
2. Resources for Informing	5-7 mins
3. The Demonstration Talk	5-7 mins
4. A Fact-Finding Report	5-7 + 2-3 QA
5. The Abstract Concept	6-8 mins
Speeches by Management	
1. The Briefing	8-10 mins
2. The Technical Speech	8-10 mins
3. Manage and Motivate	10-12 mins
4. The Status Report	10-12 mins
5. Confrontation	5, 10 min QA
Technical Presentations	
1. The Technical Briefing	10 mins
2. The Proposal	8-10 + 3-5 QA
3. The Non-Technical Audience	10-12 mins
4. Presenting a Technical Paper	10-12 mins
5. Team Technical Presentation	20-30 mins
The Discussion Leader	
1. The Seminar Solution	20-30 mins
2. The Round Robin	20-30 mins
3. Pilot a Panel	30-40 mins
4. Make It Make-Believe	20-30 mins
5. The Workshop Leader	30-40 mins
Interpersonal Communication	
1. Conversing with Ease	10-14 mins
2. The Successful Negotiator	10-14 mins
3. Diffusing Verbal Criticism	10-14 mins
4. The Coach	10-14 mins
5. Asserting Yourself Effectively	10-14 mins

Theme: Storytelling	
Interpretive Reading	
1. Read a Story	8-10 mins
2. Interpreting Poetry	6-8 mins
3. The Monodrama	5-7 mins
4. The Play	12-15 mins
5. The Oratorical Speech	8-10 mins
Storytelling	
1. The Fable Tale	7-9 mins
2. Let's Get Personal	6-8 mins
3. The Moral of the Story	4-6 mins
4. The Teaching Story	6-8 mins
5. Bringing History to Life	7-9 mins
Special Occasion Speeches	
1. Mastering the Toast	2-3 mins
2. Speaking in Praise	5-7 mins
3. The Roast	3-5 mins
4. Presenting an Award	3-4 mins
5. Accepting an Award	5-7 mins
Humorously Speaking	
1. Warm up Your Audience	5-7 mins
2. Leave them with a Smile	5-7 mins
3. Make Me Laugh	5-7 mins
4. Keep them Laughing	5-7 mins
5. The Humorous Speech	5-7 mins
The Entertaining Speech	
1. The Entertaining Speech	5-7 mins
2. Resources for Entertainment	8-10 mins
3. Make them Laugh	8-10 mins
4. A Dramatic Talk	10-12 mins
5. Speaking After Dinner	13-15 mins

Theme: Professional	
Specialty Speeches	
1. Speak off the Cuff	5-7 mins
2. Split the Split	8-10 mins
3. Sell a Product	10-12 mins
4. Read Out Loud	12-15 mins
5. Introduce the Speaker	8-10 mins
Public Relations	
1. The Public Relations Speech	5-7 mins
2. Resources for Goodwill	8-10 mins
3. The Persuasive Approach	8-10 mins
4. Speaking Under Fire	5-8 mins
5. The Media Speech	8-10 mins
Persuasive Speaking	
1. The Effective Salesperson	8-12 mins
2. Conquering the "Cold Call"	10-14 mins
3. The Winning Proposal	5-7 mins
4. Addressing the Opposition	7-9 mins
5. The Persuasive Leader	5-8 mins
The Professional Speaker	
1. The Keynote Address	15-20 mins
2. Speaking to Entertain	15-20 mins
3. The Sales Training Speech	15-20 mins
4. The Professional Seminar	20-40 mins
5. The Motivational Speech	15-20 mins
Communicating on Television	
1. Straight Talk	3 mins
2. The Talk Show	10 mins
3. Video You're The Host	10 mins
4. The Press Conference	4-8 + 8-10 QA
5. Training On Television	5-7 + 5-7 mins

Toastmasters Advanced Manuals

John Durkin



Toastmasters Advanced Manuals:

The Toastmasters International Guide to Successful Speaking Jeff Slutsky, Michael Aun, 1997 For everyone who needs to communicate effectively before groups from two to 2 000 this volume teaches readers the best places to start and how to build their speaking experiences while enhancing their careers business reputations and serving the community Includes tips techniques and strategies made famous by Toastmaster s International **Advanced Communication and Leadership Program** ,1992 *Manuals Combined: U.S. Navy Journalist Basic, Journalist Advanced And Journalist 3 & 2 Training Publications* , Over 1 300 total pages To the young man or woman choosing a Navy career field whether for one enlistment or for 30 years the journalist rating offers endless avenues for an imaginative yet mature thinker Many of the duties and responsibilities of the journalist rank among Americans favorite hobbies and pastimes such as writing broadcasting and photography The Navy journalist learns and practices a distinguished profession and becomes an official representative of the Navy in public affairs matters The first enlisted specialists to work full time in the field of Navy journalism were Naval Reserve personnel selected during the early years of World War II They were designated Specialist X Naval Correspondents In 1948 under a major overhaul affecting almost every enlisted rating the journalist JO rating was established MAJOR TASKS AND RESPONSIBILITIES LEARNING OBJECTIVE Identify the major tasks and responsibilities of the Navy journalist the personal traits required for one to best perform the duties of the rating the applicable NECs and the purpose of the JO 3 2 training manual TRAMAN In our democratic society government depends on the consent of the governed This important principle means that in the long run the United States government does only what the people want it to do Therefore we can have a Navy only if the people know and understand the importance of the Navy and support it The Navy like the other services depends on this country s citizens for the four key tools of its trade personnel money materials and the authority to carry out its mission As a Navy journalist your main function will be to make the facts about your Navy available to the Navy s three main publics the people at your ship or station Navy people in general and the people of the United States as a whole

Mentoring Derrick Trimble, 2015-01-13 The gift of mentoring is one of the benefits offered through a Toastmasters International club educational program If a club has a mentoring program established this book will stimulate new thinking for consideration Is a club struggling to meet the expectation of a mentoring program Mentoring Value Based Empowerment offers insights for developing a transformational mentor experience An essential element of any successful club level mentoring program is to demonstrate the Toastmasters International values of respect integrity service and excellence

The Complete Idiot's Guide to Assertiveness Jeff Davidson MBA, CMC, 1997-09-01 You re no idiot of course You excel at your job raise great kids and even participate in local organizations But when it comes to asserting yourself in tricky situations you feel like hiding under your desk Stand up and be heard The Complete Idiot s Guide to Assertiveness provides you with step by step guidelines for asserting yourself with everyone from your kids to your boss Feel confident about

negotiating with your landlord speaking up at a town meeting and even telling your mother in law that you don't want to come over for dinner

Meeting Game Mohan Karambelkar, 2013-12 Meetings take a significant part of communication in business. It can make or break the business. Yet executives and professionals assume that they have the skills or they can learn through experience. However, many of them experience aimless time-consuming meetings draining the productivity. This book with extensive research provides the solution. This book considers meeting as a process and recommends achievement of effective, efficient, and energetic meetings through system, strategy, and synergy. It blends conventional productivity tools with Neuro-Linguistic Programming (NLP). NLP teaches how to use the language of the mind to consistently achieve specific and desired results. It means a study of excellence. NLP gives tools for communication, rapport, outcome definition, and many more. Using simple language and not requiring any prerequisite in NLP, this book is a practical guide of how we can use NLP in day-to-day life through meetings. This book derives analogy with sport: effectiveness of an archer to aim at a good decision, efficiency of a sprinter to achieve maximum out of time, and energy of a weightlifter to lift action items to the level of achievement. Armed with this book, you can achieve effectiveness, efficiency, and energy in meetings.

Life in the Outback of America Fred and Joyce Evans, 2025-01-02 A compelling new book, *Life in the Outback of America: Things Take Time*, shares the inspiring life journey of Fred and Joyce Evans as told to Jeremy Fisher. This heartfelt memoir takes readers deep into North Dakota's Little Knife River Valley, where grit, determination, and faith form the bedrock of an extraordinary family story rooted in the timeless values of ranch life in America's heartland. With chapters recounting their upbringing, marriage, family, and entrepreneurial successes, Fred and Joyce Evans' story offers not only a glimpse into ranching life but also valuable insights into leadership, community building, and spirituality. Spanning decades from a time of one-room schoolhouses and homestead shacks to today, *Life in the Outback of America* weaves together tales of hardship and triumph, connecting past generations' pioneering spirit with modern achievements. Highlights of the book include the Finnish concept of *sisu*, a core value in the Evans' lives; stories of community mentorship and faith-driven resilience; insights into ranching, farming, and entrepreneurial successes that include North Dakota's oil industry. A foreword by their daughter, Danita Bye, celebrating her parents' enduring legacy, adds a personal touch. This book represents more than just their life stories; it's an entrepreneurial guide, a source of leadership wisdom, and spiritual encouragement. Their legacy is a gift, writes Bye in the foreword. *Life in the Outback of America: Things Take Time* is a testament to the strength of marital and family bonds, the power of faith, and the resilience required to overcome life's challenges, all with a relatable and lighthearted spirit that adds richness to the Evans' inspiring journey.

Netliving 101 John Durkin, 2000-09-20 It is not what you know but who you know that counts. This old cliché is as true today as it was when it was first uttered. According to a recent survey conducted by Drake Beam Morin Inc., a large outplacement organization, networking fills 70 percent of professional positions. Networking for a job is the best way to tap into the unpublished job market. *NETLIVING 101: Networking Life's Journey* reaches beyond the job market into all aspects of

life from the womb to the tomb Hence the word networkings replaced by my newly coined word netliving There is currently no book as indicated by reviewing Books in Print that shows people how to take advantage of networking techniques used in job hunting to enhance other facets of their lives NETLIVING 101 Networking Life s Journeyfills that gap by providing all the tools and information readers need to establish networks and have more enjoyable and successful lives One of the reasons for choosing the title NETLIVING 101 Networking Life s Journeywas because to the best of my knowledge no college or university offers a course as part of a curriculum on the subject In earlier simpler times when most of the world s population lived in small villages where everyone knew their neighbor there was no need to build networks for they were already in place The local church or pub was usually the hub of the network With the complexity of today s society it has become necessary to make a concerted effort to establish support networks in order to be successful and happy In this self help book ideas examples and suggestions for netliving are developed through short vignettes based on the lives of real people Names and places will be changed to protect the innocent NETLIVING 101 Networking Life s Journey is written using the concept known as faction Essentially faction refers to the inclusion of certain details which although they may not have occurred exactly as described in point of fact give the reader a clear image of the scene in his or her imagination Rather than telling the reader what netliving is all about this book demonstrates through the words and actions of the characters Chapter One introduces the two key characters that appear throughout the book Roberta and Richard are used alternately from chapter to chapter to provide different perspectives The fabric of friendships is woven through the stages of life and applied to various life experiences from overcoming the fear of public speaking to preparing for retirement Netliving 101 Networking Life s Journey is designed for individuals who are career oriented sophisticated and thoughtful Most people are concerned about their future and are taking steps to afford themselves successful happy and prosperous mature years *I Found Mine* Mohammed R. Zawad,2017-05-11 One man s journey towards finding his passion As most people who finally took the plunge can relate sooner or later you have to stand on the ledge that separates danger and opportunity from security and stagnation It then becomes a question of what direction to jump In *I Found Mine* Mohammed Zawad shares with us the stories that made him Jump Perhaps the most striking thing about this book is Mohammed s talent for incorporating his life experiences and lessons into helping readers to understand his message All the stories are personal and relatable regardless of the reader s background What s noteworthy is how he gives you a glimpse of his personal life the good the bad and the ups and downs His candour about his successes and failures make the book a fabulous read Mohammed Zawad possesses an amazing ability to inspire encourage and motivate people to seek out and follow their dreams *I Found Mine* is for everyone whether it s someone who wishes to learn a new skill wants to go back to school or is looking for an entirely new career but is not sure where to start [Unremitting Solace](#) Coty Benrimoj,2014-02 Unremitting Solace will remind you of things that you already know and you ll experience a feeling of encouragement and understanding within yourself which will favorably complement a

choice for change It will move you toward your dreams and goals and toward discovering spiritual awakening This book is the result of the culmination of years of experiencing all that there is of acceptance faith love forbearance and a true calling to uphold a world in common You will realize that you are a fine and beautiful individual no different from any other being When you read this book it will help you to see the struggles of life without holding on to the pain You will be able to accept life as it happens and understand the development of your own growth as well as reaching unremitting solace The poems are alive from deep soul living and at times painful but encompassing ultimate earthly kindness and compassion Reading these poems will entice you to realize true and consoling circumstances for a deeper development of your humanity that will brighten console and appease your soul

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