



## VALUES-BASED COMPETENCIES ALIGNMENT WITH TOASTMASTERS

Values-Based Competencies	How Toastmasters can help?
<p><b>Building Trust</b> The extent to which one interacts with others in a way that demonstrates one's positive intentions and those of the organization.</p>	<ul style="list-style-type: none"> <li>- Learn to build trust by working with diverse groups of people.</li> <li>- Learn to work and build relationships among club members internally, externally with other toastmasters clubs and visiting managers and guests at meetings/events.</li> </ul>
<p><b>Decision Making</b> The extent to which one makes well-reasoned decisions on key issues, taking into account and analyzing relevant facts and data.</p>	<ul style="list-style-type: none"> <li>- Ability to help individual improve his/her decision-making skills by his/her involvement working with diverse groups of people.</li> <li>- Implement a new service or process by working with diverse groups of people.</li> </ul>
<p><b>Effective Communication</b> The extent to which one is able to clearly organize and effectively convey information in a fair, open and honest way so that messages can be understood and retained by others.</p>	<ul style="list-style-type: none"> <li>- Improve individual's speaking skills by working on 10 projects structured from Icebreaker (project 1) to Inspiring Your Audience (project 10).</li> <li>- Improve individual's confidence level by constant speaking practices.</li> <li>- Volunteer for speaking opportunities in a non-threatening environment. This may take employees out of their comfort zone, but it will provide employees the chance to improve their communications without a high stakes environment.</li> <li>- Improve communication skills in areas such as speech structure/organization, body language, visuals, persuasive speaking etc. to deliver clear and concise speech/presentation.</li> <li>- Toastmaster's club is a platform for individuals to practice his/her presentation skills</li> <li>- Help improve written communication or prepare a presentation for his/her workgroup.</li> </ul>
<p><b>Inclusive Environment</b> The extent to which one embraces and leverages the diversity of individuals and groups throughout the enterprise to achieve business results.</p>	<ul style="list-style-type: none"> <li>- Work with diverse groups of people in the club</li> <li>- Mentor a club member unlike yourself.</li> </ul>
<p><b>Personal Accountability</b> The extent to which one accepts responsibility for his/her actions, behaviors and outcomes.</p>	<ul style="list-style-type: none"> <li>- Learn to take accountability of own accomplishments</li> </ul>
<p><b>Personal Development</b> The extent to which one actively seeks out and takes advantage of opportunities for learning and effectively applies it in his/her work environment.</p>	<ul style="list-style-type: none"> <li>- Learn self-owned presentation/speaking skills to help individual's progress in his/her personal development.</li> <li>- Improve communication within family and community environments</li> </ul>
<p><b>Working Together</b> The extent to which one actively works with others to achieve shared objectives.</p>	<ul style="list-style-type: none"> <li>- Learn to work well with others by interpersonal skills, team bonding and getting work done with others.</li> <li>- Improve individual's teaming skills to work well with others.</li> </ul>
<p><b>Leadership - Vision</b> The extent to which one understands and articulates workgroup, business unit and enterprise strategy, and acts to implement that strategy by improving effectiveness or customer service.</p>	<p>For leadership skills, individual can be involved in the following areas to help prepare him/her in his/her for future leadership capacities.</p> <ol style="list-style-type: none"> <li>1. An individual may join the Toastmaster's Executive Committee (EXCO) that helps to strategize, plan and manage club's progression to sustain its existence. Appointments within EXCO include club president, VP Education, VP Membership, VP Public Relations, Treasurer, Sergeant-At-Arms (SAA) and Secretary.</li> </ol>
<p><b>Leadership - Execute</b> The extent to which one influences individuals and teams, or creates the structural conditions for organizational success in alignment with the organization's vision.</p>	<ol style="list-style-type: none"> <li>2. An individual volunteers for meeting appointments such as toastmaster, speakers, speech evaluators, timer, pause-fillers counter, language evaluator, table topics master, word of the day masters etc.</li> </ol>
<p><b>Leadership - Legacy</b> The extent to which one builds the long-term capability of an organization to implement its vision by developing and retaining the right people.</p>	