

## **ACG (Advanced Communicator Gold) Requirements**

After completing two Advanced Communications Manuals not used for any previous awards, you will need to:

- 1) Mentor/coach a new member for their first 3 speeches.
- 2) Conduct one program from the Success/Leadership Series, Success/Communication Series, or present the Youth Leadership Program.

### **What Do I Need To Do For Requirement 2?**

Learn about the available programs, described in this document. Let the VP of Education know which program you want to present. The costs vary, but the kits include the Coordinator's Guide and materials for a number of participants (typically 8 -10). (You can also look them up on line at [www.Toastmasters.org/shop](http://www.Toastmasters.org/shop).) If we don't have your selected modules in the Club's library, we will have to order them. Our club Treasurer can place the order so you don't have to pay S&H.

You'll need to select and present just one module (aka program) from Success/Leadership or Success/Communication Programs, or present the Youth Leadership Program (in its entirety). For example, you could choose just "How to Conduct Productive Meetings" from the Success/Leadership Program to satisfy the requirement.

As an example of what is included with each program, "How to Conduct Productive Meetings" (item 236) costs \$28 (as of this writing) and includes:

- 8 Participant's Notebooks (236A)
- Coordinator's Guide (236B)
- 8 Participant's Certificates (261)
- Coordinator's Certificate (260)
- CD with PowerPoint Presentation (236CD)
- Expanding Your Horizons (211)
- Order Form (1205A)

### **Why Can't I use The Successful Club Series Instead?**

You will recall working with The Successful Club Series for your ACS. Those programs are designed for the benefit of the club alone, are presented within the format of the club meeting, but are not applicable to meeting the additional requirements for your ACG award.

By contrast, the Success/Leadership and Success/Communications Programs go beyond the club-only level and are intended to serve a wider audience – a challenge befitting the level of ACG. Here's your opportunity to involve the community, publicize the course (seminar) and bring in visitors to our club.

### **About Success/Communication and Success/Leadership Programs**

Toastmasters' *Success/Communication* and *Success/Leadership* programs help develop and provide practice in various communication and leadership skills. Most modules last between one to three hours. The modules can be used inside your club, to enhance members' skills; in companies, to

increase employees' skills and promote awareness of Toastmasters; and in the community, to enhance the general public's skills and to promote awareness of Toastmasters.

Each program is designed to be conducted as a seminar, with a club member serving as leader or coordinator. All programs must be presented by a current club member. The programs include a script and instructions. Most programs also include visuals and notebooks for participants.

**Clubs may charge a reasonable fee** for conducting any *Success/Communication* and *Success/Leadership* program **for nonmembers**. The fee should cover program expenses (materials, refreshments, room rental). Any remaining money must be placed in the club's treasury. No individuals, educational institutions or other organizations may derive financial gain either directly or indirectly from the presentation of these programs. Please report anyone doing so to World Headquarters.

### ***Success/Communication Programs***

The Success/Communication Program is comprised of several modular programs designed to offer a higher, more comprehensive level of training for developing and improving communication skills. In addition to the presentation materials, each program also provides ample opportunity for participants to practice what they have learned.

Each program is conducted as a workshop of one or more sessions with five or more participants from your club, company, or community. Every program includes a script and instructions for presenting the program. Most programs also include overhead transparencies and participant notebooks.

<b><i>Program Title</i></b>	<b><i>Estimated Time</i></b>	<b><i>Catalog Number</i></b>
Speechcraft (4-8 sessions)	1-2 hours each session	205
How to Listen Effectively	2-1/2 - 3 hours	242
The Art of Effective Evaluation	2-1/2 - 3 hours	251
Building Your Thinking Power I: Mental Flexibility	2 - 2-1/2 hours	253
Building Your Thinking Power II: The Power of Ideas	2 hours	254
From Speaker to Trainer	4-5 hours	257

#### [How to Listen Effectively](#) (Item 242)

Listening is a far more active skill than some may think. Effective listening requires certain techniques for receiving, organizing and interpreting what has been said. This program helps participants recognize and develop those skills.

#### [The Art of Effective Evaluation](#) (Item 251)

Evaluations are the most important part of the Toastmasters program. The ability to effectively evaluate any situation or condition is crucial, no matter what your vocation. This program teaches the finer points of offering constructive criticism.

#### [Building Your Thinking Power, Part I: Mental Flexibility](#) (Item 253)

Mental flexibility can be defined as a way of thinking – an attitude. It's a way of approaching situations that allows you to adapt behavior to achieve the best outcomes. In this program, participants learn to increase their mental flexibility to become better listeners, better observers, better thinkers and more effective problem-solvers.

### [Building Your Thinking Power, Part II: The Power of Ideas](#) (Item 254)

People who are skilled at producing new ideas can make an important contribution to society. This program clarifies the basic principles of creative thinking and explores specific techniques that can make participants more effective idea producers.

### [From Speaker to Trainer](#) (Item 257)

Many businesses and organizations have realized the importance of training. Properly trained people increase productivity and make fewer mistakes. But how do you train people? In this program you will discover the five steps involved in preparing and presenting a training program using adult learning principles. You will also learn the roles of trainers and the differences between public speaking and training. You will gain practical experience in facilitating discussion and conducting exercises.

## **Success/Leadership Program**

The Success/Leadership Program is comprised of several modular programs designed to offer a higher, more comprehensive level of training for developing stronger leadership skills. In addition to the presentation materials, each program also provides ample opportunity for participants to practice what they have learned.

Each program is conducted as a workshop of one or more sessions with five or more participants from your club, company, or community. Every program includes a script and instructions for presenting the program. Most programs also include overhead transparencies and participant notebooks.

<b>Program Title</b>	<b>Estimated Time</b>	<b>Catalog Number</b>
Expanding Your Horizons (a brochure)	(brochure)	211
How to Conduct Productive Meetings	1 hour	236
Parliamentary Procedure in Action	five 15 minute sessions	237
Leadership I: Characteristics of Effective Leaders	2-1/2 hours	255
Leadership II: Developing Your Leadership Skills	2-1/2 hours	256
Leadership III: Working in the Team Environment	1 - 1-1/2 hours	258
Improving Your Management Skills	2-1/2 - 3 hours	259

### [How to Conduct Productive Meetings](#) (Item 236)

This program reveals the techniques and dynamics for conducting productive meetings for any group. What are the secrets to opening and concluding meetings? How can you tell if the meeting is running smoothly? This program answers these questions and more as it shows how to conduct effective meetings.

### [Parliamentary Procedure in Action](#) (Item 237)

Appropriate rules of order are a must in most corporations, associations and organizations. The ability to understand and apply parliamentary skills is a much sought-after quality among managers and leaders. This program teaches how to effectively lead and participate in parliamentary-style discussions.

### [Leadership, Part I: Characteristics of Effective Leaders](#) (Item 255)

Managers analyze information, make inferences and make decisions daily. Leaders, on the other hand, influence and inspire group members and motivate followers to achieve a mission or goal. They have power. This program defines the qualities that determine effective leaders.

### Leadership, Part II: Developing Your Leadership Skills (Item 256)

To be an effective leader, you must have the ability to accept and overcome challenges. By being a positive influence, a leader will help team members to function productively and deliver quality performance. This program teaches the skills and techniques needed to be an effective leader, such as contracting for excellence, team-building, motivation and coaching.

### Leadership, Part III: Working in the Team Environment (Item 258)

Today, in businesses and other organizations around the world, people are talking about teams. They use such words as “teamwork,” “project teams,” “work teams” and “team leaders.” In this program you will discover the qualities of effective teams and how to build a team. Topics covered include developing team relations, encouraging commitment, fostering collaboration, building trust and resolving conflict.

### Improving Your Management Skills (Item 259)

Managers are an integral part of any organization. All societies depend on the goods and services provided by the organizations these individuals manage. Each of us has experience with employees every day, directly or indirectly, as we come into contact with businesses and other organizations. Whether we have positive experiences in these encounters depends greatly on the people who manage them. This program helps develop the skills and qualities required to be an effective manager, and it shows how you can incorporate them into your own work.

## ***Youth Leadership Program***

The Youth Leadership Program is a terrific way to help younger members of society begin learning more effective and leadership skills at a younger age.

The Youth Leadership Program helps young people develop the communication and leadership skills they need to be successful adults. The program is conducted by a coordinator for a group of young people under the age of eighteen, **in four to eight sessions of one to two hours each**. Ideally, there should be 15 to 25 participants; the minimum number is five.

Over the course of these sessions, participants learn about effective public speaking, have the opportunity to practice speaking themselves, and can be mentored by experienced Toastmasters if they desire. Friendships can and do blossom from the Youth Leadership experience.

This is a very effective way for a teenager to acquire the skills of speaking, listening, thinking, and evaluating -- all skills that are extremely important in today's world.

The sessions of the Youth Leadership Program covers a variety of topics which play a part in good public speaking.

- Gestures
- Vocal Variety
- Using Visual Aids
- Speech Organization
- Taking the Terror Out of a Talk
- Effective Speech Evaluation
- Constructing a Speech
- Relating to Your Audience