

District 53

Toastmasters

Leadership Institute (TLI)

When: **Saturday, June 26, 2010**

Saturday, July 17, 2010

Saturday, July 24, 2010

Saturday, July 31, 2010

Registration: 8:00 AM

Classes/Forums: 9:00 AM - 1:00 PM

Where:

- **June 26 at Manchester Church of Christ, 595 Tolland Turnpike, Manchester, CT**
- **July 17 at State Farm Insurance, 100 State Farm Place, Malta, NY**
- **July 24 – University of Bridgeport, Bridgeport, CT**
- **July 31 at Marist College 3399 North Road, Poughkeepsie, NY**

Who Should Attend:

Everybody! There is a wide range of excellent training courses provided again this year.

For Club Officers, we provide the essential training courses to help you understand the full responsibilities of your role and to get you started with effective methods and strategies.

For veteran Toastmasters, we offer several advanced electives (TM 401, TM 602 and TM 607) to extend your knowledge of public speaking and effective leadership.

What you should bring: All attendees should bring *their Basic Communication (CC) Manual and Leadership (CL) Manual to TLI*. Club Officers should bring the *manual of their club office* which was sent to the previous year's club president in June from Toastmasters International.

The Tuition is FREE for *all* attending.

Course Selection:

Complete the attached REGISTRATION FORM and CIRCLE the CLASS SECTION at the time slot you want. This helps us balance the number of students in each.

Don't Wait in Lines! Pre-registration is Highly Recommended. Space is limited. Preference is given to those who register early. **Please send completed Registration Form at least 1 week prior to the TLI you will attend** (e.g. by June 19 for TLI on June 26) to:

Arnie Grot, DTM

87 Chapman Drive

Glastonbury, CT 06033-2729

Phone: (860) 633-5849 (H)

or email to: training53@district53toastmasters.org

Do Not Delay! Register Today!

2010 Course Catalog

TM 110 – Charting Club Success

This course explains the benefits of the Distinguished Club program (DCP), its components and recognition levels. Participants will focus on the Club's goals for the next six months and the entire year. A typical Success Plan of an open club and a company club will be constructed. Emphasis will be placed on measurable goals, strategies and resources required to achieve the goals of the coming year. (**Required for** *President, IPP*)

TM 121 - Club Educational Programming

The Course focuses on educational programming and preparation of the Club Speaking schedule with all the required program assignments. (**Required for** *VP-Education, Bulletin Editor*)

TM 132 - Public Relations

The course teaches effective methods for putting the name of Toastmasters International before the public eye (and ears), to increase club membership. How and when to prepare a press release. How to get on the radio. How to use the public relations resources available through TI. (**Required for** *VP-Public Relations*)

TM 134 - Membership Building

The course focuses on programs and methods to increase the club membership. How to maintain an active membership of at least twenty members. How to attract new members into the club and how to keep a member active and "onboard" longer than just six months! (**Required for** *VP-Membership*)

TM 145 - Record Keeping

The course explains the duties of the Club Secretary and Treasurer, specifically the recording of financial, business, and historical records. How to prepare the business minutes and maintain the active club membership list. How to administer and track funds, e.g. collect dues, pay bills. How to process a new member application. (**Required for** *Treasurer, Required for Secretary*)

TM 161 - The Club Meeting Environment

The course explains how the Sgt.-at-Arms sets up the proper meeting environment and provides for the reception of guests and members. (**Required for** *Sgt.-at-Arms*)

TM 318 - Roberts Rules of Order and Effective Meeting Mgmt.

(Available only at Manchester, CT TLI)

This course explains how to set the agenda of a proper business meeting. The roles of the presiding officer, the secretary, and the various standing committee chair people are explained. How to effectively originate "new business" without a long battle with Robert's Rules of Order. How to handle special situations and use a parliamentarian. (*President, all VPs, Secretary*)

TM 321 - Contest Planning, Execution & Participation

(Available only at Marist, Poughkeepsie, NY TLI)

This course focuses on how to prepare, plan, and execute a successful Speech Contest. How to train contest judges and the importance of understanding, following and using the current contest rules. Judging criteria at the Club, Area and Division levels will be addressed. Conscientious attendance to the rules and proper organization will prepare your contests winners for competition at the next level. (*VP-Education, IPP, Contest Chair, Area Governor, Div. Governor*)



Move Forward!
Have Fun
AND
Get It Done!

TM 401 –Club Success Tools (Available only at Albany, NY TLI)
 Discover the dynamic of a successful club, and learn how to attain the ‘staying power’ for year after year Club Success. It’s all in how we Shape our Club, and how we contribute personally it its collective success. Learn tips, hints and techniques to make the Club environment more enjoyable and the Toastmaster’s experience more rewarding. Learn how to include and utilize Toastmaster’s success modules to make programming that is dynamic, educational and fun!
 (Open to all Toastmasters)

TM 404 – The Club Coach
 A club coach is a Toastmaster who is appointed to help a club that low membership or other challenges. Since the coach works with the club’s officers and members to build and maintain membership, there are many skills needed for this key position. This workshop is required for present and future coaches. Attendees will learn about the duties, responsibilities and benefits of being a club coach.
 (Open to all Toastmasters)

TM 602 - Evaluation Boot Camp
 The course focuses on one one of the most important aspects of a successful Toastmasters club ... effective evaluations. Topics to be explained and discussed include: how to prepare for an evaluation; listening and observing; giving the 2 - 3 minute evaluation and attributes of an effective evaluation. (Open to all Toastmasters)

TM 606...”Everything You Always Wanted to Know About Club Administration...But were Afraid to Ask” (Required for all)
 This session is designed as a general session, presented by the Sr. Team of the District. It will overview areas of concern and methods of improvement for club success. Each segment of the 50-minute workshop will enable the member to understand the importance of Proxies, the Area Governor’s Visit, Election of Officers, Officer Training, and the use of the Toastmaster’s International and District 53 Website for more effective club operation. This will also be an opportunity for the District Leadership Team to introduce the theme of the year. (General Session - All Toastmasters)

TM 607 - Mentoring (Available only at Bridgeport, CT TLI)
 This workshop is designed to illustrate the benefits of a mentoring program within the club for every member and show how to establish a mentoring program that works for your club. Toastmaster’s International Mentoring Programs will be explained and the importance of a mentor to the individual Toastmaster will be outlined. (VP-Education, President, IPP, Mentor Chair)

TM 621 – Website Tips for Toastmasters
 The course explains how to create and use a club website for effective educational programming and membership building. How to plan updates, allocate the resources, and stimulate the club membership. (VP-Education, Secretary, Webmasters, General Interest)

OPEN FORUMS - After taking a number of courses to gain specific knowledge about your role as a Club Officer, the Noon Class period is set aside for Open Discussions. Each forum is a Break-Out session where Club Officers (A Specific Forum is required for each office) and other members can compare notes and clarify issues. The discussion forums are lead by top District Officers, yet everyone is expected to provide input to the forum discussion agenda.

More FUN in Your Club (Experts Panel Discussion) offers the opportunity to get specific advice on the best practices of rejuvenated and strong clubs, gained through the experiences of a panel of experts. The experts will be available during the day for one-on-one or small group consultations. This will be offered as an Open Forum at Noon.



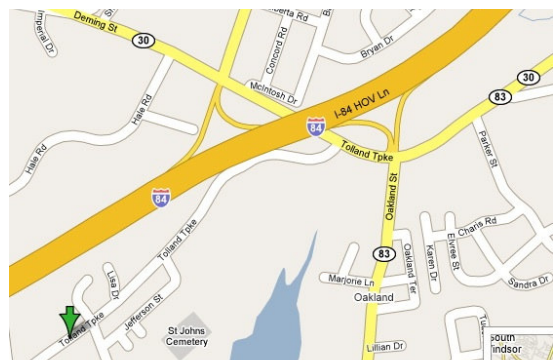
**Move Forward!
 Have Fun
 AND
 Get It Done!**

**DIRECTIONS TO Manchester Church of Christ
 595 Tolland Turnpike, Manchester, CT**

From I-84 East, Take I-84 Towards Boston
 Take Exit 63 and Make a Right off Exit Ramp
 Make a Left on to Tolland Turnpike (Gas station on corner)
 Continue down Tolland Tpk. First right after the Stop Sign

From I-84 West, Take I-84 Towards Hartford
 Take Exit 63 and Make a right off Exit Ramp
 Make a Right on to Tolland Turnpike (Gas station on corner)
 Continue down Tolland Tpk. First right after Stop Sign

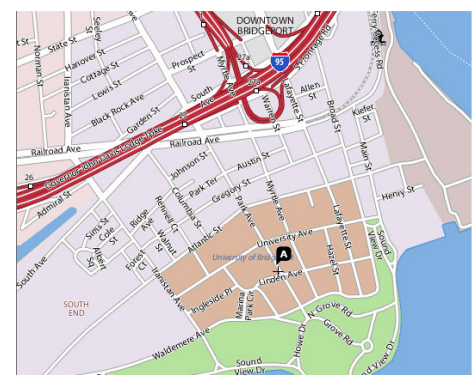
<http://www.manchesterchurchofchrist.org/directions.html>



**DIRECTIONS TO University of Bridgeport
 126 Park Avenue, Bridgeport, CT 06604**

I-95 South (toward New York)
 Take Exit 27. At the bottom of the ramp, turn left onto Lafayette Street. At the first light, turn left onto South Frontage Road and bear right. At the next light, turn right (by Harbor Yard Stadium & Arena) onto Broad Street. Proceed approximately one mile south, Broad Street turns right into Waldemere Avenue. At the first stop sign, turn right onto Park Avenue. Go one block and turn right on Linden Avenue. Visitor parking is on left.

I-95 North (toward New Haven)
 Take Exit 27 and precede straight off the exit ramp, bear right. At the fourth light, turn right (by Harbor Yard Stadium & Arena) onto Broad Street. Proceed approximately one mile



south, Broad Street turns right into Waldemere Avenue. At the first stop sign, turn right onto Park Avenue. Go one block and turn right on Linden Avenue. Visitor parking is on left.

South on Routes 8 and 25

Take Exit 1 (Prospect Street / Myrtle Avenue). Continue straight off the exit ramp until the third traffic light, turn left onto South Frontage Road and bear right. At the third traffic light, turn right (by Harbor Yard Stadium & Arena) onto Broad Street. Proceed approximately one mile south, Broad Street turns right into Waldemere Avenue. At the first stop sign, turn right onto Park Avenue. Go one block and turn right on Linden Avenue. Visitor parking is on left.

Merritt Parkway (Route 15) South (toward New York)

Take Exit 52 (South fork) and bear left to Route 8/25 Connector to Exit 1 (Prospect Street / Myrtle Avenue). Continue straight off the exit ramp until the third traffic light, turn left onto South Frontage Road and bear right. At the third traffic light, turn right (by Harbor Yard Stadium & Arena) onto Broad Street. Proceed approximately one mile south, Broad Street turns right into Waldemere Avenue. At the first stop sign, turn right onto Park Avenue. Go one block and turn right on Linden Avenue. Visitor parking is on left.

Merritt Parkway (Route 15) North (toward New Haven)

Take Exit 49S (South) to Route 8/25 Connector to Exit 1 (Prospect Street / Myrtle Avenue). Continue straight off the exit ramp until the third traffic light, turn left onto South Frontage Road and bear right. At the third traffic light, turn right (by Harbor Yard Stadium & Arena) onto Broad Street. Proceed approximately one mile south, Broad Street turns right into Waldemere Avenue. At the first stop sign, turn right onto Park Avenue. Go one block and turn right on Linden Avenue. Visitor parking is on left.

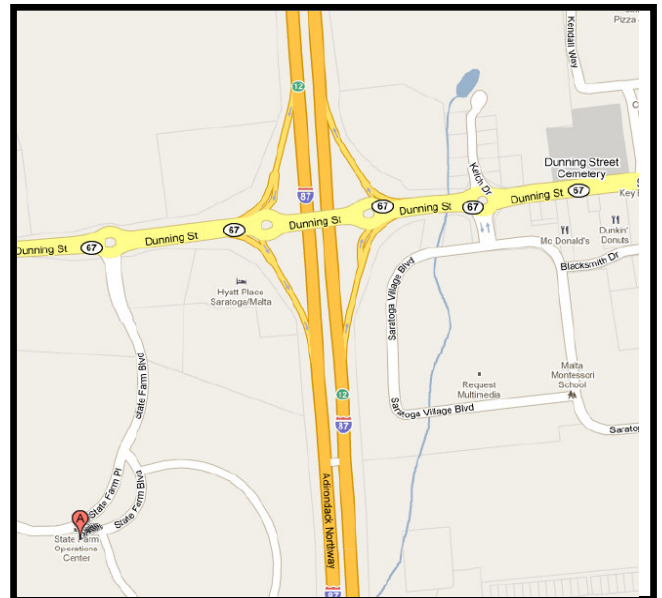
www.bridgeport.edu/pages/3235.asp

DIRECTIONS TO State Farm Insurance 100 State Farm Place, Malta, NY

From Albany: Take Interstate 87 North to Exit 12 (Dunning Street Route 67). At the end of the exit ramp, take a left. Cross the Northway and turn left on to State Farm Place.

From Saratoga: Take the Northway south to Exit 12 (Dunning Street Route 67). At the end of the exit ramp, take a right. Take the next left on to State Farm Place.

From Poughkeepsie: Take the New York State Thruway to Exit 24. After toll booths, take the Northway north to Exit 12 (Dunning Street Route 67). At the end of the exit ramp, take a left. Cross the Northway and turn left on to State Farm Place.



DIRECTIONS TO Marist College:

3399 North Road - Poughkeepsie, NY – TLI is in the Margaret M. and Charles H. Dyson Center
From Massachusetts:

Take the Massachusetts Turnpike(90) West into New York. Take the Taconic Parkway South, and exit the Parkway onto Route 199 (Red Hook, Pine Plains). Continue on Route 199 West until you intersect with Route 308 West. Take Route 308 West into Rhinebeck where you will then intersect Route 9 South. Take Route 9 South about 15 miles. Marist College will be on your right.

From Connecticut:

From Southern Connecticut take I-95 South to I-287. Take I-287 West to I-684 North. Continue on I-684 to I-84. Take I-84 West to exit 13 (Route 9). Go North on Route 9. Marist College is located approximately 15 miles north on the left side of Route 9.

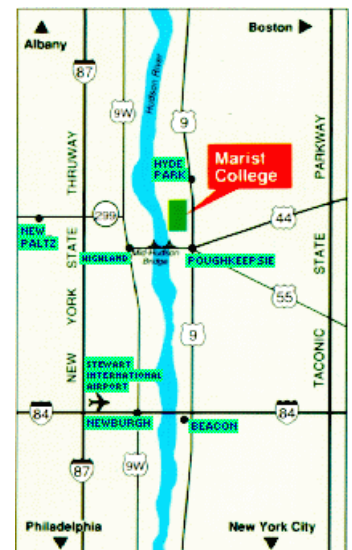
From Northern Connecticut follow Southern Connecticut directions beginning with I-84 West.

From Northern New York:

Take the New York State Thruway South to Exit 18 (New Paltz). Take Route 299 East to Route 9W South; continue on 9W to Route 44-55 (Mid-Hudson Bridge) Poughkeepsie. Make the first right off the bridge and immediately follow signs for Route 9 North, Hyde Park. Marist College is located approximately 1-1.5 miles north on the left side of Route 9.

From Points South:

Take the New Jersey Turnpike to the Garden State Parkway North to the New York State Thruway. Take the Thruway North to Exit 17 (Newburgh). Take I-84 East to exit 13 (Route 9 North). Marist College is located approximately 15 miles north on the left side of Route 9.



www.marist.edu/welcome/direct.html - www.marist.edu/welcome/map.html