



China Toastmasters

Name 姓名 _____

Training Plan 培训计划

1. Find out your / Club needs
2. Study the Manual & Project
3. Deliver 10-15 min. training during meeting, workshop, etc. with your experience & style

1. 找到你的 / 俱乐部的需求
2. 研究手册和项目
3. 根据你的经验和风格, 在会议、工作坊中, 提供 10-15 分钟培训

Your Needs
你的需求

Club Needs
俱乐部需求

2011 Goal
目标

2012 Goal
目标

MON 月份	Series/Project 系列/项目	Check 检查	MON 月份	Series/Project 系列/项目	Check 检查

资源 Resources: www.toastmasters.org, www.chinatoastmasters.org/education-training/

Designed by Susan Zhou, DTM, June 29, 2011 weibo: @Susan 周昱

The Better Speaker Series 提升演讲系列

- Know Your Audience 了解观众
- Selecting Your Topic 选择话题
- Preparation And Practice 准备和练习
- Beginning Your Speech 开始演讲
- Organizing Your Speech 组织演讲
- Concluding Your Speech 结束演讲
- Controlling Your Fear 控制恐惧
- Using Body Language 善用肢体语言
- Impromptu Speaking 即兴演讲
- Creating An Introduction 设计介绍

准备过程

内容框架

必要技巧

特定运用

The Successful Club Series 成功俱乐部系列

- The Moments Of Truth 真情时刻
- How To Be A Distinguished Club 成为卓越俱乐部
- Creating The Best Club Climate 创造最佳气氛
- Going Beyond Our Club 走出俱乐部
- Finding New Members For Your Club 找到新会员
- Closing The Sale 关闭交易
- Keeping The Commitment 保持承诺
- The Toastmasters Educational Program 教育体系
- Meeting Roles & Responsibilities 会议角色和职责
- Evaluate To Motivate 评估以激励
- Mentoring 导师制

俱乐部建设

会员建设

教育成长

The Leadership Excellence Series 卓越领导力系列

- The Visionary Leader 给出愿景
- Developing A Mission 建立宗旨
- Values And Leadership 价值和领导力
- Goal Setting And Planning 目标和计划
- Delegate To Empower 授权
- Building A Team 建立团队
- Giving Effective Feedback 有效反馈
- The Leader as a Coach 领导作为教练
- Motivating People 激励他人
- Service And Leadership 服务与领导力
- Resolving Conflict 化解冲突

共同目标

团队建设

影响力

Each project has manual & PPT. Buy from www.toastmasters.org/shop or club buy & share 每个项目有手册和 PPT, 从 TI 网上购买, 或俱乐部可购买分享

Accomplish 完成 ACS \$50

Accomplish 完成 ACS/ALB \$75

Accomplish 完成 ALB \$54