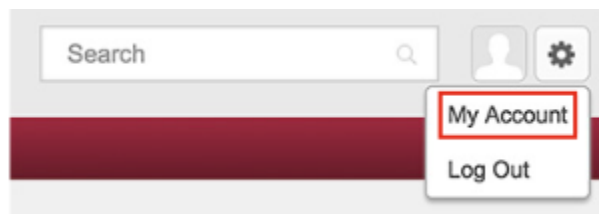


This week's "Pathways Moment" is going to cover two topics. The first, prompted by a question from a club I serve, deals with how to record a member's participation in a meeting role. The second deals with how external training requests can be handled. I'm combining the topics into a single discussion because they share one important common element – Pathways provides you with tools you can use to facilitate their handling, but imposes no requirement that you do so.


Meeting Roles


In the traditional Toastmasters program, members working in the Competent Leader manual were required to serve in various meeting roles, and could track their progress doing so. The only requirement in Pathways is that you must serve at least once as a Toastmaster, a Table Topics Master, and an Evaluator, before you may begin working in Level 4 of any path. Pathways does not require you to track this service in Base Camp, but your club may impose such a requirement for their convenience.


To record your service, go to your profile by selecting the 'gear' icon in the upper right of your Base Camp home page.



Scroll down the page to find the role you want to record. Your profile includes all of the roles referenced in the Competent Leader manual, but may not include any 'special' roles unique to your club.

Timer:
Select a date  **clea**

Toastmaster:
12/15/2016  **clea**

Topicsmaster:
Select a date  **clea**

Note that you can only record one date at a time for each role. The idea is that you only need to serve in a particular role once in any given path, so your most-recent date of service will be sufficient. If your club requires more detailed information, both FreeToastHost and EasySpeak provide full record-keeping.

Don't forget to click the Save button at the bottom of the screen when you are done.

Cancel **Save**

Your service is now recorded in your profile – which, by the way, all of you club members may view.

Additional Information

Member Since:
4/1/2011
Credentials:
CC, CL
Pathways Mentor:
No

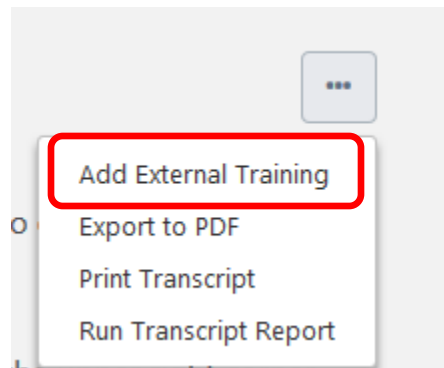
Ah-Counter:
General Evaluator:
Grammarian:
Speech Evaluator:
Timer:
Toastmaster:
12/15/2016
Topicsmaster:

External Training Requests

There are typically two situations where you may wish to submit an external training request. One is when you plan to give a speech at a club other than your home club (maybe you've been invited to give the test speech at another club's speech contest). The other is when you want to complete a project outside of Toastmasters (you might, for example, be moderating a panel discussion at work or at a community event) and you want to get credit for your current path. As with the meeting roles above, Pathways offers a tool to facilitate communication between you and your club's VPE regarding this – but whether or not you use it is up to you and your club.

Although Toastmasters says you are requesting 'permission' for external training, I consider this a bit of a misnomer. You're really just letting your club's VPE know what your plans are, and he or she in turn is acknowledging those plans and indicating whether or not they fulfill the requirements of the project you're working on.

To begin the process, go to your Pathways transcript and select "Add External Training" from the options drop-down in the upper right corner.



Enter a brief description of what you intend to do in the first text box. This will also serve as your project's title in your transcript. You might put in something like

“Test speaker at Amazing Toastmasters evaluation contest” or “MC Wonderful Corp.’s annual business meeting.”

Brief assignment description for your transcript: *

You will put a more complete description of your plans – possibly including a discussion of how this satisfies the relevant project – in the next field.

Describe your plan for completing this assignment: *

Most projects require you to be evaluated by a fellow Toastmaster: you can enter his or her name in the next field.

Specify who you will present to or work with: *

Use the calendar icons to set the start and end dates of your training. Be careful here, though - especially when setting the training end date – as you won’t be able to mark the task ‘Complete’ until that date

Indicate the start and completion dates: *

Start Date  End Date 

Select the path and project for which you are requesting the external training.

Path: *

Select ▼

Project: *

Select ▼

Select whether you're going to be carrying out the training at another club or outside of Toastmasters.

Planned location for completion of your assignment: *

Select ▼

- ✓ Select
- In a club other than my home club
- Outside of Toastmasters

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If you wish, you can upload a file to support your request. If you're doing something at a corporate event, for example, you might want to attach a copy of the event's program for the VPE's consideration.

When you're done, click the "Submit" button. This will trigger an email notification to your club's Base Camp Managers asking them to approve the request. It will also add the item to your transcript to remind you of your plans. When the request has been approved you will receive an email notification, and the status of the task will change from "Pending Approval" to "Registered".

When you've completed the training, go back into your transcript and select the "Mark Complete" button associated with the task. This will trigger another email to your Base Camp Managers asking them to approve the completed task. You will again receive notification when this has happened, and the completed task is now a permanent part of your transcript for your current path. You have essentially created a "paper-trail" that your VPE can reference when he or she has been asked to complete your current Level.

Again, Pathways does not require you to use this process for your external training. It is recommended, however, because it does provide a convenient method for establishing a paper trail verifying your training experience.