How to work through projects in Toastmasters' Pathways **Education Program** using the Evaluation and Feedback Project as an example

Phyllis Kombol, DTM

May 19, 2020

Log in to toastmasters.org

	toastmasters.org		• • • +
	📜 Login Find Club Start a Club	b Contact Us Search	٩
TOASTMASTERS INTERNATIONAL WHERE LEADER	S ARE MADE	FIND A CL	UB
About Pathways E	ducation Membership Leadership Central	Resources Magazine	Events Shop
Home / Login			
	Log In		
	Member ID/Email*		
	Phyllis.kombol@gmail.com		
	Password *		
	Log In		
	Forgot password?		
	Toastmasters members logging in for the first time please use "Forgot password?"		
	Don't have an account? Join a club		

From the Pathways tab, select "Go to Base Camp"



Assuming you have already chosen a Path...

From the center tile, choose Go to Base Camp



FAQ | Privacy Policy | Conditions of Use | Browser Compatibility | Copyright | Site Map

Use EITHER the blue EDUCATION TRANSCRIPT tile OR the red My Education Transcript to access your curriculum



you access your educational materials, your education transcript, interactive projects and other useful tips, tools and resources. If you are new to Base Camp, select the blue Navigating Base Camp tile to learn more.

> **Return to Toastmasters Pathways Start Page** © 2016 Toastmasters International, All rights re

Distinguished Toastmaster

Launch

Click on the red button "Open Curriculum" (You probably have just one Path listed...)



Caution: if you click on the words of the Path Title, it will take you to training details...come "Back" here to access the learning material from "Open Curriculum"

For each Project, you will use the red buttons to first "Activate", then "Launch" the project.



The early projects in a Path begin with this

Navigation slide

alize Your Potential: Toastmasters Pathways Base Camp

toastmasters.csod.com

Toastmasters Pathways >> Evaluation and Feedback

0

Ð.

NAVIGATION Review this screen to learn how to navigate each project. YOUR EVALUATION Return to the previous Advance to the next page of the project. page in the project. Some screens have additional buttons and navigation that will be explained in the Directions tab. Select this tab to get additional guidance or relevant information. 0000 NEXT Directions WHERE LEADERS • Select to move to another section: Effective Coaching 1: Evaluation and Feedback ARE MADE

Use the gray arrows to the right and left side of the slides to move through the material



From this "Directions" reminder, you can see...

YOUR ASSIGNMENT



For all assignment details and requirements, review the Project Checklist.

Project Checklist

Purpose: The purpose of this project is to present a speech on any topic, receive feedback, and apply the feedback to a second speech.

Overview: Choose any topic for your first 5- to 7-minute speech. After your speech, carefully review your feedback. At a future club meeting, present a 5- to 7-minute speech in which you incorporate feedback from your first speech. You may choose to present the same speech again or a new speech. Your second speech should reflect some or all of the feedback from your first speech. Finally, after you have completed both speeches serve as an evaluator at a club meeti

PRINTING YOUR PROJECT

You may download and print a PDF version of this project. For instructions, use the resource below.

View Printing a Project and Resources



Select to move to another section:

•

Effective Coaching 1: Evaluation and Feedback

...a pop-up that gives you a step-by-step guide for printing your project.



The red arrow at the bottom is your access to the "Table of Contents" of the project



The "Your Evaluation" is where you can print the entire project (or just the evaluation resources)



This also offers you a Project Checklist

YOUR ASSIGNMENT



For all assignment details and requirements, review the Project Checklist.

Project Checklist

Purpose: The purpose of this project is to present a speech on any topic, receive feedback, and apply the feedback to a second speech.

Overview: Choose any topic for your first 5- to 7-minute speech. After your speech, carefully review your feedback. At a future club meeting, present a 5- to 7-minute speech in which you incorporate feedback from your first speech. You may choose to present the same speech again or a new speech. Your second speech should reflect some or all of the feedback from your first speech. Finally, after you have completed both speeches, serve as an evaluator at a club meeting and deliver constructive feedback about another member's presentation.



•



The Project Checklist gives you an overview of the various parts that are involved

This project includes 3 parts:

- A 5-7 minute First speech, where you get some feedback
- Second speech, where you apply the feedback received
- You serve as an evaluator of someone else's speech

 Purpose: The purpose of this project is to present a sp to a second speech. Overview: Choose any topic for your first 5- to 7-minu. A future club meeting, present 3- to 7-minute speech. You may choose to present the same speech is evaluator at a club meeting and deliver constructive for the project includes: A 5- to 7-minute speech. A 5- to 7-minute speech. Incorporating feedback from your first speech. Finite speech. Serving as a speech evaluator. Below are tasks you will need to complete for this projatter the following list to incorporate any other tasks on the following list to incorporate any other tasks on the speech with the vice president. 	seech on any topic, receive feedback, and apply the feedback the speech. After your speech, carefully review your feedback ech in which you incorporate feedback from your first again or a new speech. Your second speech should reflect ally, after you have completed both speeches, serve as an eedback about another member's presentation.
Overview, choose any topic for your first 5-to 7-minu. At a future club meeting, present a5-to 7-minute spe speech You may choose to present the same speech, some or all of the feedback from your first speech. Fini evaluator at a club meeting and deliver constructive fe This project includes:	Ite speech. After your speech, carefully review your feedback ech in which you incorporate feedback from your first again or a new speech. Your second speech should reflect i ally, after you have completed both speeches, serve as an seedback about another member's presentation.
This project includes: • A 5- to 7-minute speech • incorporating feedback from your first speech into • Serving as a speech evaluator Below are tasks you will need to complete for this proj alter the following list to incorporate any other tasks n Schedule your speech with the vice president	o a second 5- to 7-minute speech ect. Please remember, your project is unique to you. You may ecessary for your project.
A S to 7-minute speech Incorporating feedback from your first speech into Serving as a speech evaluator Below are tasks you will need to complete for this proj alter the following list to incorporate any other tasks n Schedule your speech with the vice presider	o a second 5- to 7-minute speech ect. Please remember, your project is unique to you. You may ecessary for your project.
Incorporating feedback from your first speech into Serving as a speech evaluator Below are task you will need to complete for this proj alter the following list to incorporate any other tasks n Schedule your speech with the vice presider	a second 5- to 7-minute speech ect. Please remember, your project is unique to you. You ma ecessary for your project.
Serving as a speech evaluation Below are tasks you will need to complete for this proj alter the following list to incorporate any other tasks n Schedule your speech with the vice presiden	ect. Please remember, your project is unique to you. You ma ecessary for your project.
Schedule your speech with the vice presiden	
	nt education.
Renearse your speech.	
Present your first speech.	
	Page 1 of 2





Notice that there 7 dots. You will use the red Next button to move through each before using the grey arrow to move on.



Notice that once your have responded to each of the 7 questions, the Next button is gray...time to use the gray arrow to move on.



Some slides will have this "More" button to let you know there is additional information to see on this slide before you move forward



Watch for the dots under the picture to let you know where there is additional information in a slide like this –5 dots means 5 additional items



Here, the "Directions" section slides up to let you know there is a comparison statement to be revealed for each of the first column elements

	HOW TO BE A	N EFFECTIVE E	VALUATOR
	ADVICE		FEEDBACK
	Don't b	e so scared.	
	You need to	stand up straight.	
	You have	e to speak up.	
	You need to impr	rove your eye contact.	Directions
Select e	ach Advice statement to reveal a	similar Feedback statement.	
To furthe feedbac advice.	er illustrate the difference betwee k. Notice the subtle differences b	n advice and feedback, each p etween the two and consider h	ece of advice on this screen has been paired with a piece of ow you can make statements that offer feedback without giving
ſī	OASTMASTERS WHERE LEADERS	Select to move to another section	 Effective Coaching 1: Evaluation and Feedback

Move the "Directions" out of your way by using the arrow on the right edge of the blue button

	HOW TO BE A	N EFFECTIVE EV	EVALUATOR	
	ADVICE		FEEDBACK	
	Don't be	e so scared.		
<	You need to	stand up straight.		
	You have	to speak up.		2
	You need to impr	ove your eye contact.		
	You didn't	move enough.		
			Directions	
	MHERE LEADERS	Select to move to another section	Effective Coaching 1: Evaluation and Feedback	

Clicking each red box in the "Advice" column reveals another way to say it which is more "Feedback"



This has a 6:47 min video embedded





Use the controls below the video screen to start, stop, make full screen, or add captions



Periodically there will be "check in" questions to make sure you've retained the key information

WHEN YOU ARE EVALUATIN Question 1 of 3: Begin private evaluations he	G s by asking the speaker how	
was able to read the audience	felt about the presentation	
did compared to other speakers that day	could have improved his performance	1
	Directions	
WHERE LEADERS Select to move to another sec	tion: Effective Coaching 1: Evaluation and Feed	back

You'll get immediate feedback

WHEN YOU ARE EVALUATING



Near the end of the project, you will be given a review of your <u>evaluation criteria</u>.

YOUR EVALUATION

Select the tabs above to review the criteria for the evaluation in this project. Your evaluator will use the following scale: 5 Exemplary 4 Excels 3 Accomplished RESOURCES 2 Emerging 1 Developing Evaluation Resource—First Speech After your speech, log in to complete the second portion of vour self-assessment on the "Assess Your Skills-After" Evaluation Resource—Second Speech screen. Evaluation Resource—Evaluator Print My Project Directions WHERE LEADERS • Select to move to another section Effective Coaching 1: Evaluation and Feedback ARE MADE

Remember: Whether you are receiving or giving the evaluation, "3" means the speaker "met the objective as expected." Access your "Evaluation Resource" form here to download, print/send. Notice that this project has 3 parts. Each has its own Evaluation Resource.



Your speech evaluator can also get to these Evaluation Resource forms from the FTH agenda once you have put in your speech information there. Pause right here until you've given all 3 speeches in this project...then you'll respond to the same 7 questions you did in the "Before" assessment



Again, select a number for each of the 7 questions



Remember to use the red "SUBMIT" button



See the comparison of your responses <u>before</u> and <u>after</u> the project

ASSESS YOUR SKILLS—AFTER FEEDBACK

You've successfully submitted your responses. Compare your initial answers to your new skill level. Scroll down to view all statements.

BEFORE	AFTER	STATEMENT	
4	5	I deliver tactful and constructive feedback.	
4	4	I focus on using positive language when delivering feedback.	
4	4	I recognize the need to be open to receiving feedback about my performance.	
4	4	I am able to implement feedback received from others.	
_	_		
		Directions	A

•



Х

Now you can move onto your next project



Next Project is: "Researching and Presenting" which will complete Level 1

After that project... You will need to know how to enter a "Level Completion" request *(coming soon)*