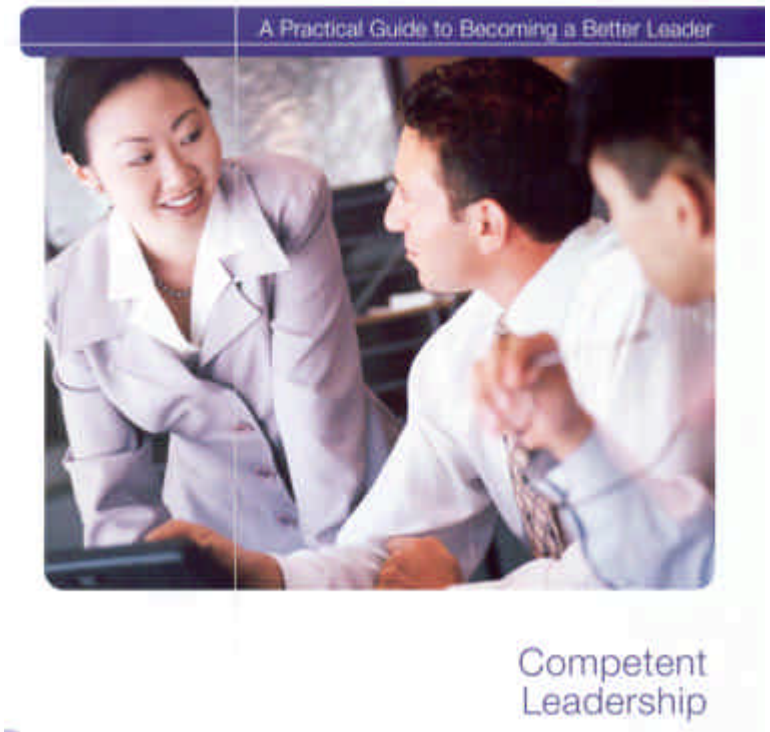


# Meeting Roles for Competent Leader Award

- An educational
- by Dale Hartle DTM



# Competent Leadership Projects

1. Listening and Leadership
2. Critical Thinking
3. Giving Feedback
4. Time Management
5. Planning and Implementation
6. Organising and Delegating\*
7. Developing your Facilitation Skills
8. Motivating People
9. Mentoring\*
10. Team Building

\* No  
meeting  
roles

# Speaker

- ❖ Practice and preparation, keeping to time
- ❖ Careful planning
- ❖ Clear goal, clear main points

# Speech Evaluator

- ✓ Paying attention to speaker
- ✓ Having an open mind
- ✓ Being objective and unbiased
- ✓ Focussing on presentation, not content
- ✓ Offering praise and specific suggestions

# Timer

- Knowing the timing requirements
- Accurately time speakers
- Present timer's report

# Grammarians

- Listening attentively,
- Looking for grammatical errors
- Give examples of good grammar
- Make suggestions for improvements
- Present grammarians' report

# Ah Counter

- Listening attentively
- Focussing on speaker's verbal crutches
- Present verbal report

# Table Topics Speaker

- Applying listening skills
- Understanding the topic
- Answering or speaking to topic



# Table Topics Master

- Correctly introducing Table Topics session
- Plan topics carefully within time allotted
- Ensure everyone participates
- Help any guests to have a go!

Projects 4, 5 and 7

# General Evaluator

- ✓ Analyse club meeting
- ✓ Identify areas needing attention
- ✓ Give examples of what went well
- ✓ Evaluate the evaluators

Projects 2, 3, 5, 7, 8, 10

# Toastmaster

- Show adequate planning and preparation
- Prepare agenda, begin/end on time
- Adjust agenda as required, keep meeting on track, motivate participants, ensure everyone knows what to do
- Ensure enjoyable meeting!!

Projects 4, 5, 7, 8, 10

# Meeting Roles Process

- Each role completed checked off with written evaluation in CL Manual