

Bundle of 8 Tip Sheets – How to not get Stuck in Toastmaster Pathways

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Tip Sheet #1, Maximizing Pathways Value

The purpose of being in Toastmasters, and therefore the Toastmaster education program called Pathways, is to help **you** gain, strengthen, and practice the skills that **you** want for **your** purposes at **your** pace in the order that **you** need them. Here are some suggestions from our “*How to not get Stuck in Toastmaster Pathways*” team for getting the most out of Pathways.

Use “*Tip Sheet #2, Minimizing Pathways Frustrations*” to help you get around the software’s limitations.

If you are new to Pathways, do not attempt to rush into the software and pick a Path before giving your first Toastmaster Pathways speech, which is the Icebreaker. The software won’t allow you to access educational materials before picking one of eleven Paths such as Presentation Mastery or Effective Coaching. Nonetheless, before giving any speech, you should do a lesson, called a “project” in Pathways – read the materials, watch its videos (2/3 of the 59 projects have videos), do online exercises (if any), and take the pre-lesson assessment questions. After you do the speech(es) associated with the project, take the post-lesson assessment questions.

So, how do you do one or more projects before you get into Pathways online? Get the materials from a fellow Toastmaster or the library our team has assembled.

Level 1 (of 5) for all 11 Paths is identical so there isn’t a good reason why the software tries to force you to pick a Path before getting started. Level 1 has 3 projects – Icebreaker; Evaluation and Feedback; Researching and Presenting – you could do all three projects before navigating Pathways online or picking a Path.

By the way, if you are an experienced Toastmaster but have not yet tried Pathways, here’s a testimonial. I’ve been a Toastmaster for more than 14 years, I’ve done all of the legacy program’s advanced manuals at least once, earned the Distinguished Toastmaster (DTM) twice. Yet, I’ve found new information in Pathways making it worth my time to figure out.

“... to help you gain, strengthen, and practice the skills ...”

- Build your electronic library of educational materials. Download everything as you go through a Pathways project, including videos (by right-clicking them), so you can access them when the website is unavailable, when you leave Toastmasters, or you help a new Toastmaster. Give them file names to make them easier to find. Our team has assembled 43 of the 59 projects and many of the non-Path materials.
- Save your completed evaluation forms; scan them into your computer and give them file names to make them easier to find. Don’t bother to upload them to Pathways as uploading

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such files is clumsy, hard to organize, impossible to search on keywords, only accessible by you (not even your club VP Education), and not available when you leave Toastmasters.

- Determine how you want to organize projects' education and evaluation files, e.g., file names with level and project titles.

"... skills that you want for your purposes ..."

- Take the online Pathways assessment of your interests and skills every time you pick a new Path. Answering questions will help you think about what you want next from Toastmasters. The assessment will suggest three paths, but you pick what you want.
- In selecting a Path, consider which of the *required* projects look the most helpful as most of the *required* projects are unique to a Path. All *electives* and some *required* projects are accessible in all Paths. Use "***Tip Sheet #3, Another Way to Select a Path.***"
- Talk with Toastmasters on Paths you are considering.
- Consider purposes and educational materials that are outside the 11 paths. See tip sheet "***Tip Sheet #4, Learning Opportunities Other than the Projects in Paths.***"
 - Be a better mentor → Pathways mentor program
 - Strengthen your club → Legacy program's Successful Club Series
 - Teach speech fundamentals like openings → Legacy program's Better Speaker Series
 - Learn leadership fundamentals → Legacy program's Leadership Excellence Series
- If you are familiar with the legacy program, "***Tip Sheet #5, Crosswalk from Legacy to Pathways***" can show you where (if any) a topic from the legacy program re-appears in Pathways as well as topics in Pathways that are new that might entice you.

"... at your pace in the order you need them"

- Monitor your progress versus which specific projects you'd like to do, whether they are on your current Path or not. The Pathways software only tells you what projects you've done in a specific path at a specific level. For example, if you are working on your second path, to find out what projects you did on your first path, you'll have to go back to the main menu and go back into the first path. Instead, keep your own table of all the projects you've done in all paths and levels. That will help you decide which subsequent Paths you might choose because you can better which Paths have the most interesting projects available. See "***Tip Sheet #6, What Can You do with the Path/Project Worksheet?***"
- Stockpile projects you want to do when you want to do them, rather than when Pathways would have you do them, see "***Tip Sheet #7, Stockpiling to Work Around Some Pathways Issues.***"
- Your club's VP Education can help, see "***Tip Sheet #8, Advice to VPE and other Base Camp Managers regarding Pathways.***"

In short, Pathways has considerable value. We hope these suggestions, the tip sheets, and the library of materials will maximize that value to you while minimizing the frustrations.

Tip Sheet #2, Minimizing Pathways Frustrations

Pathways has treasures to enable your dreams; but the path to these treasures is not well-marked and the sky is dark. We help you get those treasures by shedding light via a **tip sheet**, giving you a treasure map.

First - Get a Toastmaster mentor, one using Pathways. Every Toastmaster deserves a mentor.

Get started with an appropriate internet browser, and select a path to your treasures

1. Google Chrome browser works well. Firefox does not.
2. **Turn off pop-up blocker** for <https://toastmasters.csod.com> & www.toastmasters.org

In Google Chrome, to turn off pop-up blocker, click on three dots in the upper right → Settings → Advanced (at the bottom) → Site Settings → Pop-ups and redirects → enter the above addresses to unblock them.

3. Bookmark Pathways so you can get there without going through the main TI website.

<https://www.toastmasters.org/start-pathways>

4. Start with **Choose Your Path**, on the left at the main Pathways page.
5. Click on **Yourself** and then **Continue to Path Selection**. Then choose either **\$20 online access** or **\$45 printed materials** (i.e. \$25 extra)

Use online access as 99.5% of Toastmasters do. It's the only way to access educational videos and interactive features. Nonetheless, you can (and should) print or save pdf files of everything in Pathways.




You get the first path for free. You have 30 days to change your path for free; however, at level 1, all paths are the same so in those 30 days so you won't experience any difference among paths. Instead, talk to fellow Toastmasters or look ahead with the CD of Pathway projects that will be distributed with this tip sheet. Ask your VP Education which members are on which Paths.

After you click on **Take Your Assessment**, you must first **Select Assessment Language** and then click **Start** or click on **Skip Assessment**. Take the assessment, you don't have to use one of the three Pathway recommendations you'll get.

How to move along your selected path - navigation

1. At the Pathways home page entitled "Pathways Learning Experience", you can launch the Navigator on the right of the screen, which explains Pathways navigation and organization.
2. Generally, you will **Access my path through Base Camp**, click on **Go to Base Camp**.
Alternatively, if you are club President, VP Education, or Secretary, you are a "Base Camp Manager" and can "Log in as Base Camp Manager" to explore the Pathways progress of your club members.
3. Inside Base Camp, look at "Home" and "Tutorials and Resources" on the upper left. Clicking on either is useless; you must put your cursor on either, wait for the pull-down menu, which only includes the same phrase you just hovered over, and then click on that pull-down item.
4. Look for **My Education Transcript** and you should see your path, click on your path.
5. Go to the level you are on. Pathways will not let you see details further than your current level.

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6. In a level, you'll see projects. You must first **Activate** a project. Then you can **Launch** it
7. You do *not* have to store your evaluation, mark when you completed a project, or get a club officer to sign off on each project. Don't look for such things. You can optionally store an evaluation (screen shot of a printed eval or an edited pdf) - it is not easy to do.
8. As you go through a project, **you must click on all content** or it will not allow you to complete a project. There are no short cuts or cheat codes.
9. Click on a red triangle  to pull down more text.
10. Click on **Next** or **More** to move through multiple items. You can safely advance to the next slide if you don't see any **Next** or **More**. Sometimes, advance with a **Submit** and sometimes with a grey >.
11. A grey > on the right side of a screen is often the way to advance.
12. Select **Directions**  to see instructions for a page; select **Directions**  to hide instructions.
13. **Select to move to another section in** the center at the bottom provides a pull down menu that lets you move around a project.
14. You do not have to complete reading a project in one setting. In subsequent returns to a given project, the system will take you back to where you were previously.
You do have to know which path, level, and project you were working on.
15. If you wish, you can upload your evaluation into the system. For instructions, consult our full help document being prepared to follow this tip sheet.
16. In your Education Transcript, each project will progress
 - Activate** → (this is a useless step required by the software)
 - Launch** → (this lets you into the material)
 - Evaluate** → (after you complete it, use this opportunity to provide feedback)
 - Launch** (after you evaluate it, you can again go back to a project you've completed.)
17. The second level-1 project has 3 parts.
 1. Give a speech, get evaluated.
 2. Improve that speech based on the evaluation, give it again; the second evaluator must know what the first evaluator said and will evaluate you on how well you improved.
 3. You evaluate someone else's speech (of any type) and get evaluated for your evaluation.
18. Completion of levels **does** require a base camp manager to approve your completion.
19. Remember you lose access to Pathways when you someday leave Toastmasters, so save all downloadable material (including videos) on your computer. Download videos in Google Chrome by right clicking and saving the file. If you have evaluations in electronic form, save them on your computer. Some projects, e.g., the "Story Collection Tool" in the "Engaging Humor" path, invite you to store information online; consider instead saving your stories in your own organizational scheme on your computer. You might want it when you someday leave Toastmasters.

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Tip Sheet #3, Another Way to Select a Path

The Toastmaster Pathways education program is designed to help you acquire skills toward your objectives. There are **59 education projects**. Some are required, some are electives.

Most projects focus on you giving a single speech where you practice a specific skill that was explained using a combination of online text, video, and interactive content. Some projects have multiple parts. A few projects are quite involved and may take months, such as the High Performance Leadership (HPL) project, where you lead a team toward some objective.

Pathways is structured via **11 Paths** such as Presentation Mastery or Engaging Humor. Each path:

- Requires a minimum of 14 projects - 10 required, 4 electives.
- Allows a maximum of 34-37 projects, i.e., you can see 34-37 of the 59 projects. On a single path you could do the 10 required projects and as many as 24-27 electives, depending on the path.
- Does not allow you to see 22-25 projects, depending on the path.

A catalog of the 59 projects can be found at

<https://d57tn.org/wp-content/uploads/2019/04/Pathways-Paths-and-Projects-Catalog-V3.pdf>

As you look at the list of projects (see following pages), what if one or more seems perfect to your needs? How can you ensure that such desirable projects are available to you? Read on!

Of the 59 projects:

- 27 are required on one or more paths but **not** available on other paths
- 32 are available on all paths – 5 required for all paths + 10 required for some paths and elective on other paths + 17 elective for all paths.

If one or more of those 27 projects is perfect for you, choose a path that provides it.

Let's step back a bit. Here are the **5 levels** in Pathways. To finish a Path, you must do 14 Projects:

What must you finish?	Level 1 Mastering Fundamentals	Level 2 Learning Your Style	Level 3 Increasing Knowledge	Level 4 Building Skills	Level 5 Demonstrating Expertise	Total
Required for all Paths	3	1			1	5
Required for your specific Path		2	1	1	1	5
Electives			2	1	1	4
Total projects required	3	3	3	2	3	14

Not only do projects require more effort as you move through the levels, but the nature of the projects evolves. I've found that most learning occurs at levels 3 and 4; level 5 has somewhat less new content as its focus is on demonstrating that you've put skills together.

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**These 27 Projects are Only Available on the Paths indicated
They are Required for those Paths and **Not** Available in Others:
If you want to do one of these projects, you must do the path indicated**

Projects	Required in these Paths	Level
Cross-Cultural Understanding	Strategic Relationships	Level 2 Learning Your Style
Know Your Sense of Humor	Engaging Humor	
Managing Time	Leadership Development	
Understanding Your Communication Style	Dynamic Leadership Effective Coaching Motivational Strategies Presentation Mastery Visionary Communication	
Understanding Your Leadership Style	Dynamic Leadership Effective Coaching Innovative Planning Leadership Development Persuasive Influence Strategic Relationships Team Collaboration Visionary Communication	
Develop a Communication Plan	Visionary Communication	
Engage Your Audience with Humor	Engaging Humor	
Negotiate the Best Outcome	Dynamic Leadership	
Persuasive Speaking	Presentation Mastery	
Planning and Implementing	Leadership Development	
Present a Proposal	Innovative Planning	
Reaching Consensus	Effective Coaching	
Successful Collaboration	Team Collaboration	
Understanding Conflict Resolution	Persuasive Influence	
Understanding Emotional Intelligence	Motivational Strategies	Level 4 Building Skills
Communicate Change	Visionary Communication	
Improvement Through Positive Coaching	Effective Coaching	
Leading in Difficult Situations	Persuasive Influence	
Leading Your Team	Leadership Development	
Manage Change	Dynamic Leadership	
Motivate Others	Motivational Strategies Team Collaboration	Level 5 Demonstrating
The Power of Humor in an Impromptu Speech	Engaging Humor	
Deliver Your Message with Humor	Engaging Humor	
Develop Your Vision	Visionary Communication	
Lead in Any Situation	Dynamic Leadership Team Collaboration	
Manage Successful Events	Leadership Development	
Team Building	Motivational Strategies	

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These 32 Projects Are Available in all Paths

5 Projects Required for All paths

Project	Level
Ice Breaker	Level 1 - Mastering Fundamentals <i>(These projects are required in all paths.)</i>
Evaluation and Feedback	
Researching and Presenting	
Introduction to Toastmasters Mentoring	Level 2 - Learning Your Style <i>(All paths require this project. You are invited to continue in the non-path program of Toastmaster mentoring, first with a short-term mentoring assignment and then a long-term mentoring assignment, in parallel to working on path(s).)</i>
Reflect on Your Path	Level 5 - Demonstrating Expertise <i>(All paths require this final project in which you share with your club what you have learned.)</i>

10 Projects Required for Some Paths, Elective in All Other Paths

You could do all of them while in a single path, or do a few in each path you try

Project	Required in these Paths; Elective in All Others	Level
Active Listening	Motivational Strategies at L2 Persuasive Influence at L2 Team Collaboration at L2 <i>Elective in other paths at L3</i>	Levels 2 & 3
Connect with Your Audience	Engaging Humor (L2) Innovative Planning (L2) <i>Elective in other paths at L3</i>	
Effective Body Language	Presentation Mastery (L2), <i>elective in others at L3</i>	
Make Connections Through Networking	Strategic Relationships (L3), <i>elective in others at L3</i>	
Manage Projects Successfully	Innovative Planning, <i>elective in others at L4</i>	Level 4
Managing a Difficult Audience	Presentation Mastery, <i>elective in others at L4</i>	
Public Relations Strategies	Strategic Relationships, <i>elective in others at L4</i>	
Leading in Your Volunteer Organization	Strategic Relationships, <i>elective in others at L5</i>	Level 5
High Performance Leadership	Effective Coaching Innovative Planning Persuasive Influence, <i>elective in others at L5</i>	
Prepare to Speak Professionally	Presentation Mastery, <i>elective in others at L5</i>	

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17 Projects Elective for all Paths

You could do all of them while in a single path, or do a few in each path you try

Project	Level
Connect with Storytelling	Level 3 Increasing Knowledge <i>(These are great projects to help you improve your fundamentals.)</i>
Creating Effective Visual Aids	
Deliver Social Speeches	
Focus on the Positive	
Inspire Your Audience	
Prepare for an Interview	
Understanding Vocal Variety	
Using Descriptive Language	
Using Presentation Software	Level 4 Building Skills <i>(These combine skills into communication platforms that go beyond traditional speaking in front of a live audience.)</i>
Building a Social Media Presence	
Create a Podcast	
Manage Online Meetings	
Question-and-Answer Session	
Write a Compelling Blog	Level 5 Demonstrating Expertise
Ethical Leadership	
Lessons Learned	
Moderate a Panel Discussion	

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Tip Sheet #4, Learning Opportunities Other than the Projects in Paths

There are many learning opportunities outside the projects in the 11 paths, e.g., the “Pathways Mentor Program.” We’ve not yet found them listed or searchable in a user-friendly fashion. The categories can be described as follows:

- **Tutorials on how to deal with Pathways.** A full list is at Base Camp/Tutorials & Resources/Tutorials. Unfortunately, you have to look through hundreds and there is no search function. (it is hundreds because there are versions of about a dozen for each language,) Most are at Base Camp/Tutorials & Resources and on our shared Google Drive.
 - The **Navigator**
 - Base Camp **Glossary**
 - Accessing Certificates
 - Accessing Speech Evaluation Resources
 - Accessing Your Path
 - Completing a Level
 - Completing a Project
 - Completing a Speech Outside Your Club
 - FAQs Working on a Project
 - Guides to individual levels
 - Guide to Level 1 – Mastering Fundamentals
 - Guide to Level 2 – Learning Your Style
 - Guide to Level 3 – Increasing Knowledge
 - Guide to Level 4 – Building Skills
 - Guide to Level 5 – Demonstrating Knowledge
 - Launching a Project
 - Providing Feedback and Awarding Badges
 - Saving Documents to your E-Portfolio
 - Scheduling a Speech Outside Your Club
 - Searching and Browsing on Base Camp
 - Tracking Your Meeting Roles
- **How to do Toastmaster functions.** The legacy Competent Communicator and Competent Leader manuals explain how to evaluate, be GE, be meeting Toastmaster, and so forth. We have found only a few comparable items in Pathways, as if new Toastmasters are supposed to learn functions by osmosis. The ones we’ve found are as follows:
 - www.toastmasters.org/Membership/Club-Meeting-Roles
 - www.toastmasters.org/resources/general-evaluator-checklist
 - www.toastmasters.org/resources/effective-evaluation
 - www.toastmasters.org/resources/speaker-introduction-form
 - “How to Evaluate” (at Base Camp/Tutorials & Resources/)
 - “Meeting Agenda” (at Base Camp/Tutorials & Resources/Resource Documents)So, on the Google Drive, there is a folder called “Meeting Roles” with a write-up on meeting roles taken from the legacy Competent Communicator manual and the above-mentioned Club-Meeting-Roles on the website.
- **Other Pathways programs, e.g.,**
 - “Pathways Mentor Program” (on our Google Drive)
 - “Distinguished Toastmaster” (on our Google Drive)
- **Legacy Materials** that just aren’t given adequate attention in Pathways
 - **Successful Club Series** (on our Google Drive or downloadable on TI’s non-Pathway website for free) - address the quality of club meetings and offer tips on attracting and maintaining members.
 - Moments Of Truth (Item 290)

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- Finding New Members For Your Club (Item 291)
- Evaluate To Motivate (Item 292)
- Closing The Sale (Item 293)
- Creating The Best Club Climate (Item 294)
- Meeting Roles And Responsibilities (Item 295)
- Mentoring (Item 296)
- Keeping The Commitment (Item 297)
- Going Beyond Our Club (Item 298)
- How To Be A Distinguished Club (Item 299)
- The Toastmasters Educational Program (Item 300)
- **Better Speaker Series** (on our Google Drive or downloadable on TI's non-Pathway website for free) - 10-15 minute educational speeches to be given in your club. They give practical tips that can be of benefit to all members
 - Beginning Your Speech (Item 270)
 - Concluding Your Speech (Item 271)
 - Controlling Your Fear (Item 272)
 - Impromptu Speaking (Item 273)
 - Selecting Your Topic (Item 274)
 - Know Your Audience (Item 275)
 - Organizing Your Speech (Item 276)
 - Creating An Introduction (Item 277)
 - Preparation And Practice (Item 278)
 - Using Body Language (Item 279)
- **Leadership Excellence Series** (on our Google Drive or downloadable on TI's non-Pathway website for free) - helps members learn the skills they will need to be successful leaders inside and outside Toastmasters.
 - The Visionary Leader (Item 311)
 - Developing A Mission (Item 312)
 - Values and Leadership (Item 313)
 - Goal Setting And Planning (Item 314)
 - Delegate To Empower (Item 315)
 - Building A Team (Item 316)
 - Giving Effective Feedback (Item 317)
 - The Leader as a Coach (Item 318)
 - Motivating People (Item 319)
 - Service And Leadership (Item 320)
 - Resolving Conflict (Item 321)

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Tip Sheet #5, Crosswalk from Legacy to Pathways

The table provides a comparison of the traditional and new education programs. Some materials are on the CD to distributed by this HPL project team.

Comparison Legacy and Pathways Education Programs

Education Program	Traditional	Pathways
Timing	Accumulated wisdom of 92 years of Toastmasters Expires approx. June 2020	Started in District 15 March 2018
How evaluators give feedback	Evaluation forms in the manuals	Evaluation resources (editable version on Google Drive)
Training for evaluators	“Evaluate to Motivate” in the Better Club Series	“ How to Evaluate ” non-path module
Competent Communication (CC) Manual First CC manual came with first membership. Subsequent manuals purchased for \$8 each.	Required for communication track, there are 10 lessons, each with a speech, i.e., 10 speeches <ul style="list-style-type: none"> • The Ice Breaker • Organize your Speech • Get to the Point • How to Say It • Your Body Speaks • Vocal Variety • Research Your Topic • Get Comfortable with Visual Aids • Persuade with Power • Inspire Your Audience 	Some of these lessons appear in Pathways, we list those we’ve found so far. Although the topics may be similar, the content can be more, less, and often different. <i>The Ice Breaker project</i> <i>Using Descriptive Language project</i> <i>Effective Body Language project</i> <i>Understanding Vocal Variety project</i> <i>Researching and Presenting project</i> <i>Creating Effective Visual Aids project</i> <i>Persuasive Speaking project</i> <i>Inspire Your Audience project</i>
Competent Leadership (CL) Manual First CL manual came with first membership. Subsequent manuals purchased for \$8 each.	Required for leadership track, there are 10 lessons or skills, each with one or more activities <ul style="list-style-type: none"> • Listening • Critical thinking • Giving feedback • Time management • Planning and implementation • Organization and delegation • Facilitation • Motivation • Mentoring • Team building 	Some of these lessons appear in Pathways projects, we list those we’ve found so far <i>Active Listening project</i> <i>Evaluation and Feedback project</i> <i>Evaluation and Feedback project</i> <i>Managing Time project</i> <i>Planning and Implementing project</i> Motivational Strategies path <i>Intro to Toastmasters Mentoring</i> Non-path Mentoring program

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Education Program	Traditional	Pathways
Advanced Communication Manuals	<p>Two each were required for each of the three Adv Communication levels (Bronze, Silver, Gold) so that a DTM required 6 of these.</p> <ul style="list-style-type: none"> • Communicating on Video • Entertaining Speaker • Facilitating Discussions • Humorously Speaking • Interpersonal Communication • Interpretative Reading • Persuasive Speaking • Professional Speaker • Public Relations • Speaking to Inform • Special Occasion Speeches • Specialty Speeches • Speeches by Management • Storytelling • Technical Presentations 	<p>Some of these lessons appear in Pathways, here we list those paths and specific projects we've found so far.</p> <p><i>Building a Social Media Presence project</i> <i>Create a Podcast project</i> <i>Manage Online Meetings project</i> Presentational Mastery path Engaging Humor path Effective Coaching path Engaging Humor path <i>Understanding your Communication Style project</i> <i>Understanding your Leadership Style project</i> Effective Coaching path Motivational Strategies path</p> <p>Persuasive Influence path Presentation Mastery path Strategic Relationships path Visionary Communication path</p> <p>Deliver Social Speeches project</p> <p>Dynamic Leadership path Leadership Development path Motivational Strategies path Visionary Communication path <i>Connect with Storytelling project</i> <i>Researching and Presenting project</i></p>

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Education Program	Traditional	Pathways
<p>Better Speaker Series – educational materials to help the audience become better speaker and to help the speaker learn to speak on educational topics.</p>	<p>Adv Communicator Silver required presenting two ed talks from either Better Speaker or Successful Club Series. Better Speaker Topics:</p> <ul style="list-style-type: none"> • <i>Beginning Your Speech</i> • <i>Concluding Your Speech</i> • <i>Take the Terror Out Of a Talk</i> • <i>Impromptu Speaking</i> • <i>Selecting Your Topic</i> • <i>Know Your Audience</i> • <i>Organizing Your Speech</i> • <i>Creating an Introduction</i> • <i>Preparation and Practice</i> • <i>Using Body Language</i> 	<p>Not included nor mentioned – neither discouraged nor encouraged. 😞</p> <p>We recommend experienced members tell new members of this series and encourage all to continue to use them.</p> <p>Included on Google Drive. 📍</p>
<p>Successful Club Series - Free educational materials to help the club improve, <u>and</u> to help the speaker learn to speak on educational topics.</p>	<p>Adv Communicator Silver required presenting two ed talks from either Better Speaker or Successful Club Series. Adv Leader Bronze required presenting two ed talks from either Leadership Excellence or Successful Club series. Successful Club topics:</p> <ul style="list-style-type: none"> • <i>The Moments of Truth</i> • <i>Finding New Members for your Club</i> • <i>Evaluate to Motivate</i> • <i>Closing the Sale</i> • <i>Creating the Best Club Climate</i> • <i>Meeting Roles and Responsibilities</i> • <i>Mentoring</i> • <i>Keeping the Commitment</i> • <i>Going Beyond the Club</i> • <i>How to be a Distinguished Club</i> • <i>The Toastmasters Education Program</i> 	<p>Not included nor mentioned – neither discouraged nor encouraged. 😞</p> <p>We recommend experienced members tell new members of this series and encourage all to continue to use them.</p> <p>Included on Google Drive. 📍</p>

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Education Program	Traditional	Pathways
<p>Leadership Excellence Series</p> <p>Free educational materials to help audience become better leaders <u>and</u> to help the speaker learn to speak on educational topics.</p>	<p>Adv Leader Bronze required presenting two ed talks from either Leadership Excellence or Successful Club series.</p> <p>Leadership Excellence topics:</p> <ul style="list-style-type: none"> • The Visionary Leader • Developing a Mission • Values and Leadership • Goal Setting and Planning • Delegate to Empower • Building a Team • Giving Effective Feedback • The Leader as a Coach • Motivating People • Service and Leadership • Resolving Conflict 	<p>Not included nor mentioned – neither discouraged nor encouraged. 😞</p> <p>We recommend experienced members tell new members of this series and encourage all to continue to use them.</p> <p>Included on Google Drive. 📁</p>
<p>Success/Communication Seminars</p> <p>Each requires a few hours with several participants. Typically \$30 for a kit to use with a club special meeting or non-Toastmasters.</p>	<p>Adv Communicator Gold required one from either this series or the Success/Leadership series.</p> <ul style="list-style-type: none"> • <i>Speechcraft</i> • <i>How to Listen Effectively</i> • <i>The Art of Effective Evaluation</i> • <i>Building Your Thinking Power I</i> • <i>Building Your Thinking Power II</i> • <i>From Speaker to Trainer</i> 	<p>Not included nor mentioned – neither discouraged nor encouraged. 😞</p> <p>We recommend experienced members tell new members of this series and encourage all to continue to use them.</p>
<p>Success/Leadership Seminars</p> <p>Each requires a few hours with several participants. Typically \$30 for a kit to use with a club special meeting or non-Toastmasters.</p>	<p>Adv Communicator Gold required one from either this series or the Success/Communication series.</p> <ul style="list-style-type: none"> • <i>How To Conduct Productive Meetings</i> • <i>Parliamentary Procedure in Action</i> • <i>Leadership I: Characteristics of Effective Leaders</i> • <i>Leadership II: Developing Your Leadership Skills</i> • <i>Leadership III: Working in the Team Environment</i> • <i>Improving Your Management Skills</i> 	<p>Not included nor mentioned – neither discouraged nor encouraged. 😞</p> <p>We recommend experienced members tell new members of this series and encourage all to continue to use them.</p>
Speechcraft	SpeechCraft	Included and one of the ways to meet a DTM requirement
Youth Leadership	Youth Leadership	TBD

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Tip Sheet #6, What Can You do with the Path/Project Worksheet?

The worksheet, “HPL Pathways Projects Paths Info,” can be used to do several things, e.g.,

1. Compare paths to help you (or a mentee) choose a path.
2. Find a project that appeals to you and determine how to get to it. If a particular project appeals to do, this can even help you choose a path.
3. See what is on the path you are on.
4. Keep track of which projects you’ve done. The spreadsheet with “SJP” in the table shows how I do it.

Another consideration is that to finish any path, you must complete 14 projects.

5 are required for all paths	3 in L1	1 in L2			1 in L5
5 are required for your specific path		2 in L2	1 in L3	1 in L4	1 in L5
4 are electives, you must do			2 in L3	1 in L4	1 in L5

This spreadsheet puts it all into perspective by showing all the projects and which are required, elective, or invisible on a given path.

What is in the Worksheet?

The original file came from District 57. I’ve added to it. It contains the **11 Paths** and **59 Projects** in Pathways.

Colors and Acronyms

L1	Level-1 Mastering Fundamentals
L2	Level-2 Learning Your Style
L3	Level-3 Increasing Knowledge
L3E	Level 3 elective
L4	Level-4 Building Skills
L4E	Level-4 elective
L5	Level-5 Demonstrating Expertise
L5E	Level 5 elective

D57	District 57
DL	Dynamic Leadership path
EF	Effective Coaching path
EH	Engaging Humor path
IP	Innovative Planning path
LD	Leadership Development path
MS	Motivational Strategies path
PI	Persuasive Influence path
PM	Presentation Mastery path
SR	Strategic Relationships path
TC	Team Collaboration path
VC	Visionary Communication path

How to not get Stuck in Toastmaster Pathways

Columns

- A. Projects (I added those from Engaging Humor path on Feb 8, 2019)
- B. (my mod) Whether each project is available in all paths (cell is blank) or which unique Paths the project is available. It's about half/half. Thus, a way to pick a Path is to scan the projects, determine which appeal to you, and pick Paths that allow you to do that project.
- C. (my mod) Are there videos in the project? If so, how many?
- D. (my mod) Which level(s) does the project appear? Generally, a given project is in a single level, but there are some exceptions.
- E. (my mod) My numbering system, created so that if you sort on column G, the projects will be displayed so you can best see how the projects and paths fit together. For example, at level 3 (yellow), 10 of the 11 paths have a unique project, one that you can only do if you choose that path. Strategic Relationships' required project Make Connections Through Networking, is instead an elective in all other paths.
- F. Columns F through P – the 11 paths
- S. (my mod) I added “Engaging Humor” to what D57 provided

Rows

- Rows 1-5 – (my mod) List and color code for the 5 levels
- Rows 6-10 – (my mod) additional explanations of columns
 - Column A - Lists the definition of the 5 levels
 - Columns F to P - spells out the name of the paths
- Row 11 – Columns F to P use the 2-letter path codes. You can sort the data by clicking on any of the cells in row 6. For example, if you click on cell F11, you'll sort all the projects by those in the Dynamic Leadership Path. If you sort A—Z, then the projects on that path will be listed first, followed by all the projects that aren't available on that path.
- Rows 12 to 73 – the 59 projects
- Rows 75-86
 - Columns F to P show how many projects can be seen when you are in each Path. You can see a minimum of 34 and a maximum of 37. On average, you can see ~36, 10 of these are required. Thus, there are ~26 other projects you can see as electives in levels 3-5; you only have to do 4 of them. This means there is a wealth of material for you to keep going even after you complete a path. Conversely, there are, on average, 24 projects you can't see on a given path. To see every project, you must do all 11 paths, or get some from a friend.

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Tip Sheet #7, Stockpiling to Work Around Some Pathways Issues

When you are on a journey you might cache supplies. You might bring **stockpiles** of supplies.

Why would Toastmasters Pathways be different? Paths take time, they aren't well marked, and things can go wrong.

Relevant Pathways Background

Pathways has 59 education **projects**. Some are required, some are electives.

Most projects focus on you giving a single speech where you practice a specific skill that was explained using a combination of online text, video, and interactive content. Some projects have multiple parts. A few projects are quite involved and may take months, such as the High Performance Leadership (HPL) project, where you lead a team toward some objective.

Pathways has 11 paths. This table shows the minimum and maximum number of projects you must or can do. You must do 14 projects, or 24% of the 59 projects. On a single path you could do the 10 required projects and as many as 24-27 electives, depending on the path. **That is, you could do 20-23 extra electives.**

	Required projects	Elective projects	Total projects	% of all 59 projects
Minimum # of projects you must do for a path	10	4	14	24%
Maximum # of projects you can see and do on a single path	10	24-27 (a)	34-37 (a)	58-63%
# of projects you can't see on a single path	22-25 (a)	None (All electives are available to all paths.)	22-25 (a)	37-42%
a. Exact number depends on the path. Some projects required for a path are available as electives for the other paths.				

Said another way, a single path allows you access to about 60% (58-63%) of the 59 educational projects, including all *elective* projects. Doing additional paths won't provide you with access to more electives. Each additional path only buys you 1-4 more *required* projects, taking you (at best) from 63% to 69%.

We define **stockpiling** as doing a project in the physical world, before you complete it online. What the Pathways computer doesn't know can't hurt it; it can help you in these situations.

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Here are four situations stockpiling projects in Pathways can be beneficial.

Situation 1 – You want to get into Toastmasters before selecting a path.

Selecting a path before you've even given your first speech, is like choosing a college major immediately after being accepted into the college, just as you are stepping onto the campus for the first time. Wouldn't be it be nice to do a semester first?

A fix is to **stockpile** one or more of the three level-1 projects before you pick a path. All three projects at level-1 and one of the level-2 projects ("Introduction to Toastmaster Mentoring") are required for all Paths and therefore could be done without knowing what path you'll choose.

Note: depending on which part of Pathways documentation you look, you might see that you can change your path within 30 days or 90 days of selecting it. In neither case can you complete level 1 and still change your path. Thus, even a re-do at 90 days versus 30 days doesn't allow you access to any differences among the Paths. It does give you more time in Toastmasters.

Situation 2 – You lack online access.

Some lack reliable online access with a device with a screen large enough to read. For example:

- You might be in a club in a prison.
- You might be in a club-to-be (prior to chartering).
- You might only have online access via a phone.

In such cases, **stockpile** level-1 and possibly level-2 projects so that you can work through a path while awaiting online access.

Situation 3 – You need to learn a skill before you would logically get to it in your path.

You need to do something before the system allows you, e.g., prepare for an interview, which is a level-3 project.

Consult the list of projects.

- If it is an **elective**, you are in luck. All elective projects are accessible from any Path. Thus, anyone who has finished a Path can give you the material for any elective, or get it from the library we are making.
- If it is a **required** project, it may be in the library we'll provide, or you might have to find someone on the path(s) that require that project.

Once you have the project material, **stockpile** it for future use in your current or future path.

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Situation 4 – You want to do a speech, but your current level doesn't have any appropriate electives or you've already done the minimum number of electives at that level.

You'd like every speaking opportunity to earn credit for yourself and your club by helping you advance in a path. In the legacy program, you could repeat the Competent Communicator manual to work on the basics and simultaneously earn credit. Pathways doesn't have an analog to that manual. **Stockpile** projects with appropriate skills.

Where Can You get Guidance and Credit When You Need to Give a Particular Talk

Type of speech you need to give	Pathways lesson you can stockpile	Where is it?	Analog in Legacy Program
Speeches about you and your experiences	Icebreaker	L1 required (all)	CC#1, Icebreaker
	Understanding Your Leadership Style	L2 required (8 of the 11 paths)	n/a
	Understanding Your Communication Style	L2 required (5 of the 11 paths)	n/a
	Connect with Storytelling	L3 elective (all)	Adv manual – Storytelling
	Connect with Your Audience	L2 required (PM) L3 elective (all others)	Better Speaker Series/Know your Audience
Toasts, acceptance speeches, praise of individual or group	Delivering Social Speeches	L3 elective (all paths)	Adv manual - Special Occasion Speeches
Emphasize words, phrasing, metaphors	Using Descriptive Language	L3 elective (all)	CC #4, How to Say It
Emphasize body language	Effective Body Language	L2 required (EH, LD) L3 elective (other paths)	CC #5, Your Body Speaks
Emphasize vocal variety	Understanding Vocal Variety	L3 elective (all)	CC #6, Vocal Variety
Present results of researching a topic	Researching and Presenting	L1 required (all)	CC #7, Research Your Topic
Use visual aids	Creating Effective Visual Aids	L3 elective (all)	CC #8, Get Comfortable with Visual Aids
	Using Presentation Software	L3 elective (all)	
Persuade the audience to do something	Persuasive Speaking	L3 elective (PM only)	CC #9, Persuade with Power
Need to inspire your audience	Inspire Your Audience	L3 elective (all)	CC #10, Inspire your Audience
CC = Competent Communicator EH = Engaging Humor LD = Leadership Development PM = Presentation Mastery			

How to not get Stuck in Toastmaster Pathways

How to Stockpile

Use pdf or printed versions of the projects from anyone who has been saving them as they advance through Pathways.

You can obtain the material for a project as noted below,
 read it,
 even watch a downloaded video if there is one,
 do the work,
 get evaluated.

Then, when the time is right - weeks, months, or years later – you (or someone acting for you) click through the material online and tell the system you've completed it.

Your situation	You can get project material from ...		
1. You want to get into Toastmasters before selecting a path		Pdf and video files ^b	Paper copies ^c
2a. You lack online access and do have a computer.			
2b. You lack online access and don't have a computer.			
3. You need to learn a skill before the system gives you access			
4. You want to do a speech, but your current level doesn't have any appropriate electives, or you've already done the minimum number of electives.	If an elective, you see in one of your paths ^a – do it, but don't complete it in that path.	Pdf and video files ^b	
a. If you can see the project online, that's the full Pathways experience. b. If you have pdf and video files, your experience only lacks interactive questions and answers. c. If you have only paper copies, your experience lacks videos and interactive questions and answers. The more advanced the project, the less valuable a paper copy will be.			

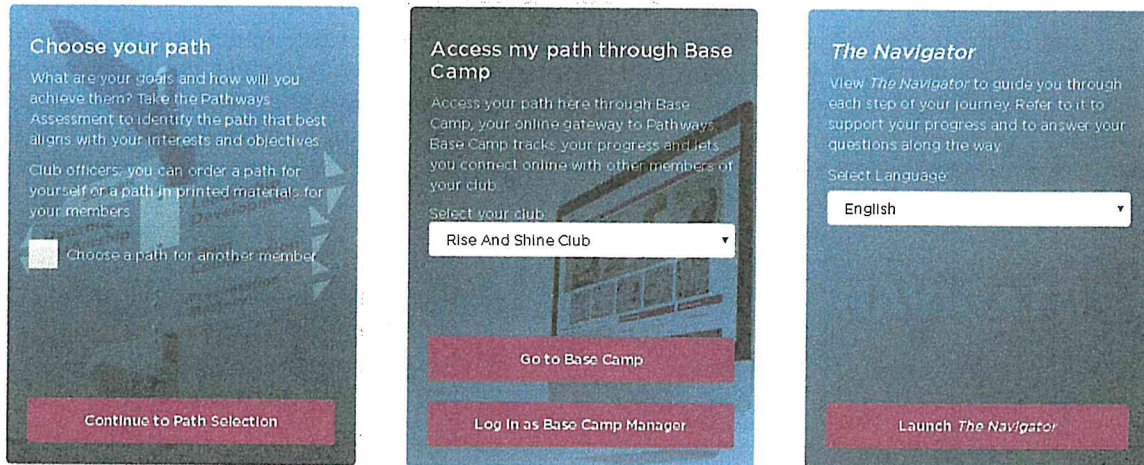
How to not get Stuck in Toastmaster Pathways

Tip Sheet #8, Advice to VPE and other Base Camp Managers regarding Pathways

Your club's President, VP Education, and Secretary are Pathways Base Camp Managers (BCM). The VPE should periodically log into Pathways as BCM, as opposed to logging to Base Camp for their own purposes. The president and secretary have the same authorities as the VPE in case the VPE isn't active. This graphic shows where to log into Base Camp (as yourself) versus BCM (if you have BCM authority) and where to select your club if you are in multiple clubs.

I PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.



Mentors are more important in Pathways than in the legacy education program. All the previous reasons why every Toastmaster deserves a mentor still apply. Additionally, some people need help with the Pathways software; no one needs help reading a paper manual in the legacy program. List mentors on the **club's monthly schedule** as a reminder to the mentor, mentee, and to everyone who doesn't yet have a mentor.

The VPE should maintain a list of which paths each member has chosen and how far they have gotten, and include that info on the **club's monthly schedule**. I have columns for both what level has been completed in either legacy or Pathways and what Paths they are currently working on.

- Once a member has achieved their first Pathways achievement, e.g., Presentation Mastery level 1 (PM1), that designation replaces the designations earned in the legacy program such as Advanced Communicator Gold (ACG). The previous designations are still in the database but aren't automatically listed in rosters and emails that Toastmaster sends – except – if the member has earned the Distinguished Toastmaster (DTM), then only that designation appears and not any of the new ones. This makes TI generated cumulative achievement lists useless; instead I list both Pathways and legacy achievements on my club's monthly schedule.

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- In the legacy program, all were familiar with the Competent Communicator (CC) manual and its 10 speeches, and most were familiar with the Competent Leader (CL) manual, promoting a sense of commonality and camaraderie; there were only divergences among the 15 advanced manuals. Now, only 4 speeches in Pathways level 1 and 1-2 speeches in level 2 are common. Thereafter, a member might not know someone who is working on the same Path-required projects they are. Thus, keep track of who in your club is on which path, and please contribute to a Division B list of members and their paths, so that your members can reach outside the club for advice if no one in the club is on their path. We don't want someone to miss the opportunity of the best path for them because no one in their club is familiar with that path. The best mentor for your member might be outside your club.

Special complexities arise for BCM and members who are in multiple clubs. Such members select their "home club" for Pathways purposes and can change it at any time. The current "home club" setting determines which club BCM gets a request to approve a level completion and which club BCM can see progress. If a member changes their home club from X to Y, minutes later club X BCM can no longer see the member's progress but club Y BCM can. So, BCM of clubs with dual members must realize that they may not see the progress of such members; therefore keep track of members' paths and progress on the club monthly schedule, outside of the Pathways software.

Pathways and the rest of the Toastmaster website are not well integrated.

	Pathways	Rest of Toastmasters website
Who approves completion of a Pathways level for a member?	BCM approve to get the member credit within Pathways BCM can approve their own achievements.	Club officers approve in Club Central to get the club credit in the Distinguished Club Program for the member's achievement. Club officers cannot approve their own achievements.
Which club's BCM/officer can take action?	Only the club that the member has designated as their "home club" at the moment they submit a Pathways request for approval.	Any officer in any club the member is in can submit the award. Thus, a BCM in one club can approve a path completion in Pathways and a club officer in a different club can subsequently submit the achievement in club central.
How can you validate that the system knows a level has been completed?	The member will see a checkmark by that level when they view their curriculum. The BCM will see that member's projects and paths as complete, if the member has set that club as her "home club".	In Distinguished Performance reports, the club will have credit for the educational achievement. And, the achievement will show under "Daily Reports"/ "Educational Achievements". In club central, Toastmaster rosters will show the highest Pathways achievement unless the member already has a DTM.