

# Pathways Competencies—Level 1

Level	Competency
1	Recognize the elements of a basic speech structure.
1	Balance preparation and spontaneity when delivering your speech.
1	Demonstrate self-confidence when speaking in front of an audience.
1	Identify your communication and leadership skills.
1	Define communication and leadership goals.
1	Deliver tactful and constructive feedback.
1	Use positive language when delivering feedback.
1	Understand the need to be open to receiving feedback.
1	Implement feedback in future projects.
1	Show respect by staying engaged with the speaker's presentation.
1	Accept feedback from evaluators.
1	Acknowledge the importance of being open-minded.
1	Research and present an unfamiliar topic.
1	Organize the speech clearly to maximize audience understanding.
1	Craft clear and engaging transitions between main sections of your speech.
1	Use and cite sources to support speech content and make source list available to audience members.

# Pathways Competencies—Level 2

Level	Competency
2	Apply listening skills to increase comprehension and connection.
2	Acknowledge the need for active listening.
2	Recognize the difference between hearing and listening.
2	Improve basic listening skills.
2	Use knowledge of audience characteristics to tailor your message.
2	Identify the ways in which audiences differ.
2	Build rapport with different types of audiences.
2	Project knowledge and expertise when speaking.
2	Understand the definition of culture.
2	Understand the need for cultural awareness.
2	Acknowledge the impact of stereotypes on your own life and in the way you view others.
2	Recognize the importance of respecting the customs and etiquette of other cultures.
2	Demonstrate cultural awareness in interactions with others.
2	Understand how body language expresses emotion and attitude.
2	Recognize the body language used when speaking publicly.
2	Identify gestures that show confidence when speaking in public.
2	Use gestures to enhance speech content.
2	Demonstrate awareness of unintentional movement.
2	Demonstrate an understanding of the definition, purpose, and benefits of mentoring and virtual mentoring.
2	Identify and express the qualities of successful, effective mentors and virtual mentors.
2	Demonstrate knowledge of the definition, purpose, and benefits of being a protégé.
2	Recognize the difference between coaching and mentoring.
2	Identify and use a variety of time management techniques.
2	Employ time management strategies in speeches.
2	Apply time management methods.
2	Recognize the importance of time management skills.
2	Understand different communication styles.
2	Identify your preferred communication style.
2	Recognize how your communication style may impact your interactions.
2	Determine how to improve your relationships by mastering and adapting your application of communication styles based on the situation.
2	Tailor your style to match situational expectations.
2	Understand different leadership attributes and styles.
2	Identify your own leadership behaviors and style.
2	Recognize how behaviors and leadership styles may impact those whom you lead and your desired outcomes.
2	Recognize the need to adapt your leadership style based on the situation and the people being led.

# Pathways Competencies—Level 3

Level	Competency
3	Apply storytelling techniques and descriptive skills to make the presentation relatable and interesting.
3	Understand the elements of a good story.
3	Use vivid descriptions and appropriate tone to tell an engaging story.
3	Create stories that have the desired emotional impact on the audience.
3	Demonstrate effective application of media and visual aids.
3	Create effective visual aids to enhance presentations.
3	Determine how to best present visual aids to benefit the audience.
3	Compose a speech appropriate for a social occasion.
3	Recognize the characteristics of a toast, a eulogy, an acceptance speech, and a speech to praise an individual or group.
3	Adapt and personalize anecdotes for speeches in different situations.
3	Formulate a central message around which to develop your communication plan.
3	Identify the target audience for your message.
3	Develop a communication plan that would effectively deliver the central message to the intended audience.
3	Define the steps of the communication plan for the intended audience.
3	Tailor the tone of the message to match audience and situational expectations.
3	Reflect upon negative thoughts that may disrupt happiness and productivity.
3	Acknowledge the need for active listening.
3	Recognize the impact of different types of behaviors when interacting with others.
3	Display confidence when talking to others.
3	Present a speech in an enthusiastic and inspiring fashion.
3	Demonstrate an understanding of the value of gaining audience trust.
3	Present a speech that inspires an audience to adopt a new perspective or goals.
3	Design a speech with the potential to motivate audience members to improve themselves personally, emotionally, professionally, or spiritually.
3	Use body language to maintain audience engagement.
3	Present yourself as friendly and engaging.
3	Engage and interact with people to network effectively.
3	Maintain contact with those in your network.
3	Acknowledge the interests of others to cultivate mutually beneficial relationships.
3	Behave as a competent and professional ally to all people in your network.
3	Foster agreement between parties from their current state to a new state.
3	Understand how different negotiation styles are applied.
3	Engage in meaningful conversations to reach a mutually beneficial goal.
3	Maintain professional or appropriate composure during negotiation.

## Pathways Competencies—Level 3

Level	Competency
3	Identify how and when to use different negotiation strategies.
3	Understand methods for researching and supporting your viewpoint.
3	Identify the most appropriate type of persuasive speech for your topic.
3	Develop your viewpoint.
3	Develop a presentation that appeals to an audience.
3	Deliver your viewpoint with the intent of persuading an audience.
3	Integrate clear, concise goals into your plan.
3	Establish a process for meeting milestones during the implementation of your plan.
3	Identify resources you have or that are needed.
3	Create a schedule to complete a project on time.
3	Delegate tasks to the most capable team members.
3	Convey your best qualities in an interview.
3	Assess yourself fairly and nonjudgmentally.
3	Identify personal strengths and areas for growth.
3	Speak about personal strengths and plans for developing new skills and knowledge.
3	Identify goals and expectations.
3	Recognize personal and professional strengths and areas of specialization.
3	Measure readiness to fulfill the role of mentor.
3	Write long- and short-term goals.
3	Select key information to present in a proposal.
3	Organize information in an easy-to-follow format for an audience.
3	Build your case by developing a proposal with supporting evidence.
3	Prepare realistic solutions to be presented as part of your case.
3	Illustrate the benefits offered by the presented solution.
3	Recognize the importance of including all group members in the decision-making process.
3	Demonstrate a commitment to the process of incorporating feedback and ideas from all stakeholders.
3	Create an environment where all ideas are heard.
3	Lead conversations to reach a satisfactory outcome for the group.
3	Understand the benefit of collaboration.
3	Recognize the personal strengths you bring to a collaborative group.
3	Place value on the strengths of other members of the group.
3	Build an environment of trust within the group.

# Pathways Competencies—Level 3

Level	Competency
3	Encourage creative, passionate debate from all members of the group.
3	Allow all members to have a voice in the decision-making process.
3	Identify and explain conflict resolution techniques.
3	Place value on other points of view.
3	Practice positive interaction techniques.
3	Recognize an appropriate point to intervene in a conflict between others.
3	Employ active listening to facilitate conflict resolution.
3	Learn the primary elements of emotional intelligence.
3	Assess your emotions honestly.
3	Determine how to appropriately express your emotions.
3	Display understanding of the importance of optimism in relation to motivation.
3	Discover techniques for increasing empathy.
3	Recognize the impact of vocal variety on audience members' reception of a presentation.
3	Identify changes in pitch, tone, volume, and pace when listening to a speaker.
3	Effectively adjust pitch, tone, volume, and pace to emphasize different sections of a speech.
3	Use vocal variety to enhance a speech.
3	Demonstrate knowledge of personal vocal variety patterns and adjust them to meet the needs of audience members and improve the quality of a speech.
3	Recognize the difference between literal and figurative language.
3	Identify the best use of literal and figurative language when presenting to an audience.
3	Use literary elements to enhance your speeches.
3	Correctly implement verbs, adjectives, and adverbs in your speech to create vivid descriptions.
3	Use evocative language to create memorable speeches.
3	Identify topics that could benefit from the use of presentation software.
3	Recognize and describe best practices for designing engaging and informative slides.
3	Create clear, concise, and visually pleasing slides.
3	Demonstrate the ability to present using presentation software as a tool.

# Pathways Competencies—Level 4

Level	Competency
4	Determine how best to use social media.
4	Create and maintain an online profile to promote yourself or an organization.
4	Recognize the importance of Internet privacy.
4	Understand how to safeguard your personal information.
4	Participate in positive interactions with others online.
4	Present an appropriate personal image that aids in the accomplishment of your promotional goals.
4	Gather and organize evidence to support the need for adopting the change.
4	Craft your findings into communications that create logical and emotional arguments for change.
4	Communicate the need for the change clearly.
4	Focus on the possible positive outcomes of the change.
4	Empathize with those for whom this change may not be welcome.
4	Support those whom the change affects.
4	Follow up with action.
4	Illustrate your plan for the change through your communication.
4	Identify personal interests and use them as subject matter for a podcast.
4	Assemble interesting content into a cohesive program.
4	Apply public speaking skills to present a clear, engaging program for listeners.
4	Upload podcasts to the Internet for distribution to listeners.
4	Recognize the positive impact your actions can have on others.
4	Nurture relationships with the people you coach.
4	Identify ways you can positively influence other individuals.
4	Demonstrate ways to assist an individual in accomplishing a goal or learning a skill.
4	Deliver effective feedback.
4	Analyze a situation to understand the reasons for challenges.
4	Apply strategies for coping with a challenge.
4	Demonstrate resourcefulness and flexibility when facing adversity.
4	Maintain a positive attitude even when facing difficult situations.
4	Recognize the impact of leadership style when dealing with a difficult situation.
4	Identify pertinent and relevant information to communicate to a group.
4	Successfully complete a project with the help of a small group.
4	Apply the basic skills of leadership.
4	Establish a plan for implementing change.
4	Develop a communication plan for reaching all stakeholders affected by the change.
4	Recognize major obstacles to success.

# Pathways Competencies—Level 4

Level	Competency
4	Establish processes to overcome these obstacles.
4	Facilitate a webinar or online meeting via communication software.
4	Interact skillfully with participants attending a webinar or online meeting.
4	Adapt to participants' feedback during your webinar or online meeting.
4	Acknowledge the responsibilities and realities of serving as the primary point of contact for a coordinated team effort.
4	Demonstrate preparedness for the inevitable, unexpected nature of coordinating an event.
4	Use effective strategies to coordinate efforts between team members and provide an optimal experience for participants.
4	Delegate work by creating a plan and implementing it with the assistance of a team.
4	Manage budget and other resources necessary to the success of the event.
4	Set and achieve goals by overseeing and planning the necessary meetings and tasks prior to the event.
4	Demonstrate the proper action for each type of difficult audience member.
4	Defuse tense or uncomfortable situations with an audience.
4	Identify a difficult audience member.
4	Exhibit professional behavior when addressing a difficult audience member.
4	Understand how to actively mentor a protégé.
4	Demonstrate an understanding of the role of a mentor.
4	Assist a protégé to plan, execute, understand, and evaluate a goal.
4	Identify different ways individuals can be motivated.
4	Demonstrate the ability to strengthen and nurture relationships with others.
4	Construct a system of leadership that motivates others to accomplish a task, goal, or plan.
4	Demonstrate an understanding of how to promote growth in other individuals.
4	Provide encouragement and helpful feedback to others.
4	Formulate a public relations strategy.
4	Display an understanding of how to use various public relations tactics to communicate your message.
4	Demonstrate knowledge of how to promote awareness of an organization or event.
4	Identify various media channels that can be used to disseminate your message.
4	Answer questions and provide information clearly, concisely, and with confidence.
4	Build impromptu speaking skills.
4	Effectively balance time during a presentation that includes a speech and question-and-answer session.
4	Develop strategies for responding to challenging questions.
4	Recognize the different types of difficult audience members.
4	Demonstrate an understanding of the basic writing structure for blog posts.
4	Develop well-written material for posting on your personal blog.
4	Identify and manage information appropriate to share online.
4	Display an understanding of how to properly engage and communicate with readers online.

# Pathways Competencies—Level 5

Level	Competency
5	Define the role of a mentor.
5	Recognize and express the skills required to be a successful mentor.
5	Demonstrate a clear understanding of the mentor–protégé relationship.
5	Demonstrate strong communication skills.
5	Develop a vision for your professional or personal life.
5	Organize the proposed vision into several achievable tasks.
5	Develop a timeline and a plan for implementing your vision.
5	Relate your message in succinct, memorable, and active language.
5	Identify the key elements of ethical leadership.
5	Demonstrate an understanding of ethical leadership.
5	Recognize and address the impact of ethical and unethical decisions both professionally and personally.
5	Demonstrate a clear understanding of the value of ethics in every decision.
5	Identify the steps and considerations involved in making difficult decisions.
5	Develop an ethical framework and demonstrate how it can be used to make difficult decisions.
5	Build a team by identifying skills and competencies necessary to complete project tasks.
5	Motivate team members throughout the project, from inception to completion.
5	Develop a plan, including well-defined goals.
5	Delegate tasks to team members and provide support throughout.
5	Lead with confidence to the successful completion of a project.
5	Understand why leadership is situational.
5	Identify situational leadership styles.
5	Recognize the need to adapt your leadership style based on the situation and the people being led.
5	Assess an individual's competence and commitment levels to guide your leadership style.
5	Recognize and communicate when a specific leadership style is best.
5	Exhibit an understanding of the skills required to lead in a volunteer organization.
5	Demonstrate an understanding of the importance of recognition and reward in motivating volunteers.
5	Build a strong environment of mutual respect with other members.
5	Show integrity, competency, and character in decisions, leadership, and actions.
5	Identify the topics for discussion with your team following a milestone or completion of a project.
5	Encourage an environment of contribution and voicing opinions.
5	Facilitate a productive discussion that yields results.



# Pathways Competencies—Level 5

Level	Competency
5	Create a plan for future improvements based upon resolutions proposed in the meeting.
5	Acknowledge the responsibilities and realities of serving as the primary point of contact for a coordinated team effort.
5	Demonstrate preparedness for the inevitable, unexpected nature of coordinating an event.
5	Use effective strategies to coordinate efforts between team members and provide an optimal experience for participants.
5	Delegate work by creating a plan and implementing it with the assistance of a team.
5	Manage budget and other resources necessary to the success of the event.
5	Set and achieve goals by overseeing and planning the necessary meetings and tasks prior to the event.
5	Practice effective moderation techniques.
5	Identify panel members appropriate to the subject matter.
5	Prepare yourself and the participants for a panel.
5	Be prepared to answer questions or concerns.
5	Learn the correct etiquette for before, during, and after the panel.
5	Foster a comfortable environment for learning and interaction.
5	Define the attributes of a professional speaker.
5	Determine your area of expertise.
5	Understand what your audience expects from you.
5	Tailor your speech to reflect your understanding of the audience.
5	Incorporate stories and anecdotes to support your message.
5	Develop a connection with the audience.
5	Understand how to market yourself as a professional-level speaker.
5	Describe your experience moving through a path, in detail.
5	Share how the learning has impacted your life outside of Toastmasters.
5	Compose a well-organized speech.
5	Demonstrate strong public speaking skills.
5	Create an environment that supports team success.
5	Understand and communicate the benefits of working with a team.
5	Strengthen relationships through collaboration.
5	Successfully delegate tasks to team members.
5	Design and facilitate an effective team-building event.
5	Demonstrate excellent public speaking skills.
5	Apply learning from previous paths to current leadership project.
5	Design a beneficial project.
5	Lead a team from inception of a beneficial project through completion.
5	Demonstrate a clear understanding ethical leadership and Toastmasters values.

# Pathways Competencies—Foundational

Level	Competency
Foundational	Practice effective speech delivery techniques.
Foundational	Understand different speech organization styles.
Foundational	Recognize the structure of different types of speeches.
Foundational	Continue to develop and demonstrate strong transitions.
Foundational	Build topic selection skills.
Foundational	Understand methods of practicing a public speech.
Foundational	Develop writing skills.
Foundational	Understand when to research a topic.
Foundational	Effectively relate your message to a variety of audience members.
Foundational	Develop the skills to enhance your professional or personal reputation.
Foundational	Identify methods to inspire your audience.
Foundational	Organize information to create a strong public speech.
Foundational	Organize your message to reach the most people.
Foundational	Share your knowledge with others.
Foundational	Build confidence as a speaker by speaking in public.
Foundational	Build confidence as a communicator by working with team members.
Foundational	Build confidence as a leader by leading a team.
Foundational	Advance leadership skills by fulfilling multiple projects focused on leadership.
Foundational	Advance management skills by managing projects.
Foundational	Advance management skills by managing team members.
Foundational	Enhance interpersonal communication skills by working with others on teams.
Foundational	Recognize the value and benefits of rehearsal.
Foundational	Develop a strong understanding of personal communication preferences and develop successful strategies for working with others based on those preferences.
Foundational	Develop a strong understanding of personal leadership preferences and develop successful strategies for leading others based on those preferences.
Foundational	Build the confidence to speak without notes.
Foundational	Practice speech writing for a variety of topics and settings.