



# Guidance Committee Introduction

## High Performance Leadership

Congratulations! You have been invited to participate on a Toastmasters club member's guidance committee for their High Performance Leadership project.

Leadership can be defined as the ability to inspire and guide, build an environment in which visions are developed, and support a team while goals are met. A leader who fills that definition, and does it in a way that motivates others to participate and contribute, is a high-performance leader.

You have been asked to assist a Toastmaster wishing to develop their leadership skills. This Toastmaster is participating in the Toastmasters International education program, and as part of the learning process will study educational content, practice leadership skills through a project of their choosing, and receive feedback.

The Toastmaster is responsible for defining their goals, designing the project, selecting team members to help, delegating responsibilities, and leading the project to completion. The Toastmaster also selects and leads the guidance committee. They must establish committee meeting dates, determine a meeting location, and provide agendas.

As a guidance committee member, your responsibility is to help the Toastmaster by evaluating their progress and giving feedback through the duration of the project. You have been chosen to help build the Toastmaster's leadership skills through your guidance and support.

The High Performance Leadership project has been designed to challenge every person who completes it, regardless of their level of expertise. The guidance committee has the responsibility of challenging the Toastmaster's thinking as well as the means and methods used in carrying out the project. Be ready to provide advice if necessary. You do not need to be an expert in leadership theory. The Toastmaster has selected you because they respect your guidance and feedback.

### **As a member of the guidance committee, you are required to:**

- ▶ Meet with the Toastmaster and other committee members a minimum of five times during the course of the project.
- ▶ Help to evaluate the progress of the Toastmaster's project, give them advice, and offer feedback.
- ▶ Be supportive, practical, and available to meet with the Toastmaster as necessary.

### **How To Use This Packet**

The materials included in this packet are the responsibility of the Toastmaster to fill out and distribute. Though it is unlikely you will use most of the forms included, this packet will help you understand the materials the Toastmaster has at their disposal.

You are welcome to make arrangements with the Toastmaster to review the High Performance Leadership text if you believe it will be of assistance in your role as a committee member.

### **The materials included in this packet are:**

- ▶ Meeting Agenda
- ▶ Project Plan Overview
- ▶ Project Plan
- ▶ Vision Plan
- ▶ Event Planning Worksheet
- ▶ 360° Evaluation

Thank you for serving on this guidance committee. Your time and expertise are greatly appreciated by the Toastmaster who invited you, as well as Toastmasters International.

# Meeting Agenda

Meeting Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Meeting called by \_\_\_\_\_

Attendees \_\_\_\_\_

Item	Description

**Any other business**

**Notes**



# Project Plan Overview

<b>Project</b>	
<b>Purpose</b>	
<b>Projected Team Members</b> Include number and any volunteers you know will be working with you.	
<b>Resources</b>	
<b>Deliverables</b>	
<b>Milestones</b>	



# Project Plan

## Project Plan

<b>Project</b>	
Purpose	
Resources	
Budget	
Key Deliverables	
Milestones	
Notes	



## Project Team

<b>Project Manager</b>	
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<b>Team Member</b>	
Delegated Task	
Milestones	
Deadline	
Contact Information	

<b>Team Member</b>	
Delegated Task	
Milestones	
Deadline	
Contact Information	



<b>Team Member</b>	
Delegated Task	
Milestones	
Deadline	
Contact Information	

<b>Team Member</b>	
Delegated Task	
Milestones	
Deadline	
Contact Information	



# Vision Plan

Use this resource to collect your vision, goals, and tasks into a single document. You may also add deadlines and milestones to help you meet the goals you have set to reach your vision.

**Vision** \_\_\_\_\_

**Goal** \_\_\_\_\_

Task	Description	Deadline	Notes

**Goal** \_\_\_\_\_

Task	Description	Deadline	Notes



# Event Planning Worksheet

Use this form to assist you in planning your event.

Name of Event \_\_\_\_\_

Location \_\_\_\_\_ Date/Time \_\_\_\_\_

Objective \_\_\_\_\_

## Venue

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Space rental							
Security deposit							
Insurance							
Parking/transportation							
Other							

## Marketing and Registration

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Invitation design							
Invitation distribution							
Website							



**Marketing and Registration** (continued)

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Advertisements							
RSVPs							
Other							

**Catering**

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Meals							
Beverages							
Servers needed							
Table skirting							
Chair covers							
Other							

**Audio/Visual**

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Microphones							
Screens							
Projectors							

**Audio/Visual** (continued)

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Internet access							
Other							

**Rental Items**

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Tents							
Stage							
Tables							
Podium							
Other							

**Décor**

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Lighting							
Signage							
Flowers							
Table skirting							
Other							



## Entertainment

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Musicians							
Speakers							
Other							

## Planning and Organizing

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Office space							
Office supplies							
Communication costs							
Travel expenses							
Other							

## Administrative Costs

Item Description	Vendor Contact	Assigned to	Start Date	Due Date	Dependency	Budgeted Amount	Status
Accounting							
Legal							
Staffing							
Other							



# 360° Evaluation

Evaluator Name \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

Role \_\_\_\_\_

Leader Name (person to be evaluated) \_\_\_\_\_

Timeframe for Evaluation \_\_\_\_\_

Please consider your experience working with the leader you are evaluating and give a thoughtful response to all the questions presented here. If you have not observed a particular behavior or quality, indicate "Not observed" on your evaluation. Take a moment to include examples wherever possible and if needed, add additional pages.

Using the rating scale provided below, please select the option that best reflects your rating of the individual's performance during the time period being evaluated.

## Leadership

Provides a clear sense of purpose, direction, and responsibilities to team members

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Acts and behaves in a manner consistent with their statements

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Manages issues in an effective manner

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Provide an example of how they positively contribute through their leadership.

How can the individual improve their leadership?

### Communication

Is open to constructive feedback

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Gives appropriate feedback that is timely and constructive

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Manages conflict effectively

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

How has the individual demonstrated effective communication skills?

Describe how they have implemented constructive feedback.

## Interpersonal Skills

Shows genuine concern for all team members

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Perceived as trustworthy

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Recognizes and rewards individual contributions in a manner meaningful to each team member

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

How would you recommend that the individual improve their interpersonal and relationship-building skills?

## Teamwork and Team Building

Supports a team environment by valuing collaboration and cooperation

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Supports the organization at all levels

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:



Considers the impact of actions and decisions on the organization before implementing

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

How does the individual contribute to the successful and effective functioning of their team?

### **Problem Solving**

Listens actively to others' ideas and perspectives

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Is prepared to make decisions based on relevant information

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Is willing to change their position when presented with compelling information

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Give an example of a time when the individual displayed exemplary problem-solving skills.

What recommendations do you have for the individual to improve their problem-solving skills?

## Motivation

Shows interest in and enthusiasm for the work to be completed

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Uses effective strategies to motivate their team members

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Rises to challenges

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Give an example of a successful motivational strategy they used while leading the team.

Give an example of the individual's level of motivation.

## Prioritization

Allots time appropriately to tasks that require attention

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Manages time to keep high-priority tasks at the forefront

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

In general, does the individual prioritize action items and follow through on the priorities they set?

In your opinion, do they select the appropriate priorities?

## Reliability

Sets and honors milestones and timelines

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:

Establishes an agenda for every meeting and effectively covers all topics in the allotted time

Exemplary (5)      Excels (4)      Accomplished (3)      Emerging (2)      Developing (1)      Not Applicable

Comments:



Is respectful of others' time and commitments outside of the organization

Exemplary (5)

Excels (4)

Accomplished (3)

Emerging (2)

Developing (1)

Not Applicable

Comments:

Can you depend on the individual to keep their commitments?

Describe how the individual demonstrates respect for others' time and commitments.

