



Lennox International TOASTMASTERS

Memo To: <insert name here>
From: Angie Flinn, DTM, VP Education
Subject: Educational Program Progress Records & Audit – Leadership Track

It's my goal to keep accurate and complete records of your progress toward your next Toastmasters educational awards. This allows me to help you achieve your goals in a timely manner.

What follows is a listing of the award requirements I show you have completed, and the dates you completed them. Please review this list, make note of any changes, and return it to my attention no later than **Friday, July 6th, 2007**.

Competent Leader Award

#	Assignment	Title	Date Completed
1	Listening and Leadership		
2	Critical Thinking		
3	Giving Feedback		
4	Time Management		
5	Planning and Implementation		
6	Organizing and Delegating		
7	Developing Your Facilitation Skills		
8	Motivating People		
9	Mentoring		
10	Team Building		



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Advanced Leader Bronze Award

Prerequisites...

Completed CL Award:	
Completed CC/CTM Award:	

Serve six months as a club officer

Office Held:	
Club Number:	
Dates of Service:	
Date you helped prepare a Club Success Plan:	
Date you attended club officer training:	

*Conduct any two programs from The Successful Club Series **and/or** The Leadership Excellence Series...*

Title:	Date:
1.	
2.	



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Advanced Leader Silver Award

Prerequisites...

Completed ALB/OCL Award:	
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Serve a complete term as a district officer

Office Held:	
District Number:	
Date Served:	July 1, ??? through June 30, ???

Complete High Performance Leadership Program

Club No:	
Date Received:	

Club Building/Rebuilding Activity: Sponsor, Mentor, or Coach

Role:	
Club Name:	
Club Number:	
Charter/Appointment Date:	



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Distinguished Toastmaster Award

Prerequisites...

Completed ACG/ATMG Award:	
Completed ALS/OAL Award:	