

# PROJECT CHECKLIST

## Team Building

**Purpose:** The purpose of this project is to practice the skills needed to build a cohesive team and host an event.

**Overview:** Build and work with a small team to design and host a team-building event, either in your Toastmasters club or another environment. Any non-Toastmasters event must be approved by your club's vice president education and attended by a member of your club leadership team. Before the event, deliver a 2- to 3-minute report at a club meeting to share your plans. After the event, deliver a 5- to 7-minute speech to your club. The content of the speech is up to you, but needs to be about your event, the impact of leading on you and your team, or the impact of building a team on you as a leader.

### This project includes:

- Working with a small team to design and host a team-building event
- The Team-Building Activities resource
- The Team-Building Event Evaluation resource
- A 2- to 3-minute report
- A 5- to 7-minute speech

Below are tasks you will need to complete for this project. Please remember, your project is unique to you. You may alter the following list to incorporate any other tasks necessary for your project.

Meet with the vice president education to review your project. The vice president education must approve a non-Toastmasters event.

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Organize a team to help you with your team-building event.

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With the help of your team, design a team-building event.

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Schedule your report with the vice president education.

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Write your report.

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Rehearse your report.

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Deliver your report at a club meeting.

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Schedule your event. If you plan to host a club event, then you must meet with your club leaders to schedule. If you plan to host a non-Toastmasters event, remember to invite a member of your club leadership.

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Facilitate your team-building event.

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Distribute the Team-Building Event Evaluation resource at the end of your event to collect feedback from attendees.

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Schedule your final speech with the vice president education.

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Write your final speech.

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Rehearse your final speech.

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After you have completed all components of the assignment, log in to complete the second portion of your self-assessment on the "Assess Your Skills—After" screen.

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Additional Notes

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