Pathways Training for:
New Clubs, New Club Members, and/or Assisting All Members

Pathways was introduced to District 83 May 15, 2018; on July 1, 2020, Pathways becomes the official education program of Toastmasters International.

This document was created for introducing Pathways to all clubs in District 83 between July 2018 to June 2020. It has been modified to help the new and renewing member understand Pathways.

Suggested Training Outline for New Clubs, New Club Members, Assisting all Members

This is a suggested training outline with links to documents you can use when training new or returning members (all documents are on TM83.org for everyone to use). The information with a sub-bullet is used as discussion points; the arrows are the primary points. You may want to ensure that your members have logged-in before having any Pathways discussions to make sure they can access Pathways. They can follow along within their account or just watch you display your account from your computer.

➢ Accessing **Pathways** and selecting a **path**.
- Chrome seems to be the preferred browser; although, I have had success in the others.
- The first document, above, can be given to all new members.
- I've included a **detailed listing of all paths and their projects**. Here is one that is a **one-pager**.
- Always try to explain the terminology used when discussing Pathways (I try to not get into details but provide an overview):
  o Path – contains 5 levels; each level focuses on a specific theme
    ▪ **Level 1** – Mastering Fundamentals
    ▪ **Level 2** – Learning Your Style
    ▪ **Level 3** – Increasing Knowledge
    ▪ **Level 4** – Building Skills
    ▪ **Level 5** – Demonstrating Expertise
    ▪ **Pathways Mentoring** – separate program, voluntary, not mandated
      • Opens after completing Level 2
      • Does not replace any existing mentoring program in clubs
      • Provides more skills and resources for Mentors to work with their Proteges
  o Level – each level contains 2-3 projects; Level 1 is identical across each path; Level 2s are similar as they look at your style of leadership, communication, or humor, and the Introduction to Mentoring.
  o Projects – some projects contain sub-projects
  o Sub-Projects (for instance Level 1, project 2 has 3 sub-projects)
➢ Review and walk-through of **Level 1** – Project 1 - Ice Breaker
- I use my account and have everyone follow along on their account. You can use this **link** to show the contents of Level 1 but I find it best to show online and have them follow along in real-time on their computers.

Prepared for District 83 by:
Janice L. Buffalow, DTM, PDD
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- Things I focus on are:
  - Be sure the pop-up blocker is turned-off/disabled for PATHWAYS; otherwise, you will not see the window where your work will be located.
  - If you cannot locate the window, hover over your browser and click on it. Sometimes it disappears and is easy to close without knowing it.
  - Be sure to open the pop-up window to full screen; otherwise, you will not see the arrows on the right and left or the drop-down navigation menu at the bottom of the page.
  - Ensure the completion of BEFORE and AFTER self-assessments
    - If one "accidentally" completes the AFTER and presses SUBMIT, make sure they do the speech.
  - Evaluations are not required to be stored in the Pathways tool. It is an option.
  - There is no required action by the BCMs after the Ice Breaker; only when a Level is completed. If the member's Levels 2 and 3 are not opening, they did not complete one of the BEFORE or AFTER self-assessments or did not click on SUBMIT after completing the AFTER self-assessment.
  - Do not rely on automated notifications; continue to have discussions with your BCMs to have them approve your completion of each level.
  - If they want to know what to expect during their project, have them go to "Your Evaluation"; everything they need to complete the project is in the right panel under resources: evaluation form(s), worksheet(s), and the ability to print/download the entire project. Alternately, a member can go to the "Your Assignment" or "Complete Your Assignment" pages to find the project checklist.
  - Click through the pages and ensure everyone clicks on each link and watches each video.
  - REMEMBER: You can print everything you need from the online version.
- Quick review of Level 1 – Project 2 – Evaluation and Feedback
  - Review how this one has 3 sub-projects:
    - Give a 5-7 minute speech – get evaluated
    - Take feedback from evaluation and apply it to a second speech (which may or may not be the same speech) – get evaluated.
    - Evaluate a speaker AND get evaluated and that evaluation is done verbally and written.
    - Do not do the AFTER self-assessment until finished with all 3 sub-projects.
- Quick review of Level 1 – Project 3 – Researching and Presenting
  - There is only one project but there are two worksheets you can use; one focuses on how to track your sources.
- When finished, click on the Level 1 Completion button.
  - You will receive an email; I encourage members to send it to the BCMs or call the BCM to make sure they received it. NOTE: There remains a slight glitch here and it is best to communicate rather than rely on an email
    - The glitch has something to do with the listing on the TI Website and/or Free-Toast-Host for contacts. As soon as I can find a solution, I will share it with all Base Camp Managers.

- BCMs will advance you to the next level AND will record your award in CLUB CENTRAL so your club will get the credit. NOTE: if a member belongs to more than 1 club, they need to be logged into Base Camp for the club they want to receive the credit in order for the notification to go to the appropriate club. Be aware of your members who are in more than one club and communicate with them prior to crediting their award in Club Central, in order to ensure the correct club gets credit for the award.

➢ Information regarding Level 2 – every member must do the project regarding mentoring. It is a speech about your own experiences as a protégé.

➢ Evaluation forms for meetings:
  ○ These should be provided to the evaluator by the speaker via email. Typically, the speaker will know in advance who their evaluator is and will have a discussion with them before the meeting on items the evaluator should focus on during the delivery of the speech.
  ○ If the Club uses Free Toast Host as their website/meeting agenda, etc; the evaluation form is available. The Speaker needs to select their path when signing up for their speaking role and select the level and project; when done, the project description and the evaluation form is displayed. They still need to print and bring to the meeting.
  ○ If the evaluator is not identified, the speaker should print and bring their evaluation form from the YOUR EVALUATION page in Pathways or from the meeting agenda in Free-Toast-Host. Additionally, these are available through Base Camp Tutorials & Resources and the Resource Library. There is also a GENERIC EVALUATION form you can have on-hand in case someone forgets their form.

➢ Resources for Pathways:
  - Toastmasters.org
    ○ Resource Library
    ○ Pathways site
  - TM83.org – go to Education, then Pathways
  - In Base Camp – Tutorials and Resources
  - The Navigator – good to give to new members. This resource describes all the meeting roles for a Toastmasters meeting, describes the club officer roles, and is a great reference guide for explaining how Toastmasters meetings are run.

FREQUENTLY ASKED QUESTIONS and Comments

➢ Can I change my Path?
  - If it is less than 90 days, you can do so by calling TI directly.
  - Paths cannot be exchanged once any project has been completed and/or any level award completion has been submitted.If it is greater than 90 days, no.

➢ How does the Base Camp Manager (BCM) sign-off on a project or level?
  - There is no requirement for a BCM to physically sign-off on a project.
  - For a completed level, the BCM logs into the TI website and will sign in as Base Camp Manager; go to Pending Requests and approves the member's request. Then the BCM goes to Club Central to record the member's completion of the Level and the member is recognized for completing a level and the club will receive credit towards DCP.

- ➢ What are the Distinguished Club Program (DCP) requirements for the Pathways Education Program effective 1 July 2020?
  - 4 Level 1 awards
  - 2 Level 2 awards
  - 2 more Level 2 awards
  - 2 Level 3 awards
  - 1 Level 4, Level 5, or DTM award
  - 1 more Level 4, Level 5, or DTM award
  - NOTE: The DCPs for membership (# 7, #8), club officer training x 2 training periods (#9), dues, and club officer list (#10) remain the same.

- ➢ How do I become a DTM?
  - Follow these steps:
    - • Complete two different learning paths
      • Serve as a club officer for 12 months (can be two 6-month assignments)
      • Successfully serve as Club Mentor or Club Coach
      • Successfully serve as Club Sponsor or conduct Speechcraft or Youth Leadership Program
      • Serve as a district officer for one year
      • Complete the final DTM project
- ➢ Pathways Mentoring is optional and does not replace what clubs currently have as a mentoring program. The module provides the member with more skills and the chance to work with a protégé for 6 months.
- ➢ Members should not compare the Traditional Program to Pathways; just know there are elements of the traditional program throughout Pathways and that leadership is woven within the Pathways projects.
- ➢ How can I track my progress?
  - On the TM83 website, there are some forms to use; however, this one is my preferred document. It is not submitted to TI, it is a tracking tool which can be used by the member or the BCMs.
- ➢ How do I track my roles?
  - Clicking on the "cog" in Pathways will bring up your Pathways profile, at the bottom you can track the most current role; only one date is kept. If your club uses Free Toast Host, all roles are recorded there for the term of the club's usage of Free Toast Host and your membership.