



# Suman Shakya, DTM

Program Quality Director (2022-23) | District 41 | Region 13

Dear Trainers,

Welcome to a journey of excellence as a Trainer in Toastmasters Leadership Institute, District 41, Toastmasters International! As a part of the Job-Aid segment of the Training, you are required to share the following resources with the Trainees and explain them how to utilize the same:

- Toastmasters Club Leadership Handbook: <https://www.toastmasters.org/resources/club-leadership-handbook>
- Distinguished Club Program & Club Success Plan: [https://toastmasterscdn.azureedge.net/medias/files/department-documents/translations/distinguished-club-program-and-club-success-plan.pdf](https://toastmasterscdn.azureedge.net/medias/files/department-documents/translations/distinguished-club-program-and-club-success-plan/III-distinguished-club-program-and-club-success-plan.pdf)
- How to approve and file requests: <https://www.youtube.com/watch?v=xVg2q2k3vI4>
- Level Completion Approval & DCP Points: <https://www.youtube.com/watch?v=60K95BCT4ms>
- Providing Feedback & Awarding Badges: <https://www.youtube.com/watch?v=e3QxonBOUfs>
- Saving Documents in Your E-portfolio: <https://www.youtube.com/watch?v=IR8oxyLKOAo&list=PLARJuJxChkTBRIUn5UNxRIEqaLC5cEwnPC&index=5>
- Base Camp Progress Dashboard: <https://www.youtube.com/watch?v=sZopgoCD46U&list=PLARJuJxChkTBRIUn5UNxRIEqaLC5cEwnPC&index=23>
- Online Role Playing: <https://www.youtube.com/watch?v=PELod66uYNg&list=PLARJuJxChkTBRIUn5UNxRIEqaLC5cEwnPC&index=23>

Additionally, you are required to mention the following in this segment of the Training:

- Even if a member completes one level twice (in two different Paths), it would be counted towards the DCP of one club only once. Example, John Doe completes level 1 of Presentation Mastery, level 2 of Dynamic Leadership and Level 1 of Innovative Planning in Club X. He would still be able to contribute only one level 1 and one level 2 to the club's DCP despite both the level 1s being awarded to him.

For more information, please get in touch with:

**PQD Team**  
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Thanks and Regards,

Suman Shakya, DTM