



Beneficial Career Skills

Toastmasters members fill club officer roles and enhance many valuable communication and leadership skills that transfer directly to and benefit an employer.

Club President	VP of Education	VP of Membership	VP of PR	Secretary	Treasurer	Sgt. at Arms
Accountability	Accountability	Campaign Development	Advertising	Attention to Detail	Analytical Thinking	Consulting
Budgeting	Budgeting	Career Planning	Branding	Confidentiality	Budget Analysis	Customer Service
Coaching/Mentoring	Business Partner	Consulting	Campaign Development	Documentation	Budgeting	Event Planning
Conflict Resolution	Career Planning	Customer Service	Consulting	Event Coordinator	Consulting	Inventory Management
Consulting	Coaching	Hospitality	Editing	Historian/Librarian	Financial Planning	Master of Ceremonies
Delegation	Conflict Resolution	Marketing	Event Planning	Listening	Forecasting	Negotiations
Diversity Awareness	Effective Evaluations	Networking	Graphic Design	Organization	Money Management	Planning
Effective Evaluations	Event/Meeting Planning	Personnel Orientation	Journalism	Policy Administration	Policy Administration	Purchasing
Forecasting	Forecasting	Public Relations	Marketing	Purchasing	Purchasing	
Guidance	Increased Productivity	Recruitment	Media Relations	Record Keeping	Record Keeping	
High Performance Leadership	Listening	Retention	Negotiation Strategies	Report Writing	Revenue Forecasting	
Increased Productivity	Mentoring	Reward/Incentive Planning	Networking		Revenue Generation	
Leading	Negotiations	Sales	Photography		Revenue Tracking	
Listening	Networking	Seminar Development	Public Relations			
Meeting Facilitation	Organization	Sales Techniques	Publicity			
Negotiations	Peer Recognition		Sales Techniques			
Networking	Problem Solving		Seminar Development			
Organizational Change	Program Design		Web Design			
Parliamentary Processes	Program Implementation		Writing			
Peer Recognition	Recognition Incentives					
Problem Solving	Report Writing					
Project Management	Scheduling					
Report Writing	Strategic Planning					
Respect for Others	Team Building					
Strategic Partnerships	Time Management					
Strategic Planning	Training and Development					
Team Building						
Time Management						
Training and Development						

Leaders are . . .
Bold
 Decisive
 Inspiring
 Planners
 Listeners
 Motivators
 Organizers
 Influencers
 Visionaries
 Passionate
 Risk-takers
 Courageous
 Critical thinkers