



Phoenix-Toronto Toastmasters Library

Updated March 17, 2010

Two-Week Borrowing Limited

Please do not write notes or highlight in books

RESOURCE BOOKS

Parliamentary Procedures at a Glance New Edition, O Garfield Jones <i>(One copy on hand in S.A.A. Kit for reference resource at our meetings)</i>	2
Thinking on Your Feet Marian K Woodall, 1996	1
Secrets of POWER Presentations Peter Urs Bender 1991	1

RESOURCE DVD'S

Welcome to Toastmasters	
Toronto Debating Society Presentation – Sept 29, 2009	
The Anatomy of Networking – Jan 4, 2010 by Rick Mamros, Learn2Network	
Phoenix International & Evaluation - Contest Feb 16, 2010	

TIPS & TECHNIQUES

Gestures: Your Body Speaks How to Become Skilled in Nonverbal Communication Toastmasters International	4
Your Speaking Voice Tips for Adding Strength and Authority to Your Voice Toastmasters International	4
Effective Evaluation Tips and Techniques for Giving Helpful Evaluations Toastmasters International	4

The Successful Club Series – Revised 2009

Moments of Truth + CD
Moments of Truth Handouts (5)
 Moments of Truth Club Quality Standards Chart
Finding New Members for Your Club + CD
Evaluate to Motivate + CD
Closing the Sale + CD
Creating the Best Club Climate + CD
Setting the Stage for Success + CD
Meeting Roles & Responsibilities
Mentoring + CD and How to Administer Your Clubs Mentor Program
Keeping the Commitment + CD
Going Beyond Our Club + CD
How to Be a Distinguished Club + CD
 Distinguished Club Program and Success Plan
The Toastmasters Educational Program + CD

THE BETTER SPEAKER SERIES – REVISED 2008

Beginning Your Speech + CD
Concluding Your Speech + CD
Take the Terror Out of a Talk + CD
Impromptu Speaking + CD
Selecting Your Topic + CD
Know Your Audience + CD
Organize Your Speech + CD
Creating an Introduction + CD
Preparation and Practice + CD
Using Body Language + CD

THE LEADERSHIP EXCELLENCE SERIES

Goal Setting and Planning + CD
Resolving Conflict + CD
Developing a Mission + CD
Values and Leadership + CD
Giving Effective Feedback + CD - **Missing**
Service and Leadership + CD - **Missing**
Building a Team + CD
Delegate to Empower + CD
The Leader as a Coach + CD
Motivating People + CD
The Visionary Leader + CD

COMPETENT COMMUNICATION AND COMPETENT LEADERSHIP MANUALS

Competent Communication Manuals for New Members	10
Competent Leadership Manuals for New Members	10
<i>Manuals for New Members are to be replaced by the new member when they receive their new member kits from Toastmasters International.</i>	

**The manuals below are for reference purposes only.
Members purchase their Manuals from Toastmasters International.**

Competent Communication Manual –Library Copy	1
Competent Leadership Manual – Library Copy	1

ADVANCED COMMUNICATION MANUALS

The Entertaining Speaker	
Interpretive Reading	
Humorously Speaking	
Communicating on Television	
Facilitating Discussion	
Public Relations	
Persuasive Speaking	
The Professional Speaker	
Speaking to Inform	
Special Occasions Speeches	
Specialty Speeches	
Speeches by Management	
Storytelling	
Technical Presentations	
Interpersonal Communications	
The Discussion Leader – Missing	

ADVANCED LEADERSHIP MANUALS

High Performance Leadership	1
And Guidance Committee Handbook	1
Guidance Committee Handbooks	3

SUCCESS LEADERSHIP SERIES

Parliamentary Procedure in Action - Coordinator's Guide	1
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SUCCESS COMMUNICATION

The Art of Effective Evaluation - Coordinator's Guide	2
Speechcraft - Coordinator's Guide	1