

## 2019 CBC TM Youth Leadership Program Master Schedule

Time	Week 1 (6/15)	Week 2 (6/22)	Week 3 (6/29)	Week 4 (7/13)	Week 5 (7/20)	Notes/Rules
8:45	"Opening Ceremony" (8:30 AM - 9:00 AM)	Prepare Room	Prepare Room	Prepare Room	Prepare Room	Set up U-shape seating; Prepare for the meeting (distribute Meeting Agenda, Keep meeting supplies ready - Time Cards, Stop Watch Ballots, Ribbons)
9:00	Watch a sample Toastmaster meeting (All Students) <sup>(4)</sup>	Start Class: Icebreaker	Start Class: Icebreaker	Start Class: Icebreaker	Start Class: Welcome Parents!	Explain TM Principles: ESO, SSR, MRS, OOPS, 4P's; NO chitchatting, NO cell phone playing! <u>SSR</u> : Short & Sweet & Relevant; <u>MRS</u> : Mutually Respect & Support
9:10	Sample Meeting Continued	Start TM Class Meeting	Start TM Class Meeting	Start TM Class Meeting	Start " <u>Class Showcase</u> "	ESO: Equal Speaking Opportunity for all students.  Each students must deliver TWO planned speeches!
9:20	Sample Meeting Continued					(1) Deliver the FIRST speech!  <u>OOPS</u> : Only One Person Speaks!
9:50	Break	Break	Break	Break	Break	Back on time!
10:00	Prepare Room, Start Class Meeting	Focus of the Week,	Guest Speaker w/Focus 2,	Focus of the Week,	Continued	(2) Set each student's baseline. Know expectations.
10:30	Class Meeting Continued				Select " <u>Program Showcase</u> " Representatives (SP, SE, TTSP) and a Graduation Speaker	(3) Explain Officers' duties; explain Parliamentary Procedure.
10:50	Break	Break	Break	Break	Break	Back on time!
11:00	Conduct Class Officers Election <sup>(3)</sup>	Class Meeting Continued	Class Meeting Continued	Class Meeting Continued	Conduct " <u>Program Showcase</u> " followed by "Graduation Ceremony" <sup>(8)</sup>	(4) Explain Meeting Agenda & Demo Meeting Roles  (5) Class #1 students conduct Program Showcase .
11:45	Review Role List, Q&A <sup>(6)</sup>	Review Role List, Q&A	Review Role List, Q&A	Review Role List, Q&A	Followed by "Graduation Party" 98	(6) Ensure ESO! Explain Speech Topic Selection.
12:00	End Class <sup>(7)</sup>	End Class <sup>(7)</sup>	End Class <sup>(7)</sup>	End Class <sup>(7)</sup>	"Lunch Party" <sup>(9)</sup> (to 1:30 PM)	(7) Officers lead students to put rooms back to original state!  (8) Class #3 students conduct Graduation Ceremony.
Focus of Week	Get Acquainted & Get Started	"Speech Organization" (YLP P19-22)	"Your Body Speaks" (YLP P27-29)	"Voice & Words" (YLP P30-33)	Parent Review, Student Feedback*	4P's: Plan, Prepare, Practice, Punctual!  (9) Conduct Student Survey.