

Project Completion Record

PROJECT NUMBER		DATE	VP EDUC INITIALS
1. Project 1	Listening and Leadership		
2. Project 2	Critical Thinking		
3. Project 3	Giving Feedback		
4. Project 4	Time Management		
5. Project 5	Planning and Implementation		
6. Project 6	Organizing and Delegating		
7. Project 7	Developing Your Facilitation Skills		
8. Project 8	Motivating People		
9. Project 9	Mentoring		
10. Project 10	Team Building		

OPTIONAL: Upon your request, Toastmasters International will send an appropriate letter to your employer or supervisor recognizing your accomplishment. Check here if you want such a letter sent: Yes No

PLEASE PRINT OR TYPE:

Name of Employer/Supervisor _____ Title _____

Floor # / Bldg. # / Mail Stop _____

Apartment or Suite # _____

House or Bldg. # / Street Name _____

City _____ State/Province _____ ZIP/Postal Code _____

Country _____ E-mail _____