



Tuesday, March 25, 2025

Shawntaye's High Performance Leadership Project

VISION PLAN

Use this resource to collect your vision, goals, and tasks into a single document. You may also add deadlines and milestones to help you meet the goals you have set to reach your vision.

Vision

Empower participants by teaching them extra speech and presentation skills to empower them to make more effective speeches

Goal: Complete 6 Classes Total

Task	Description	Deadline	Notes
Class 1	Brief Class and Participant Introductions, Have Participants Give 2 - 3 min speech to show baseline, give feedback to them. Assign homework	1st Week	
Class 2	• Presentation Phrases—ESL Business English Presentation • Public Speaking Activity (tone)	2nd Week	
Class 3	• Public Speaking Activity (quotes) • Public Speaking Activity (tone)	3rd Week	
Class 4	• Speaking and Listening Tips and Tricks (How to be an Awesome Listener & an Influential Speaker)	4th Week	
Class 5 & Class 6	• Public Speaking Skills (Word Search) • Give Final 2-3 minute speech.	5th & 6th Week	

Goal: Complete 6 Homework Assignments Total

Task	Description	Deadline	Notes
Class 1	Assign 2 Pages Public Speaking Vocabulary Worksheet as Weekly Homework.		Have participants turn in homework to me on Friday before Saturday or Sunday class.
Class 2	Assign 1 Page Public Speaking Vocabulary Worksheet as Weekly Homework.		
Class 3	Assign 1 Page Public Speaking Vocabulary Worksheet as Weekly Homework.		
Class 4	Assign 1 Page Public Speaking Vocabulary Worksheet as Weekly Homework.		
Class 5 & Class 6	Assign 1 Page Public Speaking Vocabulary Worksheet as Weekly Homework (in Class 5).		



PROJECT PLAN OVERVIEW

Project	6 Week Basic Public Speaking & Presentation Skills Online Course
Purpose	The purpose of this project is to conduct 6 lessons each week on-line to Toastmasters members, teaching them elements of public speaking including presentation phrases, activities on using tones in speaking, how to be a good listener speaker and learn vocabulary terms in public speaking.
Projected Team Members Include number and any volunteers you know will be working with you.	Lassie Chen and Fabian Pillay are my team members on my HPL Team thus far.
Resources	• Presentation Phrases—ESL Business English Presentation • Public Speaking Activity (tone) • Public Speaking Activity (quotes) • Public Speaking Activity (tone) • Speaking and Listening Tips and Tricks (How to be an Awesome Listener) • Speaking and Listening Tips and Tricks (How to be an Influential Speaker) • Public Speaking Skills (Word Search) • Public Speaking Vocabulary Practice Worksheet
Deliverables	• One class which is between 45 minutes to 1 hour each on-line via Ten Cent Meeting. The class will run for six weeks total. • In the first class, each participant will give a 2-3 minute impromptu speech and get feedback on it by me. • I will go through one or two lessons each class and will give homework out. • Each participant has a week to finish the homework and return it to me before the next class. • At the end our final class, I will provide a certificate to each person.
Milestones	

