



TOASTMASTERS

PATHWAYS

— learning experience —

PATHWAYS

Base Camp Manager Duties: Session 3

Brent J Anderson, DTM – Pathways Ambassador and Guide

Session 3 Content

Responding to Initial External Training Requests

Responding to External Training Completion Requests

Responding to Initial External Training Requests

Base Camp Manager

Welcome to your Base Camp manager interface. You can view member progress in the Toastmasters Pathways system. As the vice president education and secretary also have Base Camp manager tasks. For more information, see the **Base Camp Manager Overview** tutorial. To return to your personal learning experience in Base Camp, **visit the Pathways Start page** and log in as a member.

Select Pending Requests.

you need to manage member requests in your club. Your club president and club secretary are backup approvers for Base Camp manager tasks. For more information, **view the Base Camp Manager Overview** tutorial.



Approve member requests.



Review member learning reports.



Learn about using Base Camp as a Base Camp manager.



Icon indicates it is an external training request.

View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their transcript. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

Training Pending Approval				
Printable Version Export to Excel		(1 Result)		
Name <input type="text"/> <input type="button" value="Search"/>				
Requested By	Training	Type	Date	Options
Tam , Spencer Bright and Early Toastmasters (Club) Club VP Membership (Position)	Work with a small group to collaborate on a decision or project and present a speech about the process.	Initial	11/2/2016 11:50 AM	

Click on the folder to view request.

Type indicates it is Initial or the first step.

Work with a small group to collaborate on a decision or project and present a speech about the process.

Training Details

Training Type: External Training

Describe your plan for completing this assignment: I am working with a team at work to complete a project for our marketing group. Once the decision is made, I have to present a plan for the project, including our process for defining our goals and plan, to the executive team.

Status: Pending Approval

Due Date: None

Language: English (US)

Specify who you will present to or work with: Project team at work.

Indicate the start and completion dates: 11/2/2016- 12/2/2016

Path: Team Collaboration

Project: Successful Collaboration

Planned location for completion of your assignment: Outside of Toastmasters

Attachment(s):  Attachments

Review the training details.
Note the project title.

Pending Approval

Approval History

Modification History

Select Tutorials and Resources.

Tutorials and Resources

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Training Pending Approval		
Printable Version Export to Excel		
<input type="text" value="Name"/> <input type="button" value="Search"/>		
Requested By	Training	Type
Tam , Spencer Bright and Early Toastmasters (Club) Club VP Membership (Position)	Work with a small group to collaborate on a decision or project and present a speech about the process.	Initial



Use this page to find tutorials and resources.

Select a subject on the left of your screen to access a list of resources. A list of language options will appear below.

Find and select the item you would like to view, then select a language. The item will be stored there for future use.

Click on Project Descriptions, then preferred language.

Browse for Training

Tutorials and Resources 59 Results

All - English

By Title

Training clear

- Popular
- Newest

Subject clear

- Tutorials
- Evaluation Resources
- Project Descriptions
- Arabic
- English
- German
- Japanese
- Portuguese
- Simplified Chinese
- Spanish
- Traditional Chinese
- Resource Documents
- The Navigator
- Frequently Asked Questions

Type clear

Material

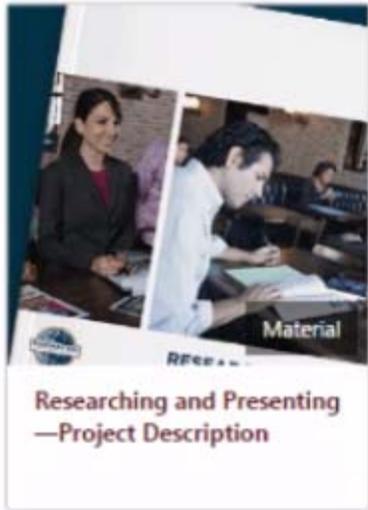
Active Listening—Project Description

Material

Advanced Mentoring—Project Description

Material

Building a Social Media Presence—Project Description



Material

Researching and Presenting—Project Description

This card features a photograph of a woman in a dark blazer and a man in a white lab coat looking at a document together. A small globe icon is visible in the bottom left corner of the photo area.



Material

Successful Collaboration—Project Description

This card features a photograph of three people—two men and one woman—collaborating around a table. A mouse cursor is pointing at the text. A small globe icon is visible in the bottom left corner of the photo area.

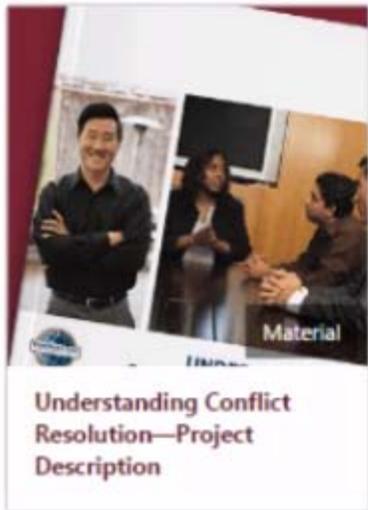
Locate the correct project and select it.



Material

Team Building—Project Description

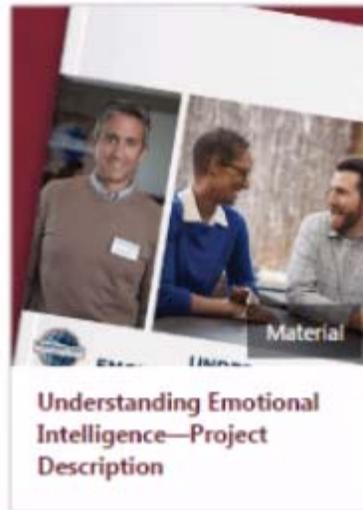
This card features a photograph of a group of people in a meeting room. A small globe icon is visible in the bottom left corner of the photo area.



Material

Understanding Conflict Resolution—Project Description

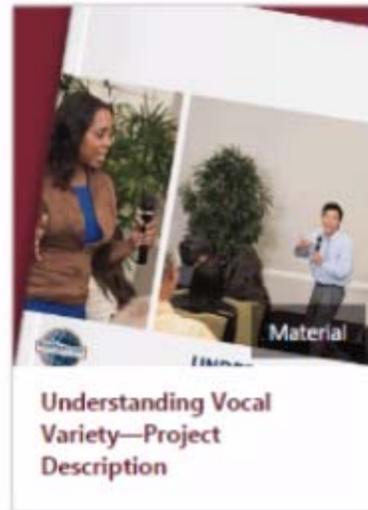
This card features a photograph of a man with his arms crossed and a woman in a dark jacket talking to another person. A small globe icon is visible in the bottom left corner of the photo area.



Material

Understanding Emotional Intelligence—Project Description

This card features a photograph of three men in a professional setting. A small globe icon is visible in the bottom left corner of the photo area.



Material

Understanding Vocal Variety—Project Description

This card features a photograph of a woman in a brown top and a man in a light blue shirt in a meeting. A small globe icon is visible in the bottom left corner of the photo area.

Click on the Launch button.

The image shows a web browser window with the address bar displaying "Browse" and "Training Details". The main content area is titled "Training Details" and features a card for "Successful Collaboration—Project Description" by "Toastrainers International". The card includes a small icon of a folder with a house, a "Launch" button, and a description: "This resource provides a description of the 'Successful Collaboration' project." Below the card, there are sections for "Available Languages" (English (US)), "Version" (1.0), and "Subjects" (Project Descriptions > English). A mouse cursor is positioned over the "Launch" button, and a dark red callout box points to it with the text "Click on the Launch button."

PROJECT DESCRIPTION

Successful Collaboration

The focus of this project is the benefit of collaboration, building an environment of trust, and encouraging creative debate within a group.

Purpose: The purpose of this project is to introduce or review strategies for working in a collaborative group.

Overview: Work with a small team and collaborate to make decisions. Your goal is to apply the collaboration strategies you learned to a small-scale project, such as planning a club meeting. Deliver a 5- to 7-minute speech at a club meeting about your experience with the collaboration process. Your speech is not a report on the content of this project. This speech is about you, your learning, and your perceptions of the experience.

This project includes:

- Working with a small team to make a collaborative decision for a small-scale event
- The Team-Building Activities resource
- A 5- to 7-minute speech

Use home from the navigation to return to the home screen, then return to the request by click on the pending request title.

The screenshot shows the Toast Pathways user interface. At the top left, the logo reads "TOAST PATHWAYS learning experience". A navigation bar contains "Home", "Tutorials", and "Check Compatibility". A callout box with a white border and a white arrow points to the "Home" link, which has a hand cursor icon. Below the navigation bar, the page title is "Education Transcript" for "CLUB 01510190". A sidebar on the left lists "Base Camp Profile", "Feedback", "Transcript", and "E-portfolio". The main content area includes instructions on how to access and manage projects, a search bar, and a list of search results. The first result is "Successful Collaboration—Project Description" with a "Mark Complete" button. The footer contains the text "Powered by Cornerstone OnDemand, Inc. ©2000-2014 All Rights Reserved. Terms - Privacy - Cookies".

Approve the request by clicking on the green checkmark or deny the request by clicking on the red x.

View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view details. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following:

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Printable Version Export to Excel				(1 Result)
Name <input type="text"/> <input type="button" value="Search"/>				
Requested By	Training	Type	Date	Options
Tam , Spencer Bright and Early Toastmasters (Club) Club VP Membership (Position)	Work with a small group to collaborate on a decision or project and present a speech about the process.	Initial	11/2/2016 11:50 AM	

Approve Request

Please enter any additional comments:

Dear Toastmaster Tam,
This sounds like a great opportunity for you. I have approved your training.

Fumika Jiro
Vice President Education

Cancel

Submit



If you approve or deny enter any comments, your name and then click submit.

Responding to External Training Completion Requests

Base Camp Manager

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Note that the type now reads Completion.

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Tam , Spencer Bright and Early Toastmasters (Club) Club VP Membership (Position)	 Work with a small group to collaborate on a decision or project and present a speech about the process	Completion	11/2/2016 11:50 AM	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click on the folder to view request.

Work with a small group to collaborate on a decision or project and present a speech about the process

Training Details

Training Type: External Training

Describe your plan for completing I am working with a team at work to complete a project for our marketing group. Once the decision is made, I have to present a plan for the project, include this assignment::

Status: Pending Completion Approval

Due Date: None

Language: English (US)

Specify who you will present to or Project team at work work with::

Indicate the start and completion 11/2/2016- 11/2/2016 dates::

Path:: Team Collaboration

Project:: Successful Collaboration

Planned location for completion of your assignment:: Outside of Toastmasters

Attachment(s)::  Attachments

Review the request to see if the member met the requirements.

Pending Completion Approval

Approval History

Modification History

[« Back](#)

Click on the back button to return to the previous screen.

Approve the request by clicking on the green checkmark or deny the request by clicking on the red x.

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Approve Request

Please enter any additional comments:

Approved, great job!

Fumiko Jiro,
Vice President Education]

Cancel

Submit



If you approve or deny enter any comments, your name and then click submit.

