

Expanding *Your Horizons*

Success/Leadership Programs



©

The Success/Leadership programs of Toastmasters International offer unique opportunities for the development of skills in areas such as:

- ❖ Leadership
- ❖ Public Speaking
- ❖ Conducting Meetings
- ❖ Parliamentary Procedure
- ❖ Active Listening
- ❖ Effective Evaluation
- ❖ Creative Thinking

These modules can also be financially self-supporting. If you so choose, you may charge a small fee to the participants in order to cover the cost of the programs. Effective programs at cost-effective prices – who could ask for more?

Whether you're the trainer or the trainee you will gain valuable information from these programs.

"The Success/Leadership modules make outstanding training sessions for community and corporate groups. In the dozens of times I've presented these modules I've never had a participant express boredom or leave feeling that he or she had not grown from the experience."

Marcia T. Barney, DTM
Winston-Salem, NC

As the seminar leader, you will:

- ❖ DEVELOP strong presentations skills
- ❖ IMPROVE your training abilities
- ❖ DEMONSTRATE teaching skills in a workshop environment
- ❖ LEARN the "ins and outs" of meeting planning
- ❖ UNDERSTAND the role of a seminar leader
- ❖ GAIN expertise with visual aids
- ❖ PROVIDE A MUCH NEEDED EDUCATIONAL SERVICE TO OTHERS

Simply by participating in each program, you will:

- ❖ ACQUIRE a keen insight to these education topics
- ❖ APPLY the skills learned in role-plays and exercises
- ❖ OBSERVE and learn from the presentation skills of others
- ❖ WORK with other people who have similar interests
- ❖ OFFER your own thoughts on the important thoughts covered

These programs can be used in various settings for a variety of purposes: as training programs, community service workshops or educational programs in clubs.

But perhaps the greatest benefit of leading or participating in a Success/Leadership module is the ultimate reward—success. Let the Toastmasters programs lead you

down the path to success so you can lead others. You really can't afford NOT to...

Toastmasters International is constantly researching and producing new training programs. As they become available, new programs can be ordered through our Supply Catalog.

Currently, the following modules can be purchased:

Leadership

Part I: Characteristics of Effective Leaders

Managers analyze information, make inferences and decisions daily. Leaders, on the other hand, influence and inspire group members and motivate followers to achieve a mission or goal. They have power. This program defines the qualities that determine effective leaders.

Exercises:

- ❖ Qualities of effective leaders
- ❖ Determining leadership style
- ❖ Discussing leadership style
- ❖ Case studies in leadership

Contents:

- ❖ Each package contains:
 - ❖ One coordinator's guide
 - ❖ Ten participant's notebooks
 - ❖ Ten "leadership style" handouts
 - ❖ Thirteen overheads
 - ❖ One coordinator's certificate
 - ❖ Ten participant's certificates

**New Version
Available in
Mid 1998**

Cost:

- ❖ Complete program package (Catalog No. 255)... \$38.00

Additional Materials Available Separately

- ❖ Coordinator's guide (255-A)...\$7.50 ea.
- ❖ Participant's notebook (255-B)...\$1.25 ea.
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.
- ❖ Leadership style handouts (255-E)...\$.35 ea.

Presentation Time: 2 1/2 hours.

Leadership

Part II: Developing Your Leadership Skills

To be an effective leader, you must have the ability to accept and overcome challenges. By being a positive influence, you will help members to function productively and to deliver quality performance. This module teaches the skills and techniques needed to be an effective leader, such as contracting for excellence, team-building, motivation and coaching.

Exercises:

- ❖ Characteristics of effective teams
- ❖ Contracting for goal achievement
- ❖ Stages of team development
- ❖ Relationship between motivation and self-image
- ❖ Coaching team members to improve performance

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Ten participant's notebooks
- ❖ Ten "leadership style" handouts
- ❖ Thirteen overhead transparencies
- ❖ One coordinator's certificate
- ❖ Ten participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 256) ...\$38.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (256-A)...\$7.50 ea.
- ❖ Participant's notebook (256-B)...\$1.25 ea.
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.
- ❖ Leadership style handouts (255-E)...\$.35 ea.

Presentation Time: 2 1/2 hours.

Leadership

Part III: Working in the Team Environment

This educational program helps participants learn to use leadership skills as they pertain to working with and leading teams.

Exercises:

- ❖ Developing Team Relations
- ❖ Encouraging Commitment
- ❖ Providing Structure
- ❖ Building Trust
- ❖ Resolving Conflict

"I've used the Effective Listening module and the Leadership program to train our executives at Nissan Corporation, and they worked very well. I'll continue to use the material and exercises in my corporate training. The Evaluation module was very helpful in my Club."

Tom Dell, ATM
Whittier, CA

Contents:

- ❖ One coordinator's guide
- ❖ Ten overhead transparencies
- ❖ Twenty participant's notebooks
- ❖ One coordinator's certificate
- ❖ Ten participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 258) ...\$30.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (258-A)...\$5.50 ea.
- ❖ Participant's notebook (258-B)...\$1.25 ea.
- ❖ Overhead transparencies (258-OH)...\$10.00
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2 1/2 hours.



Speechcraft

Speechcraft is a program designed to develop leadership skills as well as teach speaking skills in a seminar workshop format. This eight-session program will help you gain confidence in communication which includes writing and delivering speeches, impromptu speaking, the use of audiovisual aids and body language, and effective listening.

Exercises:

- ❖ Developing impromptu speaking skills
- ❖ Delivering prepared speeches
- ❖ Learning to evaluate effectively
- ❖ Practicing parliamentary procedure
- ❖ Conducting quality meetings
- ❖ Enhancing leadership abilities

Contents:

Each package contains

- ❖ Three coordinator's guides
- ❖ Ten instructions for the advisor
- ❖ Five speechcrafter's handbooks
- ❖ One receipt book
- ❖ Fifteen copies of "An Opportunity to Succeed"
- ❖ Three copies of "Number One Membership Building Tool"
- ❖ Five completion certificates
- ❖ One coordinator's certificate

Cost:

- ❖ Complete program package (Catalog No. 205) ...\$13.50

Additional Materials Available Separately:

- ❖ Number One Membership Building Tool (203-A) ...\$.12
- ❖ Coordinator's guide (204)...\$2.50 ea.
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Speechcrafters Handbook (204-H)...\$1.25 ea.
- ❖ An Opportunity to Succeed (207)...\$.08 ea.
- ❖ Speechcraft Promotional Kit (203)...\$1.50 ea.
- ❖ Instructions for the Advisor (208)...\$.10 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 8 sessions; 1-2 hours each.

"Success/Leadership modules – especially the one on Evaluation – are valuable to both the Club and the presenter. Everybody can learn and benefit from them. The program on Building Your Thinking Power is very effective because it helps you open your mind and think creatively."

Ralph Joslin, DTM
Tulsa, OK

How To Conduct Productive Meetings

Learn the techniques and dynamics for conducting productive meetings in any group. What are the secrets to opening and concluding successful meetings? How can you tell if the meeting is running smoothly? This program answers these questions and more as it shows you how to conduct effective meetings.

Exercises:

- ❖ Effective meeting preparation
- ❖ Identifying effective and ineffective leadership techniques
- ❖ Conducting successful meetings
- ❖ Determining the various types of meetings

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Eight participant's notebooks
- ❖ Eight participant's certificates
- ❖ One coordinator's certificate
- ❖ One set of quizzes with answer key

Cost:

- ❖ Complete program package (Catalog No.236) ...\$38.00

Additional Materials Available Separately:

- ❖ Participant's notebook (236-A)...\$1.25 ea.
- ❖ Coordinator's guide (236-B)...\$7.50 ea.
- ❖ Participant's certificates (261)...\$.30 ea.
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Eight quizzes (236-E)...\$.75 ea.

Presentation Time: 4 sessions; 1 hour each.

Parliamentary Procedure in Action **Newly Revised!**

Appropriate rules of order are a must in most corporations, associations or organizations. The ability to understand and apply parliamentary skills is a much sought-after quality among managers and leaders. After finishing this program, you will be able to effectively lead and participate in parliamentary discussions.

Exercises:

- ❖ Presenting and discussing motions
- ❖ Learning subsidiary motions
- ❖ Handling privileged motions
- ❖ Identifying incidental motions

Contents:

Each package contains

- ❖ One coordinator's script
- ❖ Nine overhead transparencies
- ❖ Ten participant's certificates
- ❖ One coordinator's certificate
- ❖ Ten parliamentary procedure charts of motion

Cost:

- ❖ Complete program package (Catalog No. 237) ...\$25.00

Additional Materials Available Separately:

- ❖ Participant's certificate (261)...\$.30 ea.
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Charts of Motion...quantity of 10 (237-C)...\$1.25

Presentation Time: 5 sessions; 15 minutes each.

Where to Use These Programs

The Success/Leadership modules of Toastmasters International can be effective when presented at any of the following venues:

Club - Use these programs at your Club meeting to educate members on various topics.

Community -As a service to the general public, these workshops are also excellent membership building opportunities.

Company -Perhaps the most effective, yet inexpensive employee training program a corporation could ever use.

Whenever the modules are used, one thing is certain – everyone will benefit.

How To Listen Effectively

When other people talk, do you listen to what they mean, or do you just hear what they say? Listening is a much more active skill than some may think. Effective listening requires certain techniques for receiving, organizing, and interpreting what has been said. This program will help you recognize and develop these skills.

Exercises:

- ❖ Developing skills in active listening
- ❖ Studying barriers to effective listening
- ❖ Identifying situations in which active listening is important
- ❖ Creating an awareness of the need for effective listening
- ❖ Learning how to avoid distractions
- ❖ Promoting listening readiness
- ❖ Eliminating hasty judgements when listening
- ❖ Practicing listening to understand

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Ten participant's notebooks
- ❖ One coordinator's certificate
- ❖ Ten participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 242) ...\$12.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (242-A)...\$7.75 ea.
- ❖ Participant's notebook (242-B)...\$1.25
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2 1/2-3 hours.

The Art of Effective Evaluation

To many people, evaluations are the most important aspect of the Toastmaster program. No matter what your vocation, the ability to effectively evaluate any situation or condition is a necessity. This program will teach you the finer points of offering constructive criticism.

Exercises:

- ❖ Identifying reasons why people need to become more effective speakers
- ❖ Recognizing the factors that contribute to the Club's evaluation climate
- ❖ Determining overall evaluation strengths and weaknesses
- ❖ Building self-esteem through evaluation
- ❖ Practicing evaluation skills

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Twenty participant's notebooks
- ❖ Thirteen overhead transparencies
- ❖ Twenty Club Climate questionnaires
- ❖ Sixty speech evaluation forms
- ❖ One coordinator's certificate
- ❖ Twenty participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 251) ...\$30.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (251-A)...\$6.00 ea.
- ❖ Participant's notebook (251-B)...\$1.25



Special Note: Each program package contains a registration form. Be sure to submit the completed form to World Headquarters upon completing the program.

Only one coordinator and the Club of which he or she is a member may receive credit for the program for the Distinguished Club Program, the Distinguished District Program and other programs.

- ❖ Club Climate questionnaire (251-C)...\$1.00/pad of twenty
- ❖ Speech evaluation forms (251-D)...\$1.25/pad of thirty
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2¹/₂-3 hours.

Building Your Thinking Power

Part I: Mental Flexibility

Mental flexibility can be defined as a way of thinking – an attitude. It's a way of approaching situations that allows you to adapt your behavior so you can achieve the best outcomes. By increasing your mental flexibility, you become a better listener, a keener observer, a more skilled thinker and a more effective problem-solver.

Exercises:

- ❖ Developing listening and feedback skills
- ❖ Exercising perceptual skills and mental flexibility
- ❖ Interpreting information in an open-minded way
- ❖ Determining what causes people to react negatively
- ❖ Increasing awareness of varying points of view
- ❖ Illustrating the importance of suspending value judgments and waiting for more information
- ❖ Learning semantic flexibility and its impact on the thinking process
- ❖ Thinking strategically

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Twenty participant's notebooks
- ❖ Eleven overhead transparencies
- ❖ One coordinator's certificate
- ❖ Twenty participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 253) ...\$35.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (253-A)...\$7.50 ea.
- ❖ Participant's notebook (253-B)...\$1.25
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2¹/₂-3 hours.

Building Your Thinking Power

Part II: The Power of Ideas

People who are skilled at producing new ideas can make a profoundly important contribution to our society. This program will clarify the basic principles of creative thinking and explore specific techniques that can make all of us more effective idea producers.

Exercises:

- ❖ Developing listening and feedback skills
- ❖ Understanding the difference between convergent and divergent thinking
- ❖ Enhancing imagination
- ❖ Producing fluent ideas
- ❖ Exercising the skill of hypothesizing
- ❖ Creating ideas through brainstorming

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Twenty participant's notebooks
- ❖ Eleven overhead transparencies
- ❖ One coordinator's certificate
- ❖ Twenty participant's certificates

Cost:

- ❖ Complete program package (Catalog No. 254) ...\$35.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (254-A)...\$7.50 ea.
- ❖ Participant's notebook (254-B)...\$1.25
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2-2¹/₂ hours.

From Speaker to Trainer

Many businesses and organizations have realized the importance of training. Properly trained people increase productivity and make fewer mistakes. But how do you train people? In this program you'll discover the five steps involved in preparing and presenting a training program using adult learning principles. You'll also learn the roles

of trainers and the differences between public speaking and training, and have practical experience in facilitating discussion and conducting exercises. You'll learn how to make the learning experience enjoyable, too.

Exercises:

- ❖ Conducting warm-up exercises
- ❖ Determining participants' expectations
- ❖ Conducting a gap analysis
- ❖ Writing training objectives
- ❖ Identifying the characteristics of an effective trainer
- ❖ Conducting an effective role-play
- ❖ Determining presentation styles
- ❖ Preparing a lesson plan
- ❖ Handling difficult behavior
- ❖ Applying your skills

Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Ten participant's notebooks
- ❖ Fifteen overhead transparencies
- ❖ Ten participant's certificates
- ❖ One coordinator's certificate

Cost:

- ❖ Complete program package (Catalog No. 257) ...\$45.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (257-A)...\$10.00 ea.
- ❖ Participant's notebook (257-B)...\$1.25
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 4 1/2 hours.

Improving Your Management Skills

Managers are an integral part of any organization. Our society depends on the goods and services provided by the organizations these individuals manage. Each of us have experience with managers every day, directly or indirectly, as we come into contact with businesses and other organizations. Whether we have positive experiences in these encounters depends greatly on the people who manage them. This program helps you develop the skills and qualities required to be an effective manager, and shows how you can incorporate them into your own work.

Exercises:

- ❖ Defining management
- ❖ Identifying the four major management skills
- ❖ Setting goals
- ❖ Planning
- ❖ Motivating others
- ❖ Coaching for success
- ❖ Solving problems



Contents:

Each package contains

- ❖ One coordinator's guide
- ❖ Ten participant's notebooks
- ❖ Overhead transparencies
- ❖ Ten participant's certificates
- ❖ One coordinator's certificate

Cost:

- ❖ Complete program package (Catalog No. 259 ...\$42.00

Additional Materials Available Separately:

- ❖ Coordinator's guide (259-A)...\$7.50 ea.
- ❖ Participant's notebook (259-B)...\$1.25
- ❖ Coordinator's certificate (260)...\$.30 ea.
- ❖ Participant's certificate (261)...\$.30 ea.

Presentation Time: 2 1/2-3 hours.

"The need for Success/Leadership programs is two-fold: the need of the Club and the need of the community. The need of the Club is generally to gain new members and to renew enthusiasm among the members. The need of the community can be almost anything. Each module has been crafted by Toastmasters International to ensure success."

Carol Drayton, ATM
Satellite Beach, FL

ORDER FORM

Use this handy Order Form to order the complete module packages.

Quantity

- _____ 255 Leadership: Part I @ \$38.00 (Complete Program Package) *(Available Mid 1998)* \$ _____
- _____ 256 Leadership: Part II @ \$38.00 (Complete Program Package) \$ _____
- _____ 258 Leadership: Part III @ \$30.00 (Complete Program Package) \$ _____
- _____ 205 Speechcraft Starter Kit @ \$13.50 (Complete Program Package) \$ _____
- _____ 236 How To Conduct Productive Meetings @ \$38.00 (Complete Program Package) \$ _____
- _____ 237 Parliamentary Procedure in Action @ \$25.00 (Complete Program Package) \$ _____
- _____ 242 How To Listen Effectively @ \$12.00 (Complete Program Package) \$ _____
- _____ 251 The Art of Effective Evaluation @ \$30.00 (Complete Program Package) \$ _____
- _____ 253 Building Your Thinking Power: Part I @ \$35.00 (Complete Program Package) \$ _____
- _____ 254 Building Your Thinking Power: Part II @ \$35.00 (Complete Program Package) \$ _____
- _____ 257 From Speaker to Trainer @ \$45.00 (Complete Program Package) \$ _____
- _____ 259 Improving Your Management Skills @ \$42.00 (Complete Program Package) \$ _____

TOTAL ORDER	SHIPPING CHARGES	TOTAL ORDER	SHIPPING CHARGES
\$0.00 to \$2.50	\$1.20	\$5.01 to \$9.99	\$1.50
2.51 to 5.00	2.00	10.00 to 24.99	2.00
5.01 to 10.00	3.25	25.00 to 49.99	3.25
10.01 to 20.00	4.45	50.00 to 99.99	4.45
20.01 to 35.00	5.95	100.00 to 199.99	5.95
		200.00 to 299.99	7.45
		300.00 to 399.99	8.95
		400.00 to 499.99	10.45
		500.00 to 599.99	11.95
		600.00 to 699.99	13.45
		700.00 to 799.99	14.95
		800.00 to 899.99	16.45
		900.00 to 999.99	17.95
		1000.00 to 1499.99	21.45
		1500.00 to 1999.99	24.95
		2000.00 to 2999.99	28.45
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		4000.00 to 4999.99	35.45
		5000.00 to 5999.99	38.95
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		2000000000000000.00 to 2999999999999999.99	448.45
		3000000000000000.00 to 3999999999999999.99	451.95
		4000000000000000.00 to 4999999999999999.99	455.45
		5000000000000000.00 to 5999999999999999.99	458.95
		6000000000000000.00 to 6999999999999999.99	462.45
		7000000000000000.00 to 7999999999999999.99	465.95
		8000000000000000.00 to 8999999999999999.99	469.45
		9000000000000000.00 to 9999999999999999.99	472.95
		10000000000000000.00 to 14999999999999999.99	476.45
		15000000000000000.00 to 19999999999999999.99	479.95
		20000000000000000.00 to 29999999999999999.99	483.45
		30000000000000000.00 to 39999999999999999.99	486.95
		40000000000000000.00 to 49999999999999999.99	490.45
		50000000000000000.00 to 59999999999999999.99	493.95
		60000000000000000.00 to 69999999999999999.99	497.45
		70000000000000000.00 to 79999999999999999.99	500.95
		80000000000000000.00 to 89999999999999999.99	504.45
		90000000000000000.00 to 99999999999999999.99	507.95
		100000000000000000.00 to 149999999999999999.99	511.45
		150000000000000000.00 to 199999999999999999.99	514.95
		200000000000000000.00 to 299999999999999999.99	518.45
		300000000000000000.00 to 399999999999999999.99	521.95
		400000000000000000.00 to 499999999999999999.99	525.45
		500000000000000000.00 to 599999999999999999.99	528.95
		600000000000000000.00 to 699999999999999999.99	532.45
		700000000000000000.00 to 799999999999999999.99	535.95
		800000000000000000.00 to 899999999999999999.99	539.45
		900000000000000000.00 to 999999999999999999.99	542.95
		1000000000000000000.00 to 1499999999999999999.99	546.45
		1500000000000000000.00 to 1999999999999999999.99	549.95
		2000000000000000000.00 to 2999999999999999999.99	553.45
		3000000000000000000.00 to 3999999999999999999.99	556.95
		4000000000000000000.00 to 4999999999999999999.99	560.45
		5000000000000000000.00 to 5999999999999999999.99	563.95
		6000000000000000000.00 to 6999999999999999999.99	567.45
		7000000000000000000.00 to 7999999999999999999.99	570.95
		8000000000000000000.00 to 8999999999999999999.99	574.45
		9000000000000000000.00 to 9999999999999999999.99	577.95
		10000000000000000000.00 to 14999999999999999999.99	581.45
		15000000000000000000.00 to 19999999999999999999.99	584.95
		20000000000000000000.00 to 29999999999999999999.99	588.45
		30000000000000000000.00 to 39999999999999999999.99	591.95
		40000000000000000000.00 to 49999999999999999999.99	595.45
		50000000000000000000.00 to 59999999999999999999.99	