



Meeting Helpers

Toastmasters International: Where Leaders Are Made

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Mentoring Effectively

Main Duties of a Mentor:

The mentor steers our new member on the right path to becoming a valuable club member.

"A good beginning is s job half done", so the first few meetings are crucial to the new members success in Toastmasters.

- Hand the **new member kit** to your mentee as soon as they've paid.
- Arrange the date of their induction ceremony.
 - Tell the VPE to arrange it. Induction ceremonies have priority.
 - Both the mentor & mentee must be at the induction ceremony.
- Mentor the first 4 speeches: C1 - C4.
- Mentor must be mentee's evaluator for the first C1 speech. Tell your VPE.
- Groom the mentee to become a club officer. The mentee should be informed of all meeting issues and be encouraged to become an officer's deputy.
- Help your mentee be a **valuable club member**.

Please follow this guide thoroughly.

Your dedication to your mentee and Toastmasters makes our club and organization as a whole a great success. Thank you. ☺

Becoming a Valuable Club Member:

Please make sure your new mentee does **all** of these to ensure their growth in Toastmasters:

- Come to all meetings
- Bring both CC & CL manuals to all meetings
- Bring your own manuals to the meeting to set a good example.
- Mentees and mentors must ask others to sign their manuals.
- Reply to all TM emails. Even if with only 1 word: "ok"
- Make prepared speeches regularly: Every 3 meetings is a good rate.
- Practice makes better, so members can make the same speech again:
 - Their C2, C3, & C4 speeches are on the same topic.
 - Remember to follow the manual's objectives, so the speeches will need to be changed a little.
- Take many and a variety of meeting roles. The more they take, they better speakers they become.

- Continuously remind and encourage your mentee:
 - We were all rough and unpolished speakers at the beginning.
 - You get better with each performance on stage
 - To be a good evaluator, first you must be an evaluator. It'll take about 5 evaluations before you can do it well.
 - "**We learn from our mistakes**", so it's good to make mistakes so we can learn more.
 - The next performance will be better.
 - All TM members are here to support you.
- Join contests.
Contests are not about winning.
They're about more stage time. More stage time = get better quickly.
- Come to **outings** and **trainings** with your mentee.
- Mentees should visit other clubs.
 - Even better, they can make prepared speeches at other clubs.
 - Speaking in front of a different audience makes us all a better speaker.

Your mentee can only feel valued, useful and a key member of our club when, and only when, they become a valuable member **to** the club.

Feeling valued in the club is key to retaining long-term membership.

Club's New Member Kit:

- CC & CL Manuals - English, original*
- CC & CL Manuals - Chinese, copy
- At least one TM magazine
- This guide "**Mentoring Effectively**"
- New Member Kit - TI Manuals.pdf
- The FYTC advertising flyers x2 - so they can give to their friends
- Other TI & TM resources.
- Get new member kits from the secretary.

**Once TI has sent the new member kit with manuals to your mentee, please hand their CC and CL manual to club, so we can put them in our to hand to the next member.*

VPE:

The VPE needs to:

- Educate each mentor on their duties with this document.
- Follow up on the mentor's and mentee's progress to make sure both the mentor and mentee feels valued in the club.

Thank you!