

Toastmasters Mentoring Quick List

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The secret sauce behind any successful Toastmasters club is a quality mentoring program for new members. Good mentoring programs require common methods so that each mentor is following the same pattern of instruction as new members are integrated into the Toastmasters program. Poor mentors create undue stress for new members, which ultimately spreads to the rest of the membership when the new member does not follow club procedures.

Use this checklist to guide you through mentoring your mentees and you will enjoy the sense of giving back the gifts Toastmasters has given to you by developing a loyal and inspired new member.

Before the New Member Induction Meeting

- Approach mentee and notify him or her that you are his or her assigned mentor.
- Sit next to your mentee so that later you can provide instruction during meeting (table topics, lights, ah bell).
- Ask mentee if he or she can stay after the meeting for about 20 minutes to talk with you.
- Verify with VP Membership if club manual, CC manual (or copy of just the ice breaker), current month's assignment schedule, and Toastmasters member pin is available to be given to member upon induction.

After Meeting Where New Member Was Inducted

- Meet in person directly after the meeting and discuss the following:

Ask the mentee:

- What is your main goal with joining Toastmasters?
- Have been a member of another Toastmasters?
- What will be your greatest challenge as a new member?
- How will communication and leadership skills help your career?

Describe for the mentee:

- Importance and commitment of attending EVERY meeting (I like to say “If you schedule your whole week around Thursday Toastmasters, you'll be at every meeting and only miss a few meetings over the course of a year. If you go into it figuring you're going to miss a few days here and there, you'll wind up missing a whole lot more!”)
- Importance of role ownership
- How to get a replacement for your assigned roll and why this is so critical to club
- How roles are scheduled and the sequence a new member will be scheduled
- Importance of communication by email
- Importance of “staying within time” for roles performed
- Importance of working through the CC manual without deviating

DO for the mentee:

- Determine (based on the questions above) if the mentee is ready to give the ice breaker at the next meeting or at least the next week or two after
- Contact VP Education and get the ice breaker scheduled ASAP
- If schedule is full, send email to all members asking that they come to you first if they are scheduled for a speech and need to find a replacement
- Coordinate scheduling for upcoming three months with VP Education so that new member does not get scheduled for roles in the wrong order (example: A new members should never be scheduled as Chief Evaluator before serving as Evaluator and/or Toastmaster)

Exchange cell phone numbers and email addresses.

If a meeting right after is not possible, schedule a separate meeting at a coffee shop to be held within the next few days.

If an in-person meeting is not possible, only then resort to a phone call to kick off your mentorship.

Week 1-8

Hand-hold the mentee through the ice breaker preparation. Include speech formatting, the fact that we allow 5-7 minutes instead of what's in the manual as 4-6, the fact that we as a club want to know who they are and why they've joined TM, the fact that using notes is okay, standing behind the lectern is okay, and how to write a captivating introduction to be given to the Toastmaster. The most nerve rattling speech a new Toastmaster will ever give is the ice breaker. Provide the extra attention you wish you would have been given by a quality mentor when you joined.

Be available if your mentee would like to give a “dry-run” of the ice breaker speech to you. Offer your suggestions for improvement.

- Review the schedule every Friday after each Thursday meeting so you know what role your mentee is scheduled for the next meeting. "Call" your mentee on the phone to discuss each larger role individually. Email is fine for smaller roles. Discuss only one role at a time or you'll just be duplicating efforts later.
- Call the mentee in advance of the day of their assigned duty to go over what they will be expected to do and SIT next to the mentee every meeting until that person has completed every main role...especially when they are the timer, evaluating for the first time, assembling and delivering table topics, Toastmaster of the day of course, and finally CE.
- Make special effort to adjust work commitments so that you can attend meetings where the mentee is performing a role for the first time.
- Don't wait for the mentee to come to the mentor. A good mentor anticipates that the mentee does not know how to even begin to fulfill a new role they have not yet experienced.
- Instruct the mentee to "be creative" but within boundaries. New speakers must learn the rules before breaking them.
- Inspire the mentee to follow the program by using every speaking opportunity to move through the CC manual in the sequence the speech objectives were provided.
- Reinforce the importance of staying within time for all roles—especially speeches. Some of those reasons include:
- Invite the mentee to come to you first if there is a personality dispute with another member.
- Provide your own individual evaluation for every role your mentee performs. Strong mentors develop lasting relationships with their mentees and mentees turn first to their mentors for approval, praise, and constructive suggestions.