TOASTMASTERS INTERNATIONAL

# District Officer Training (DOT)

District 6

Saturday, 12th October, 2019

HealthPartners | 8170 33rd Avenue South, Bloomington, MN 55425

TOASTMASTERS INTERNATIONAL



# The Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

TOASTMASTERS INTERNATIONAL

# Housekeeping Items / Meeting Guidelines

- Restrooms
- Be respectful
- No Interruptions
- No side comments
- Work towards consensus

- Be open to change
- Be present
- Be accountable
- Be succinct

- Cell phones & Electronic Devices
- Be prepared
- Arrive on time
- End on time
- In Case of Emergency

# Overall Agenda

- Call to order, pledge
- Welcome message from PQD
- Establish and Support New Clubs
- BREAK
- Thrive in District Recognition Program
- Train the Trainer
- NETWORKING LUNCH
- DEC Meeting
- Q & A
- Trivia

# AREA AND DIVISION DIRECTOR TRAINING

Deb Luu, DTM, CGD

Establish and Support New Clubs

# Session Agenda

- Mission and goals
- Club builders
- Club-building cycle

# Session Objectives

- Describe relationship between establishing new clubs and the Toastmasters and district missions.
- Identify which district leader responsibilities help establish new clubs.
- Recognize the support available to establish new clubs.
- Describe the club-building cycle.
- Identify opportunities for new clubs.

# Toastmasters Mission

We empower individuals to become more effective communicators and leaders.

# District Mission

We build new clubs and support all clubs in achieving excellence.

# New Clubs

- New clubs offer Toastmasters benefits to more people.
- Establishing new clubs provides improved communication and leadership experiences.
- Area and division directors have support to build clubs.

# Club Builders

- All Toastmasters expand the network of clubs, areas, and divisions.
- Area and division directors serve as liaisons between districts and clubs.
- Area and division directors work with sponsors and mentors.
- Area and division directors fulfill duties that support club-building.

# Club-building Responsibilities

1. Serve as contact for demonstration meetings and pre-charter information meetings
2. Generate interest and recruit members in new clubs
3. Show new clubs how to hold meetings and elect officers
4. Submit charter paperwork, fees, and dues to World Headquarters
5. Plan charter presentation meetings

7a

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# Club-building Responsibilities

1. Recruit, train, and supervise club-building team members, club sponsors, and club mentors
2. Receive leads from district director and World Headquarters
3. Assist with prospect visits
4. Help plan demonstration meetings
5. Attend demonstration meetings and pre-charter information meetings

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# Club-building Responsibilities

1. Receive leads from World Headquarters
2. Confirms alignment of new clubs

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# Club-building Responsibilities

1. Guide clubs through first six to 12 months
2. Ensure club officers understand duties and how to perform them
3. Familiarize club officers with Toastmasters education program
4. Familiarize club officers with Distinguished Club Program

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3. Familiarize club officers with Toastmasters education program
4. Familiarize club officers with Distinguished Club Program

# District Director

## Club-building Responsibilities

- Receive club leads from World Headquarters
- Confirms the alignment of new clubs with the district

# Club Growth Director

## Club-building Responsibilities

- Recruit, train, and supervise club-building team
- Receive leads
  - May forward leads to area and division directors
- As chair of the district marketing committee
  - Assist club-building team
  - Assist demonstration meeting team

# Club Sponsors

## Club-building Responsibilities

- Follow-up on leads
- Serve as contact for demonstration meetings
- Recruit members in new clubs
- Show new clubs how to hold meetings and elect officers
- Submit charter paperwork, fees, and dues
- Plan charter presentation meetings

# Club Mentors

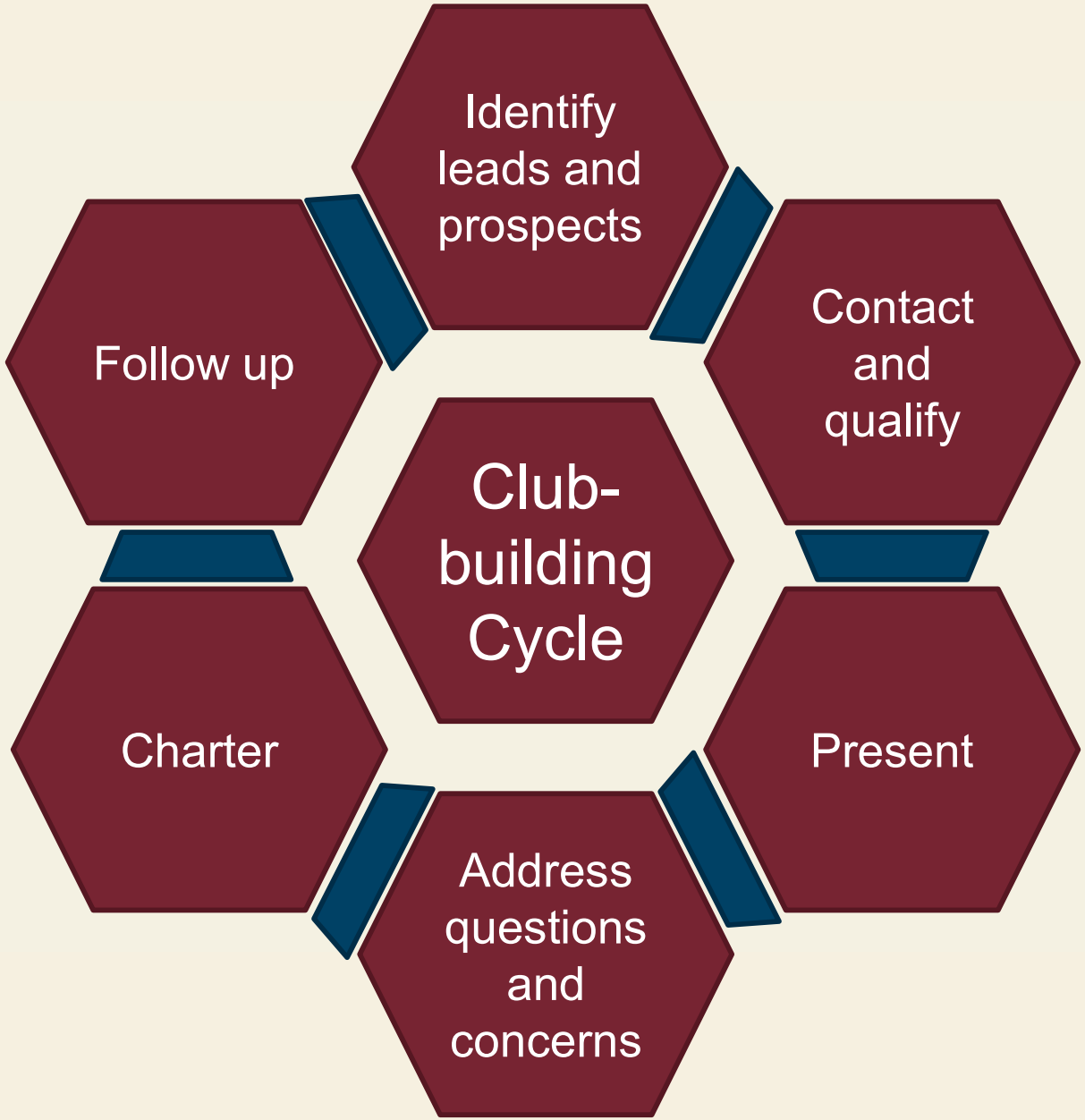
## Club-building Responsibilities

- Guide clubs through first six to 12 months
- Ensure club officers understand duties
- Familiarize club officers with Toastmasters education program
- Familiarize club officers with Distinguished Club Program
- Help recruit and retain members

# Club-building Team Support

- Club-building efforts are supported by:
  - Committees and teams
  - Area and division directors
  - Serve as members of a district committee
    - Club extension committee
    - Marketing committee
    - Generate leads
    - Find club sponsors and club mentors
    - Facilitate and attend demonstration meetings and pre-charter information meetings

# Club-building Cycle



# Identify Leads and Prospects

- Leads can come from
  - World Headquarters
  - Current members
  - Neighbors
  - Coworkers
  - Many other places
- Assess existing clubs to identify opportunities for new clubs
- Target opportunities
  - Communities over 10,000 people
  - Corporations over 150 people

# Contact and Qualify

- Follow up leads when requested
- Understand business and needs of each lead
- Contact lead promptly
- To qualify the lead
  - Identify the decision maker
  - Explain how Toastmasters can help their corporation
  - Ask questions, listen to their needs, offer solutions

# Present

- Conduct a demonstration meeting
- Demonstration meeting resources
  - Demonstration meeting team
  - *How to Build a Toastmasters Club* (Item 121)
  - Promotional material

# Address Questions and Concerns

- Address questions and concerns
- Ask for opportunity to establish a new club

# Charter

- *How to Build a Toastmasters Club* (Item 121)
- Club sponsor responsibilities
  - Build membership to 20
  - Submit Application to Organize a Toastmasters Club and charter fee
  - Assist club in electing officers, adopting a club constitution, and submitting charter forms
  - Schedule charter presentation meeting
- Club mentors guide for six to 12 months

# Follow Up

- Club mentor responsibilities
  - Ensure officers understand duties
  - Maintain membership strength
  - Explain Toastmasters education program and DCP
- Cycle begins again

# Review

- Describe relationship between establishing new clubs and the Toastmasters and district missions.
- Identify which district leader responsibilities help establish new clubs.
- Recognize the support available to establish new clubs.
- Describe the club-building cycle.
- Identify opportunities for new clubs.

# Conclusion: Closing Remarks

- Club-building is basic to missions of Toastmasters and the district.
- District directors, club growth directors, club sponsors, and club mentors have club-building roles.
- The district may establish club-building committees and teams.
- The club-building cycle has six steps.
- Area and division directors have opportunities to assist club building efforts.
- Club leads can come from anywhere.

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# BREAK

10 minutes

# AREA AND DIVISION DIRECTOR TRAINING

Mary Swanson, DTM, PRA

Thrive in the District Recognition Program

# Session Agenda

- Distinguished Club Program
- District Recognition Program

# Session Objectives

- Describe how Moments of Truth leads to club quality
- Define roles of area and division directors
- Describe the Distinguished Club Program
- Identify goals of Distinguished Area and Division programs
- Describe importance of club, area, and division success plans
- Identify District Recognition Program and Distinguished Club Program resources

# Moments of Truth

- First Impressions
- Membership Orientation
- Fellowship, Variety, and Communication
- Program Planning and Meeting Organization
- Membership Strength
- Achievement Recognition

# Qualifying Requirements

- Distinguished Club Program
  - Membership of 20 or a net growth of at least five new members as of June 30

# Membership Net Growth Definition

- Membership net growth occurs when the total number of club members at year-end (June 30) exceeds the base amount.

# Membership Base Definition

- The membership base amount refers to the number, on July 1, of club members (renewing, new, charter, dual, and reinstated) who paid April dues.

# DCP Education Goals

- Two CCs
- Two more CCs
- One ACB, ACS, or ACG
- One more ACB, ACS, or ACG
- One CL, ALB, ALS, or DTM
- One more CL, ALB, ALS, or DTM
- Four members complete Level 1
- Two members complete Level 2
- Two more members complete Level 2
- Two members complete Level 3
- One member completes Level 4
- One member completes Level 5

# Remaining DCP Goals

- Four new members
- Four more new members
- Minimum of four club officers trained during each of two training periods
- One membership dues-renewal report and one club officer list submitted on time

# Distinguished Club Program

- Distinguished, Select Distinguished, President's Distinguished

| Achievement | Recognition Earned |
|---|---|
| Five of 10 goals | Distinguished Club |
| Seven of 10 goals | Select Distinguished Club |
| Nine of 10 goals | President's Distinguished Club |

# Club Timeline

## Vocal Violinists of Vienna

| | |
|---|---|
| **July** | Club officers Gunther, Gisela, Gustav, and Gretchen are trained. |
| **August** | Carolina earns her Competent Communicator award. |
| **September** | New member Novak joins the club, and the member dues-renewal report is submitted. |
| **October** | Casper earns his Competent Communicator award. |
| **November** | New members Nick and Nixie join the club. |
| **December** | New member Nan joins the club. |
| **January** | Karl earns his Competent Leader award, and new member Nadia joins the club. |
| **February** | Club officers Gunther, Gisela, Gustav, and Gretchen are trained. |
| **March** | New member Norbert joins the club. |
| **April** | Adolf earns his Advanced Leader Bronze award, and new member Neil joins the club. |
| **May** | New member Naveen joins the club, and the club officer list is submitted. |
| **June** | On June 30, the Vocal Violinists of Vienna Club has 25 members. |

# Club Timeline

## Linguistic Leaders of Lipari

| | |
|---|---|
| **July** | Club officers Lina, Luigi, Luciano, and Leonora are trained. |
| **August** | |
| **September** | Cara earns her Competent Communicator award, and membership dues-renewal report is submitted. |
| **October** | Carlo earns his Competent Communicator award. |
| **November** | New members Natalia and Nevio join the club. |
| **December** | New member Nico joins the club. |
| **January** | |
| **February** | Club officers Lina, Luigi, Luciano, and Leonora are trained. |
| **March** | New member Nuncio joins the club. |
| **April** | Adolfo earns his Advanced Communicator Bronze award. |
| **May** | Columbo earns his Competent Communicator award, and the club officer list is submitted. |
| **June** | On June 30, the Linguistic Leaders of Lipari Club has 21 members. |

# Club Timeline

## Rhetorical Rants of Rabat

| | |
|---|---|
| **July** | Club officers Rashida, Reza, Raed, and Rafi are trained. |
| **August** | Karida earns her Competent Communicator award. |
| **September** | New member Nahla joins the club, and the member dues-renewal report is submitted. |
| **October** | Khalid earns his Competent Communicator award. |
| **November** | New members Nasli and Noma join the club. |
| **December** | New member Naja joins the club, and Adli earns his Advanced Communicator Bronze award. |
| **January** | Karim earns his Competent Leader award, and new member Nuria joins the club. |
| **February** | Khalil and Kadeem earn their Competent Communicator awards. |
| **March** | New member Nabil joins the club, and Azana earns her Advanced Communicator Silver award. |
| **April** | Adnan earns his Advanced Leader Bronze award, and new member Nayef joins the club. |
| **May** | New member Noura joins the club, and the club officer list is submitted. |
| **June** | On June 30, the Rhetorical Rants of Rabat Club has 25 members. |

# Qualifying Requirements

- Distinguished Area Program
  - No net club loss
  - Submit the Area Director's Club Visit Report for 75% of club base
    - First round visits by November 30th
    - Second round visits by May 31st

# Net Club Loss Definition

- Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

# Area Director's Club Visit Report

| CLUB NO. | VISIT DATE | AREA | DIVISION | DISTRICT |
|---|---|---|---|---|
| | | | | |

## AREA GOVERNOR'S CLUB VISIT REPORT

Club visits are opportunities for the district, through the area governor, to support clubs and improve club quality. The Area Governor's Club Visit Report guides area governors in evaluating club quality during these visits by assessing the club at each of the **Moments of Truth** (Item 290). Area governors identify opportunities for improvement and specify the support that clubs need from the district, helping clubs retain and build membership through positive member experiences. This important contribution on the part of area governors helps clubs earn Distinguished recognition.

### FIRST IMPRESSIONS

First impressions are important to club success because guests' positive experience and observations determine if they return and become members.

**In this section, consider the questions as they relate to first impressions.**

Describe the atmosphere of the meeting. (Consider meeting set-up, location, friendliness of members, etc.)

| | Yes | No | | Yes | No |
|---|---|---|---|---|---|
| Are guests warmly welcomed? | ☐ | ☐ | Are guests invited to address the club? | ☐ | ☐ |
| Are guests given information? | ☐ | ☐ | Are guests invited back? | ☐ | ☐ |
| Are guests introduced to club members? | ☐ | ☐ | | | |

What current branded material does the club use? (Consider the meeting agenda, signage, guest packets, banner, etc.)

| What does the club do well? | How can the club improve? Please recommend specific actions. | What can the district and I do to help the club improve? |
|---|---|---|
| | | |

### MEMBERSHIP ORIENTATION

In order to offer members the greatest benefit from the Toastmasters experience, the club must acquaint new members with the Toastmasters education and recognition programs and make members aware of their responsibility to the club and the club's responsibility to the member.

**In this section, consider the questions as they relate to membership orientation.**

How does the club orient new members? (Consider whether the club has a formal induction ceremony, assigns mentors to new members, discusses the education program, assesses the learning needs of new members, etc.)

| What does the club do well? | How can the club improve? Please recommend specific actions. | What can the district and I do to help the club improve? |
|---|---|---|
| | | |

# Area's Club Base Definition

- The area's club base is the number of paid clubs assigned to the area as of July 1.
- Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
  - These and new clubs chartered between April 1 and June 30 are counted in the club base.

# Distinguished Area Program

- Distinguished, Select Distinguished, President's Distinguished

| Achievement | Recognition Earned |
|---|---|
| Distinguished clubs equal to at least 50 percent of the area's club base | Distinguished Area |
| Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club | Select Distinguished Area |
| Distinguished clubs equal to at least 50 percent of the area's club base plus one more Distinguished club and a net club growth of one | President's Distinguished Area |

# Qualifying Requirements

- Distinguished Division Program
  - No net club loss

# Net Club Loss Definition

- Net club loss occurs when the total number of clubs at year-end (June 30) falls below the base amount.

# Division's Club Base Definition

- The division's club base is the number of paid clubs assigned to the division as of July 1.
- Clubs are considered to be paid when they have submitted a complete April dues-renewal report.
  - These and new clubs chartered between April 1 and June 30 are counted in the club base.

# Distinguished Division Program

- Distinguished, Select Distinguished, President's Distinguished

| Achievement | Recognition Earned |
|---|---|
| Distinguished clubs equal to at least 40 percent of the division's club base | Distinguished Division |
| Distinguished clubs equal to at least 45 percent of the division's club base | Select Distinguished Division |
| Distinguished clubs equal to at least 50 percent of the division's club base plus net growth of one | President's Distinguished Division |

# Club Success Plan



## CLUB SUCCESS PLAN

Club Number_____

**TEAM COMPOSITION**

Name the members of the club executive committee (all seven officers and the immediate past president):

**VALUES**

Toastmasters International's values are integrity, respect, service and excellence. These values should be incorporated as anchor points in every decision made at all levels within the organization. Toastmasters' values provide a means of guiding and evaluating the organization's operations, planning and envisioned future.

What are the club executive committee's values?

**TEAM OPERATING PRINCIPLES**

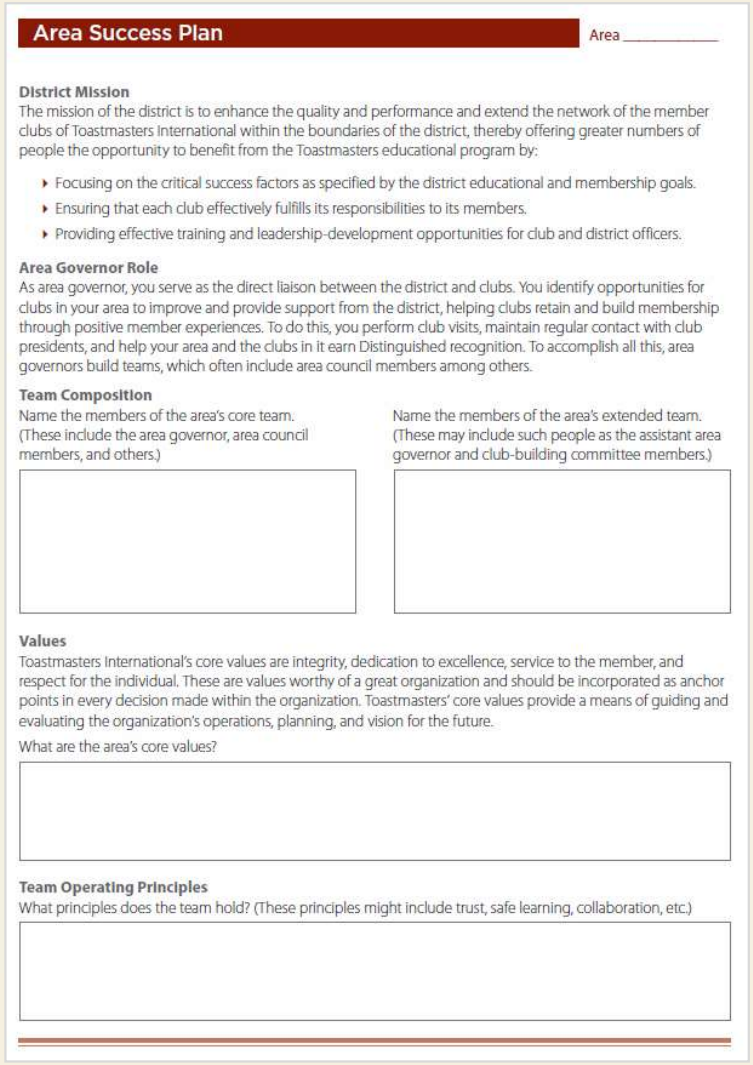
What principles does the club executive committee hold? (These principles might include trust, safe learning, collaboration, etc.)

16 WHERE LEADERS ARE MADE

www.toastmasters.org/1111_dcp

Distinguished Club Program and Club Success Plan (Item 1111)

# Area and Division Success Plans



## Area Success Plan

Area _____

**District Mission**
The mission of the district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its members.
- Providing effective training and leadership-development opportunities for club and district officers.

**Area Governor Role**
As area governor, you serve as the direct liaison between the district and clubs. You identify opportunities for clubs in your area to improve and provide support from the district, helping clubs retain and build membership through positive member experiences. To do this, you perform club visits, maintain regular contact with club presidents, and help your area and the clubs in it earn Distinguished recognition. To accomplish all this, area governors build teams, which often include area council members among others.

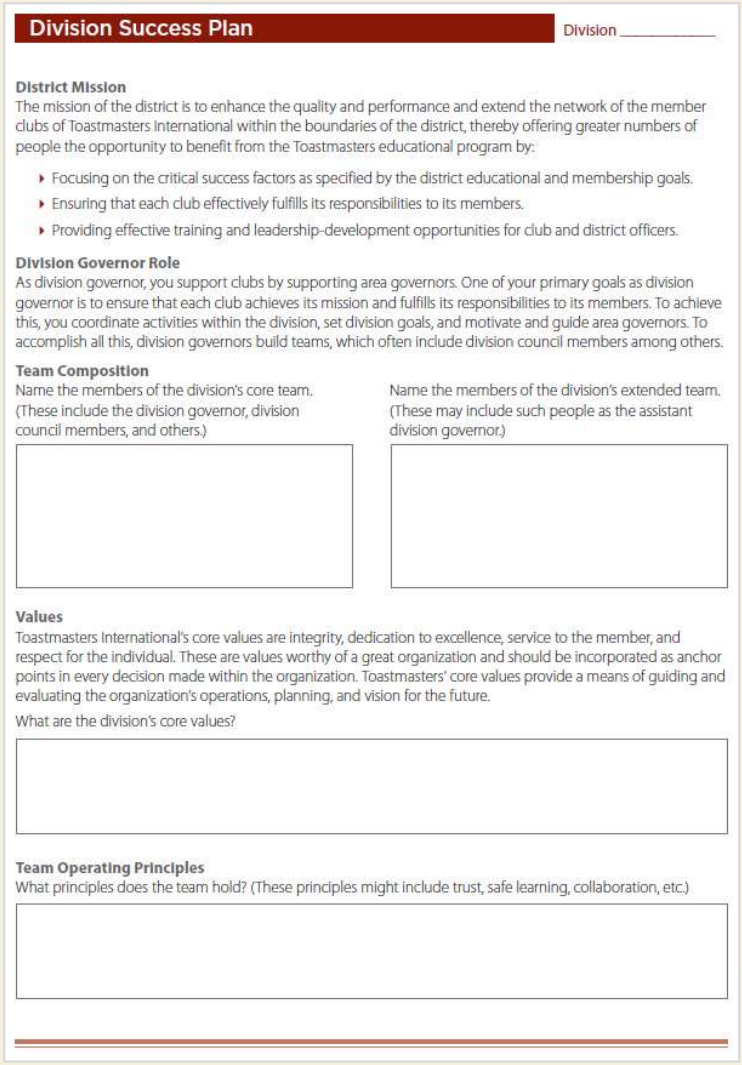
**Team Composition**
Name the members of the area's core team. (These include the area governor, area council members, and others.)

Name the members of the area's extended team. (These may include such people as the assistant area governor and club-building committee members.)

**Values**
Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future.

What are the area's core values?

**Team Operating Principles**
What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)



## Division Success Plan

Division _____

**District Mission**
The mission of the district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of the district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its members.
- Providing effective training and leadership-development opportunities for club and district officers.

**Division Governor Role**
As division governor, you support clubs by supporting area governors. One of your primary goals as division governor is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, you coordinate activities within the division, set division goals, and motivate and guide area governors. To accomplish all this, division governors build teams, which often include division council members among others.

**Team Composition**
Name the members of the division's core team. (These include the division governor, division council members, and others.)

Name the members of the division's extended team. (These may include such people as the assistant division governor.)

**Values**
Toastmasters International's core values are integrity, dedication to excellence, service to the member, and respect for the individual. These are values worthy of a great organization and should be incorporated as anchor points in every decision made within the organization. Toastmasters' core values provide a means of guiding and evaluating the organization's operations, planning, and vision for the future.

What are the division's core values?

**Team Operating Principles**
What principles does the team hold? (These principles might include trust, safe learning, collaboration, etc.)

www.toastmasters.org/recognitionmanual

Toastmasters International District Recognition Program (Item 1490)

# Stretch and Additional Goals

- Many districts encourage area and division directors to stretch the goals outlined in the Distinguished Area and Division programs or accomplish additional goals.

# Review

- Describe how Moments of Truth leads to club quality
- Define roles of area and division directors
- Describe the Distinguished Club Program
- Identify goals of Distinguished Area and Division programs
- Describe importance of club, area, and division success plans
- Identify District Recognition Program and Distinguished Club Program resources

# Conclusion: Closing Remarks

- The DCP is the foundation of the District Recognition Program.
- The Distinguished Area, Division, and District programs align with the DCP.
- Area and division directors should be aware of club goals.
- Completing success plans helps clubs, areas, and divisions stay on track.
- There are resources available for tracking Distinguished goal progress.

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# Club Officers Training - Train the Trainers

Susan D. Rajbhandari, DTM, PQD

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# Agenda

- How to report training
- Promoting club officers training
- Format of club officers training
- Content Options
- Remember
- Sneak peak of the deck

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# How to report training

- Collect attendance of all participants
  - Full name
  - Club/s along with district, division and area
  - Club role/s they are serving

- Email a legible copy of the attendance to
  - Respective Division Director
  - District Admin Manager
  - District Program Quality Director Susan D. Rajbhandari

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# District 6 Toastmasters

Serving Parts of Minnesota

## Club Officer Training
## 2019-2020

Training Coordinator: _____ Date of Training: _____

Training Coordinator Email: _____ Phone: _____

| District | Division | Area | Club Name & Club # | Officer Name | 2019 - 2020 Office(s) Held |
|---|---|---|---|---|---|
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**Email this completed sign in sheet to your Division Director**

Division M: Amit Maheshwari (amit.maheshwari@d6tm.org)
Division C: Tara Bolanda (tara.bolanda@d6tm.org)
Division D: Don Rollefson (don.rollefson@d6tm.org)
Division E: Linda Dorn (linda.dorn@d6tm.org)
Division F: Elsa Esquivel-Soto (elsa.esquivel-soto@d6tm.org)
Admin Mgr: Jamie Ogborn (jamie.ogborn@d6tm.org)
PQD: Susan Rajbhandari (susan.rajbhandari@d6tm.org)

# Promoting club officers training

- District 6 website
- District 6 Facebook
- Email to the club officers
- Club visits
- Area news letter
- Division news letter

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# Format of Club Officers training

- **At least 60 minutes.**
- Invite speakers who can present on multiple topics or single topic depending on your situation
- In person and NOT over the phone
- Customize presentation as you seem fit

# Content Options

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
- Pathways
- Open house with quality meetings
- Effective Evaluations
- Marketing the club to potential members

# Remember

- Publicize
- Report
- Verify

# 2nd Round Club Officer Training

Enter date, time and location

# Toastmaster Club Mission:

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

# Greetings!!

Thank you so much for coming to today's Club Review, Education, and Training Event!

By working together we can

CREATE

stronger, high-quality clubs!

# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
- Pathways
- Open house with quality meetings
- Effective Evaluations
- Marketing the club to potential members
- Wrap-up

# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
- Pathways
- Open house with quality meetings
- Effective Evaluations
- Marketing the club to potential members
- Wrap-up

# President



# Role as President

- Preside over meeting
- Earn Distinguish Club Recognition
- Lead and Guide
- Base Camp Manager

# Next Steps as President

- Evaluate how the year is going
- Define what needs to be done to finish the year strong
- Start mentoring your replacement

# Vice President Education



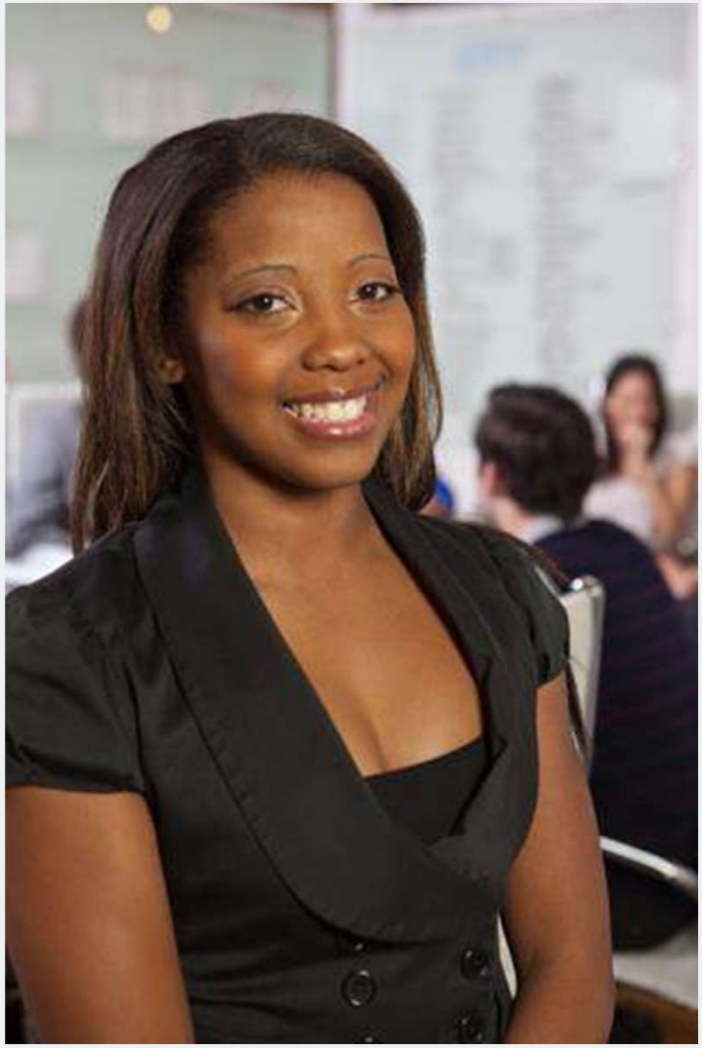
# Role of the VP Education

- Maintains a schedule of club meetings
  - At least 3 to 4 meetings in advance
- Submits education awards
- Manages mentor program
- Base Camp

# Next Steps as VP Education

- Evaluate how the year is going
- Ask the members what else they need for their goals
- Start mentoring your replacement

# Vice President Membership



# Role of the VP Membership

- Assists guests
- Recruit new members

# Next Steps as VP Membership

- Evaluate how the year is going
- Schedule open houses for the next few months to finish the year strong
- Start mentoring your replacement

# Vice President Public Relations



# Role of VP Public Relations

- Publicizes the club
- Keep club website current

# Next Steps as VP Public Relations

- Evaluate how the year is going
- Look for new ways to promote your club
- Start mentoring your replacement

# Secretary



# Role of the Secretary

- Takes minutes at all meetings
- Maintains files and make any changes needed
- Base Camp

# Next Steps as Secretary

- Evaluate how the year is going
- Make sure the club roaster is current
- Start mentoring your replacement

# Treasurer



# Role of Treasurer

- Creates budget
  - A plan for the club's income & spending
- Maintains bank account(s)
- **Pay dues on or before October 1st and April 1st.**

# First Steps as Treasurer

- Evaluate how the year is going
- Remind members to pay dues
- Start mentoring your replacement

# Sergeant at Arms



# Role of Sergeant at Arms

- Sets up meeting space on time
- Responsible for club property

# Next Steps as Sergeant at Arms

- Evaluate how the year is going
- Help with open houses
- Start mentoring your replacement

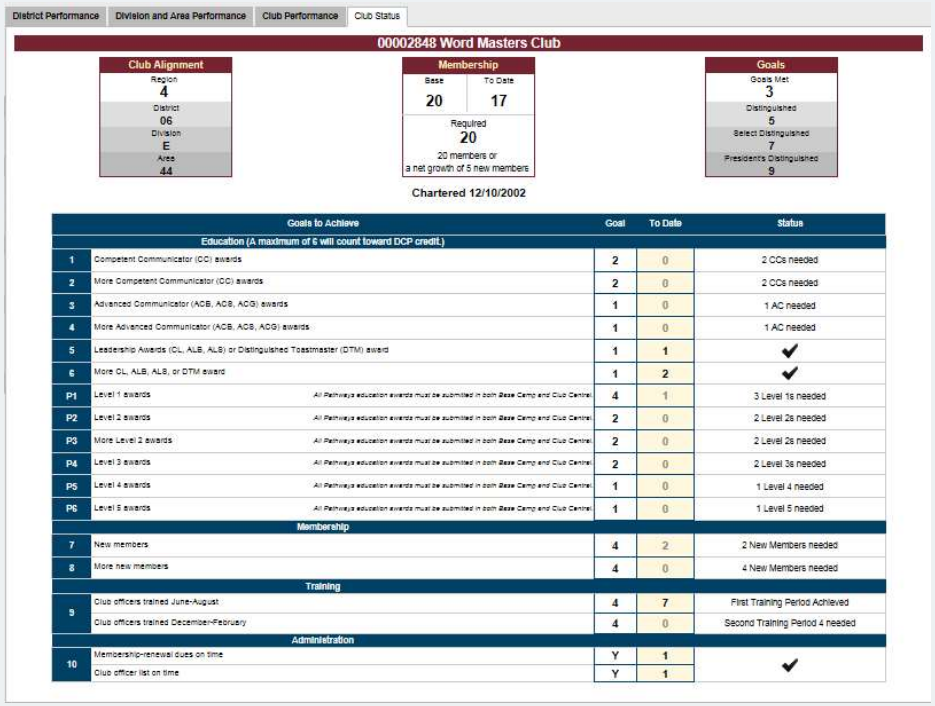
# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
- Pathways
- Open house with quality meetings
- Effective Evaluations
- Marketing the club to potential members
- Wrap-up

# DCP Dashboard

- http://dashboards.toastmasters.org/



# DCP Program

- Traditional Education Program
  1. Two Competent Communicator (CC) awards
  2. Two more CC awards
  3. One Advanced Communicator Bronze (ACB), Advanced Communicator Silver (ACS) or Advanced Communicator Gold (ACG) award
  4. One more ACB, ACS or ACG award
  5. One Competent Leader (CL), Advanced Leader Bronze (ALB), Advanced Leader Silver (ALS) or Distinguished Toastmaster (DTM) award
  6. One more CL, ALB ALS or DTM award

# DCP Program

- Toastmasters Pathways Learning Experience
  - P1. Four members complete Level 1
  - P2. Two members complete Level 2
  - P3. Two more members complete Level 2
  - P4. Two members complete Level 3
  - P5. One member completes Level 4
  - P6. One member completes Level 5

- MEMBERSHIP
  7. Four new members
  8. Four more new members

# DCP Program

- TRAINING
  9. A minimum of four club officers trained during each of the two training periods*
- ADMINISTRATION
  10. On-time payment of membership dues accompanied by the names of eight members (at least three of whom must be renewing members) for one period
      and
      on-time submission of one club officer list*

# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
- Pathways
- Open house with quality meetings
- Effective Evaluations
- Marketing the club to potential members
- Wrap-up

TOASTMASTERS

# PATHWAYS

learning experience

TOASTMASTERS PATHWAYS
learning experience

# Paths and Core Competencies

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The Toastmasters Pathways learning experience was developed around the five core competencies identified by the Board of Directors.

## FIVE CORE COMPETENCIES

It is important to note that each member using Base Camp will have the opportunity to select from many electives to extend their learning. With the addition of electives, members have the flexibility to cover all core competencies within each path.

1 PUBLIC SPEAKING

2 INTERPERSONAL COMMUNICATION

3 STRATEGIC LEADERSHIP

4 MANAGEMENT

5 CONFIDENCE

*Confidence is unique because it cannot be taught, but is gained in every path.*

## 11 PATHS

The primary core competencies represented in each path are listed in order of emphasis next to the path name.



**Dynamic Leadership** — 1 2 3 5
*Build strategic leadership and conflict resolution skills*



**Effective Coaching** — 1 2 4 5
*Build interpersonal communication, leadership and coaching skills*



**Engaging Humor** — 1 5
*Build public speaking and speech writing skills.*



**Innovative Planning** — 1 4 2 5
*Build creative project management and communication skills*



**Leadership Development** — 1 2 4 5
*Build communication and leadership skills*



**Motivational Strategies** — 1 2 3 5
*Build motivational leadership and communication skills*



**Persuasive Influence** — 1 3 2 5
*Build skills to lead in complex situations*



**Presentation Mastery** — 1 5
*Build public speaking skills*



**Strategic Relationships** — 1 2 3 5
*Build networking, leadership and communication skills*

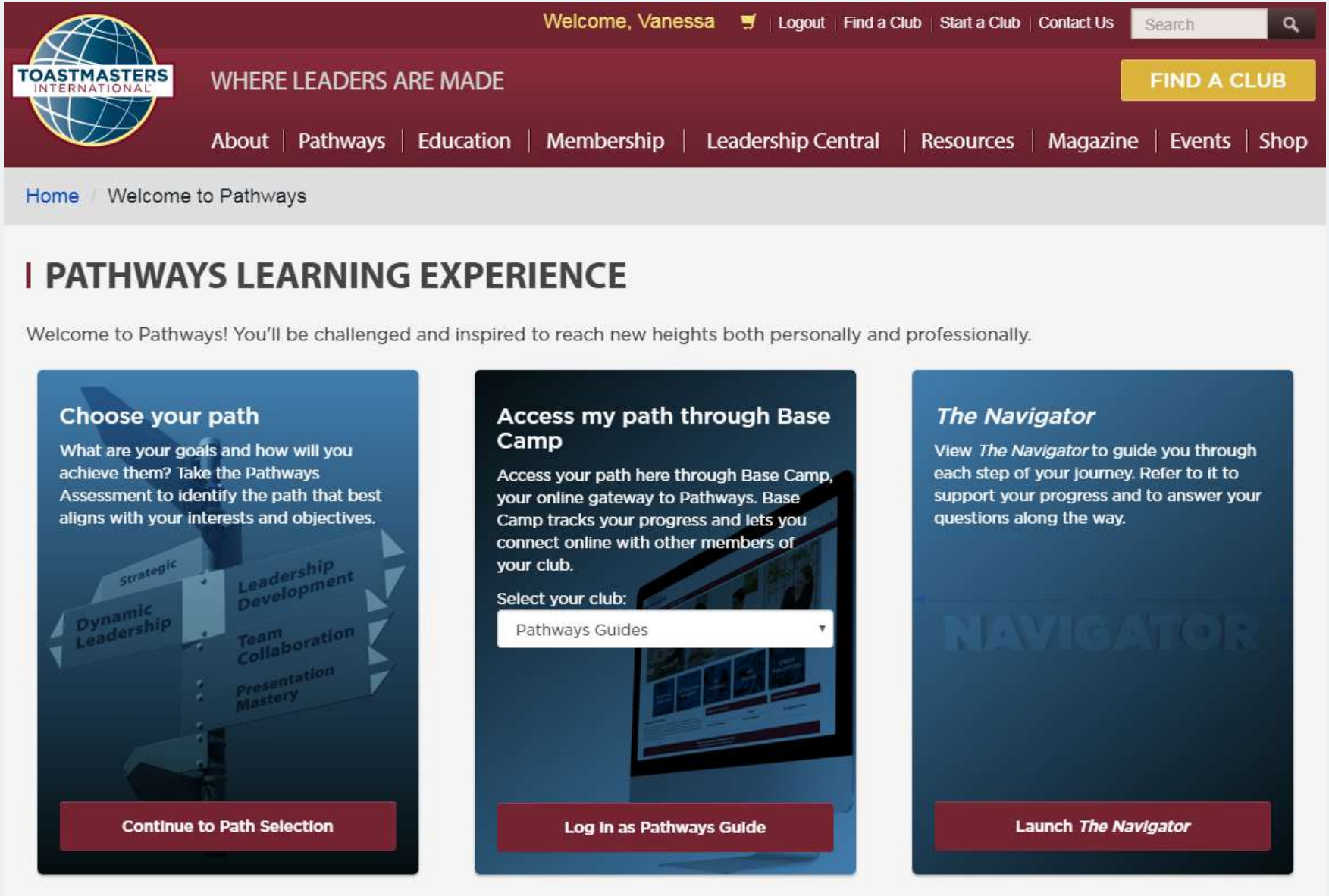


**Team Collaboration** — 1 4 2 5
*Build collaborative leadership skills*



**Visionary Communication** — 1 3 2 5
*Build innovative communication and leadership skills*

# Getting Started



# Base Camp Managers

- Check frequently for requests from members
- Validate each project as it is completed

# Base Camp Managers

- Validate the level
- Printing Certificates when level is completed

# Base Camp Managers

- For DCP credit enter level into club central

# Base Camp Managers

## Resources

- Resources are fellow club officers
- District Officers
- Toastmasters International

# GROUP ACTIVITY

**Split into 3 groups…**

1. Presidents and VP/ED
2. VP/M and VP/PR
3. Secretary, Treasurer, and SAA

# 10 Minute Break

# Toastmaster Club Mission:

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
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# Quality Meetings

- Meetings are scheduled in advance
- confirm meeting roles (Communication Tree)
- Members attend and prepared for their roles
- Speeches: Pathways project or manuals
- Table Topics
- Effective evaluations are given

# Open House

- Welcome friend to your meeting
- Welcome co workers to your meeting
- Advertisement of the meeting
- Speeches from Pathways projects/manuals
- Talk about speeches as presentations
- Listen to the guest:  What's is in for them?

# Large Group Discussion

**Why are quality meetings important when you have an open house?**

# Large Group Discussion

**Do you use the "What is in it for me?" method to listen to your guests?**

# Large Group Discussion

**How many guests do you manage to convert to members?**

# Large Group Discussion

**If your conversion rate of guest to member is low. What may be the problem?**

# Agenda

- Officer roles and impact to club
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# Effective Evaluations

- Treat an evaluation as a short speech
- Express things **YOU** noticed
- Pay attention to the objectives of the project

# Effective Evaluations

- Note use of rhetorical devices (alliteration, triads, etc.), grammar, and unique language
- Be sure to provide 1 or 2 items for improvement
- Be sure to begin and end with things you **liked** about the speech

# Effective Evaluations

- Evaluate as you would want to be evaluated
- Remember Evaluations are for member's growth
- View Tutorial in Pathways if you have a question on how to evaluate

# Agenda

- Officer roles and impact to club
- **D**istinguished **C**lub **P**rogram
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# Small Group Discussion

## Split into small groups, each group answer one of the following questions:

- How are you using Pathways to grow your club?
- Discuss ways to invite a guest to your club.

# Small Group Discussion

## Split into small groups, each group answer one of the following questions:

- A guest is attending a meeting for the first time and thinking about joining. What do you do?
- You're talking to a guest who doesn't know a lot about Toastmasters. What is most important for them to know?

# Small Group Discussion

## Split into small groups, each group answer one of the following questions:

- There's a member of your club who just finished their Competent Communicator manual and they **may not** renew their membership.  How do you convince them to stay a member?

# Small Group Discussion

- Does your club use the "***What's in it for me?***" (WIIFM) approach?
  - One-on-one feedback from visitor
  - A Club representative ***LISTENS*** to the visitor –

    "Thank you for attending today – what made you decide to attend today's meeting?"

  Let the visitor **tell** you what they're looking for, take note of their "**needs**," match what Toastmasters *offers* to their *needs*, and ***then*** share what we offer and how we can help by putting it in **their words.**

# Bonus Discussion!!

*If there's time…*

# Why should we visit your club?

2 to 3 people (or more…) will be asked to stand and, in 30 seconds or less, share why a guest should visit their club!  Table Topic on steroids!




# Wrap up

- Who can explain impacts their officer role has on success/failure of their club?
- What is a part of a quality meeting?
- What's one strategy for helping current members create quality meetings?
- How they are using Pathways to strengthen their club?

# Thank You!!!

One of the ways your commitment to your club being a club of **quality** is displayed by attending ***Club Officer Training***.

We **sincerely appreciate** you taking time out of your busy schedule to attend!

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# NETWORKING LUNCH

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# District Executive Committee (DEC) MEETING

Ravi Rai, DTM, DD

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# DEC Meeting Agenda

- PQD Report
- CGD Report
- District Budget
- 2020 – 2021 Leadership
- Triple Crown Awards
- Area Success Plans
- October Dues Renewal

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# Triple Crown Awards

- 01287931 - Name unavailable
- 05977143 - Name unavailable
- Barlas, Kari
- Bateman, Sarah J.
- Bathke, Laura S.
- Dupris, Mike A
- Hinton, Brian J.
- Hove, Ryan M.
- Kummer, Marvel Eileen
- Luu, Deborah B.
- Olsen, Betty Jo
- Rai, Ravi K.
- Rischmiller, Jane R.
- Ruppert Madsen, Michelle Ann
- Steen, Erika
- Vu, John

# October Dues Renewal – **Renewals not here**

- Flyin' Toasters
- Bluff Country Toastmasters Club
- Sales And Marketing Executives Club
- Tongues Untied
- Barr Toastmasters
- Speaking In Bytes Toastmasters Club
- Speech Recovery Club
- Talking BS Bluestem Toastmasters
- SPH Toastmasters
- New Ulm Club
- West Bank Expressers Club
- Lurie Toastmasters
- Avocado Toast Masters
- Dakota County Toastmasters
- BI Worldwide Toastmasters
- Willis Towers Watson

# October Dues Renewal – Ineligible – Minimum requirement ~~not yet~~ met

- Pearson Presenters
- Positively Outspoken Club
- Sherpa's Speak
- The Lacek Group Speakeasy

# October Dues Renewal – Low – Minimum requirement not yet met

- Redwood Area Toastmasters
- Winona Toastmasters
- Toastmasters of Pharmacy Services
- Stagecoach Speakers-HMMC
- Toro ProsE Toastmasters Club
- Carver County Communicators
- Class Act Speakers
- Austin-nites Toastmasters
- Fairmont Toastmasters Club
- Stillwater Toastmasters Club
- Woodwinds Club
- New Prague Area Toastmasters Club
- Schwan Effortless Delivery Club
- Community Spirit
- TNT- Toastmasters - N - Technology
- OracleDirect Toastmasters
- SUPER Communicators

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# Q & A

*District 6*

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# Trivia

*Ed Burke, SR3, Logistic Manager*

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# Next DOT / DEC Meeting

- Date: Saturday, January 11, 2020
- Time: 9 AM
- Where: HealthPartners,
  8170 33rd Avenue South, Bloomington, MN

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# Thank you!

*District 6*