

TOASTMASTERS
INTERNATIONAL®

Club Officers Training

Monday, 29th July, 2019

District 6

Agenda

Monday 7/29/19 12-1pm

- ▶ Distinguished Club Program – (10 mins.)
- ▶ Club Officer Roles – (40 mins.)

Wednesday 7/31/19 12-1 pm

- ▶ Pathways – (25 mins.)
- ▶ Effective Evaluation – (25 mins.)

Thursday 8/1/19 11am-11:45 am

- ▶ Moments of Truth - (25 mins.)
- ▶ Leadership Series– (25 mins.)

Friday 8/2/19 12-1 PM

- ▶ Questions specific to your officer positions
- ▶ Q & A – **All** (45 mins.)



Distinguished Club Program (DCP)

Club Officer's Training
District 6

Distinguished Club Program (DCP)

Education

- Members, who have the opportunity to earn education awards, are reaching their goals

Membership

- With enough members, everyone's experience is enhanced because leadership is provided and meeting and committee assignments are filled

Training

- Trained club officers are better able to serve and support your club

Administration

- Fulfilling administrative duties helps your club run more smoothly, which benefits members

DCP Education Goals

Current Education Program

- 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

Toastmasters Pathways Learning Experience

- 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

Membership

Four new members
Four more new members

Training

A minimum of four club officers trained during each of two training periods

Administration

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

Distinguished Club Program (DCP)



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DCP – Demo

DCP – Take away?

- ▶ Membership is key
- ▶ Importance of setting goals
- ▶ Being aware of what the goals are
- ▶ Visual sharing of information of DCP
- ▶ Unify the effort
- ▶ President to go through DCP in every business meeting



Club Officer Roles

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BREAK – 10 minutes

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Pathways

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Moments of Truth (MOT)

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Moments of Truth

- ▶ Moments of Truth is a tool that enables sustained club quality through guided evaluation and targeted recommendations
- ▶ Each moment of truth represents an opportunity for the club to create a positive impression



A High-Quality Club

- ▶ Encourages and celebrates member achievement
- ▶ Provides a supportive and fun environment
- ▶ Offers a professionally-organized meeting with variety
- ▶ Club officers are trained in all aspects of club quality
- ▶ Members have access to a formal mentoring program
- ▶ Members are provided evaluations that help them grow
- ▶ Members are motivated to achieve their goals



Moments of Truth

When anyone comes in contact with any aspect of Toastmasters, the person forms an impression based on her experience at that particular time. These decisive times when initial impressions are formed are known as moments of truth.



Toastmasters' Moments of Truth

- ▶ First impressions
- ▶ Membership orientation
- ▶ Fellowship, variety, and communication
- ▶ Program planning and meeting organization
- ▶ Membership strength
- ▶ Achievement recognition



First Impressions

- ▶ Guests greeted warmly and introduced to officers and members
- ▶ Guest book and name tags provided
- ▶ Professionally arranged meeting room
- ▶ Convenient meeting location
- ▶ Guests invited to address the club
- ▶ Guests invited to join



Membership Orientation

- ▶ Formal induction, including presentation of pin and manuals
- ▶ Assignment of mentor
- ▶ Education programs and recognition system discussed
- ▶ Learning needs assessed
- ▶ Speaking role(s) assigned
- ▶ Member involved in club activities



Fellowship, Variety, and Communication

- ▶ Guests greeted warmly
- ▶ Enjoyable, educational meetings
- ▶ Regularly-scheduled social events
- ▶ Participation in area, district, and International events
- ▶ Inter-club events
- ▶ Club newsletter and/or website—updated regularly



Program Planning and Meeting Organization

- ▶ Program and agenda publicized in advance
- ▶ Members are prepared to carry out all program assignments
- ▶ All projects are manual projects
- ▶ Meetings begin and end on time
- ▶ Creative Table Topics™ and activities
- ▶ Positive and helpful evaluations



Membership Strength

- ▶ Club has 20 or more members
- ▶ Members are retained
- ▶ Promotion in club's organization or community
- ▶ Club programs are varied and exciting
- ▶ Toastmasters sponsoring new members are recognized
- ▶ Regular membership-building programs



Achievement Recognition

- ▶ Award applications immediately submitted to World Headquarters
- ▶ Progress chart displayed and maintained
- ▶ Member achievements recognized with ceremony
- ▶ Club, district, and International leaders recognized
- ▶ Club and member achievements publicized
- ▶ DCP used for planning and recognition



How Well Does The Club Perform on Each Standard?

- ▶ First impressions
- ▶ Membership orientation
- ▶ Fellowship, variety, and communication
- ▶ Program planning and meeting organization
- ▶ Membership strength
- ▶ Achievement recognition

MoT – Take away?

- ▶ Need to get feedback from the club
- ▶ Are people really honest
- ▶ Have an objective assessment
- ▶ Conduct an anonymous survey online



BREAK – 10 minutes

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Effective Evaluation

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Leadership Excellence Series

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Leadership Excellence Series set

- ▶ The Visionary Leader (Item 311)
- ▶ Developing A Mission (Item 312)
- ▶ Values and Leadership (Item 313)
- ▶ Goal Setting And Planning (Item 314)
- ▶ Delegate To Empower (Item 315)
- ▶ Building A Team (Item 316)
- ▶ Giving Effective Feedback (Item 317)
- ▶ The Leader as a Coach (Item 318)
- ▶ Motivating People (Item 319)
- ▶ Service And Leadership (Item 320)
- ▶ Resolving Conflict (Item 321)



The Leadership Excellence Series

The Visionary Leader



What Is a Vision?

**A vision is a mental picture
of what an organization
aspires to become.**



Purpose of a Vision Statement

A vision statement:

- ▶ Provides a general direction
- ▶ Provides context for decision making
- ▶ Affects an organization's structure
- ▶ Affects working relationships



Characteristics of a Vision Statement

Vision statements are:

- ▶ Clear
- ▶ Challenging
- ▶ General
- ▶ People-oriented
- ▶ Inspiring
- ▶ Easily communicated



Crafting a Vision Statement

- ▶ What does the organization do well?
- ▶ What is the most important thing the organization wants to do?
- ▶ What makes the organization unique or special?
- ▶ What does the team expect from the organization?
- ▶ What makes the team feel good about the organization?



Crafting a Vision Statement

Involve Team Members

- ▶ Willingness to achieve the vision
- ▶ Control their own futures
- ▶ Fosters cooperation and collaboration



Communicating a Vision

Help the Team Embrace the Vision

- ▶ Talk about the vision all the time
- ▶ Explain how it will benefit them
- ▶ Be enthusiastic
- ▶ Show that you mean it



Conclusion

*If you want to build a ship,
don't drum up people to collect wood
and don't assign them tasks and work,
but rather teach them to long for
the endless immensity of the sea.*

– Antoine de Saint-Exupéry

Leadership Excellence Series – Take away?

- ▶ Give tool to use
- ▶ For leadership to create actual step in increasing the quality
- ▶ Great resource with emphasis on leadership
- ▶ Good source of motivation



Q & A

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Thank you for attending

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