

## Club Officer Training Round 2

Ravi's note: Please modify the slides, adopt and use it as you see fit for your group.

### **Before the club officer training starts, please put your information on slides 2.**

Welcome fellow Toastmasters. You are here today because you took the next step to leadership and became a club officer. You can compare your club officer role to being part of upper management in a corporation. A good leader realizes that by *servicing* the members they are helping the entire club have a successful year.

**V 3** Read the club mission statement out loud. **“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.”** We start with the club mission statement because we need to constantly focus on the members.

V4: Introduction: Thanking the officers for coming to training

**V5:** Agenda

**V 6 - 27** Are the officer roles. Each role has the current work and what to do going forward. It's a good idea to engage your audience. With sets of slides we show what competencies each officer role has. This is to be used so each officer knows what skills they're learning with each role.

**V28 – 32:** DCP and how to track it using Dashboard.

**V 33 - 40** These slides are for information on Pathways and on role of Base Camp Manager. The next few slides will show how Base Camp is used and why these officers need to know what to do on Base Camp

**V 41** Now that we have learned something about each officer role, we will divide into the following groups and share with each other what we learned and what experience we have for the role we will be taking on this year. We will spend 10 to 15 minutes in discussion then return to the large group and share one to two points from each group.

**V 42** Take a 10-minute break to allow everyone to stand and stretch.

**V 43** Club mission displayed during break & stretch. This is just a filler for break.

**V 44 - 4** Open House with quality meetings. These slides are helpful to discuss what creates a quality meeting and why we want each meeting to be a quality meeting. We will also discuss what happens when the meeting lacks quality.

**V 47:** Engage the audience to discuss what quality meetings means to them. Note down ideas on a board so that the audience can take notes

**V 48 - 50:** Other topics for group discussions

**V 51 - 54** What is an effective evaluation? Why is it important to have effective evaluations? How does a bad evaluation affect the member, club, and any guest attending the meeting?

**V 55 – 59:** Topics for small group discussions. Use as time permits to have your audience be split into smaller groups. These slides have questions for the small group you were in for the officer roles to

answer. I want each group to take one question and discuss it to share with the group. (*You can either assign a question to each group or let them choose their own. Try to make sure that two groups are not answering the same question.*)

**V 59**: This slide suggests a proven methodology which helps clubs talk to and recruit guests. The important requirements to remember: one-on-one engagement, ask what they're looking for, listen to their needs, and match what they need with what Toastmasters offers. Hearing what a guest wants is far more effective and productive than *telling* them what you think they need.

**V 60** Large group discussion. This is fun when people practice elevator speeches about their clubs.

**V 61** Wrap up.

**V 62** Conclude the training by asking these questions.

***Have fun with your officer training!***