

# Simple Mentoring Program

This guide presents a simple mentoring program your club can quickly and easily implement. It's intended for clubs that don't yet have a consistent, effective mentoring program.

*"A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you." - Bob Proctor*

Mentoring is a great opportunity for members to help each other grow and gain from Toastmasters, while also developing their own leadership skills. Unfortunately, it can feel overwhelming to start a mentoring program within a club. This guide offers a simple mentoring program each club can immediately benefit from.

## Why Have a Mentoring Program?

- Mentored members become more engaged and productive right away
- Mentored members are more likely to remain active (less turnover)
- Mentoring develops more leaders for the club (both the mentor and member)
- Mentoring develops the mentor's leadership skills
- Mentoring often creates mutually beneficial, lasting friendships

## How Do I Serve as a Mentor?

- Communicate regularly. Establish communication expectations and be available.
- Understand the member's goals and provide opportunities for him/her to grow
- Regularly provide encouragement, guidance, and areas for improvement
- Be a role model and example to follow

*"The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves." - Steven Spielberg*

**How Do We Start?** To start the program, the VP Education can assign a mentor to each new member, and to existing members that'd like a mentor. Each mentor can follow the 3 steps below to start:

1. **Meet & Discuss Goals** - The mentor and member meet to discuss goals, and how to reach those goals. Additionally, they discuss the club and Toastmasters education program. The Simple Mentoring Guide & Checklist on the following page can guide that discussion.
2. **Mentor Through 3 Projects** - The mentor continues to assist the member through at least 3 projects:
  - For new members, the mentor helps through the first 3 projects in the Competent Communication (CC) manual.
  - For existing members, the mentor helps through 3 speaking and/or leadership projects.
3. **Complete Assignment & Evaluate** - After helping the member through 3 projects, the member completes the evaluation in Project 9 (Mentoring) of the mentor's Competent Leadership (CL) manual. Note that this step doesn't require the mentoring relationship to strictly end.

## References

- Competent Leadership manual, Project 9: Mentoring
- Successful Club Series, Mentoring module

# Simple Mentoring Guide & Checklist

To help each member get the most from Toastmasters, this checklist helps start the mentoring relationship and covers fundamentals. The mentor and member can use this checklist as a guide and tracking tool.

Member: \_\_\_\_\_ Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Member's Overall Goals for Toastmasters

- Goal(s): \_\_\_\_\_

## 2. Communication Goals & Opportunities

- Communication Goal(s): \_\_\_\_\_
- Introduce the Competent Communication (CC) manual and preview projects
- Discuss ways the member can prepare for projects and use feedback

## 3. Leadership Goals & Opportunities

- Leadership Goal(s): \_\_\_\_\_
- Introduce the Competent Leadership (CL) manual and preview projects
- Remind member to always bring CL manual and have each role evaluated for credit

## 4. Meeting Schedule

- Discuss how meeting roles are assigned, and how to volunteer for roles
- Review information on meeting roles: <https://www.toastmasters.org/Membership/Club-Meeting-Roles>

## 5. Speaking Schedule

- Schedule Ice-Breaker speech. Date of Ice-Breaker speech: \_\_\_\_\_
- Discuss how to prepare for first speech

## 6. Toastmasters International (TI) Web Site

- Ensure member logged into TI web site and verified his/her profile (name, email, mailing address)
- Watch the welcome video at <https://www.toastmasters.org/Membership/Welcome-New-Members>
- Review any other resources available from <http://www.toastmasters.org>

## 7. Toastmasters Club Program

- Club & Club Meetings (CC manual, page 66)
- Meeting Structure & Roles (CC manual, pages 67-75)
- Club Leadership Roles (CC manual, pages 76-78)
- Toastmasters Education Program (CC manual, page 60)
  - Communication Track: CC, ACB, ACS, ACG (CC manual, page 61)
  - Leadership Track: CL, ALB, ALS, DTM (CC manual, page 62)
  - High-Performance Leadership and Other Opportunities (CC manual, pages 63-65)

## 8. Toastmasters Beyond the Club

- Organizational structure: Club, Area, Division, District, Region, International
- Fall & Spring Speech Contests
- Fall & Spring Conferences
- Toastmasters Leadership Institute (TLI)