

## MENTORING

A mentor should be assigned for each new member. A mentor is a friendly, experienced Toastmaster who helps the new member. This assignment should be made at the first Club meeting after the member joins. The mentors duties are to:

### At the first meeting:

1. **Sit with the new member**, explaining the various parts of the meeting such as the session, Table Topics, prepared speeches, and evaluations as they happen, and answering any business questions the mentee may have.
2. **Orient the new member to Club customs and procedures.**
3. **Explain how to sign up.** Ask the VP of Education to schedule the mentee's Ice Breaker speech as soon as possible, then encourage the new member to serve on a Club Committee. Also advise the mentee what to do and whom to contact if he or she is scheduled to fill a meeting role but is unable to attend the meeting.
4. **Help with the Ice Breaker.** Discuss speech ideas with the new member and offer suggestions for organization if necessary. Listen to the mentee practice the speech and offer feedback.

### By the second meeting, a mentor should:

1. **Make the new member aware of resources.** If your Club has a library, show it to the new member. Point out the material in *The Toastmaster* magazine and TIPS. Also discuss District Conferences. Explain the roles of Club officers and the information they can provide.
2. **Provide positive feedback.** The first few weeks of membership are critical. New members must feel they are already benefiting from the Toastmasters experience. Compliment them on their progress.
3. **Explain responsibilities.** Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the Club and its members be successful. "A Toastmaster's Promise" (Cat. No. 402) should be reviewed with the new member.
4. **Help with speeches and other assignments.** As you work with the new member on speeches, be sure evaluation feedback is used to improve the next speech, then offer your own feedback. When the new member is assigned other meeting roles, explain

the roles and offer tips for fulfilling them.

Eventually, mentors should:

1. **Tell how you've benefited.** Share your own goals and aspirations with the new member and how you benefited from the program. You are proof that they can achieve their own goals.
2. **Invite the new member to other events.** Toastmasters' speech contests, conferences, and other Clubs' meetings all offer new members the opportunity to extend their learning and participation.
3. **Acknowledge progress.** Ask for time during a Club meeting to mention the new member's progress in the program. Such recognition shows that the Club cares about the new member's progress, and motivates the new member to continue.
4. **Explain Officers' duties.** Describe how the new member can develop leadership skills by serving as a Club Officer. Help the new member select a Club office in which to serve and discuss when to serve.
5. **Explain speech contests.** Discuss the purpose of speech contests, the types of contests conducted by the Club, and how some contests progress to Area, Division, District, and sometimes Regional and International levels. Help the new member access readiness to participate in contests.
6. **Describe the TI organization.** Acquaint the new member with Toastmasters International's structure, including the Area, Division, District, Region, and International levels, and the purpose of each. Help the new member understand how the organization works, the new member's role in the organization, and the leadership opportunities available beyond the Club.

Mentors should remember that new members tend to be shy. Mentors should take the initiative to contact them and always be positive, friendly, and helpful.

Toastmasters International's *Successful Club Series* program, "Mentoring," (Cat. No. 296) explains the benefits of having a mentor program to both members and Clubs, as well as the duties of mentors. The Club Mentor Program kit (Cat. No. 1163) contains information and materials for starting a formal mentor program in your Club which pairs mentors with new members and more experienced members.