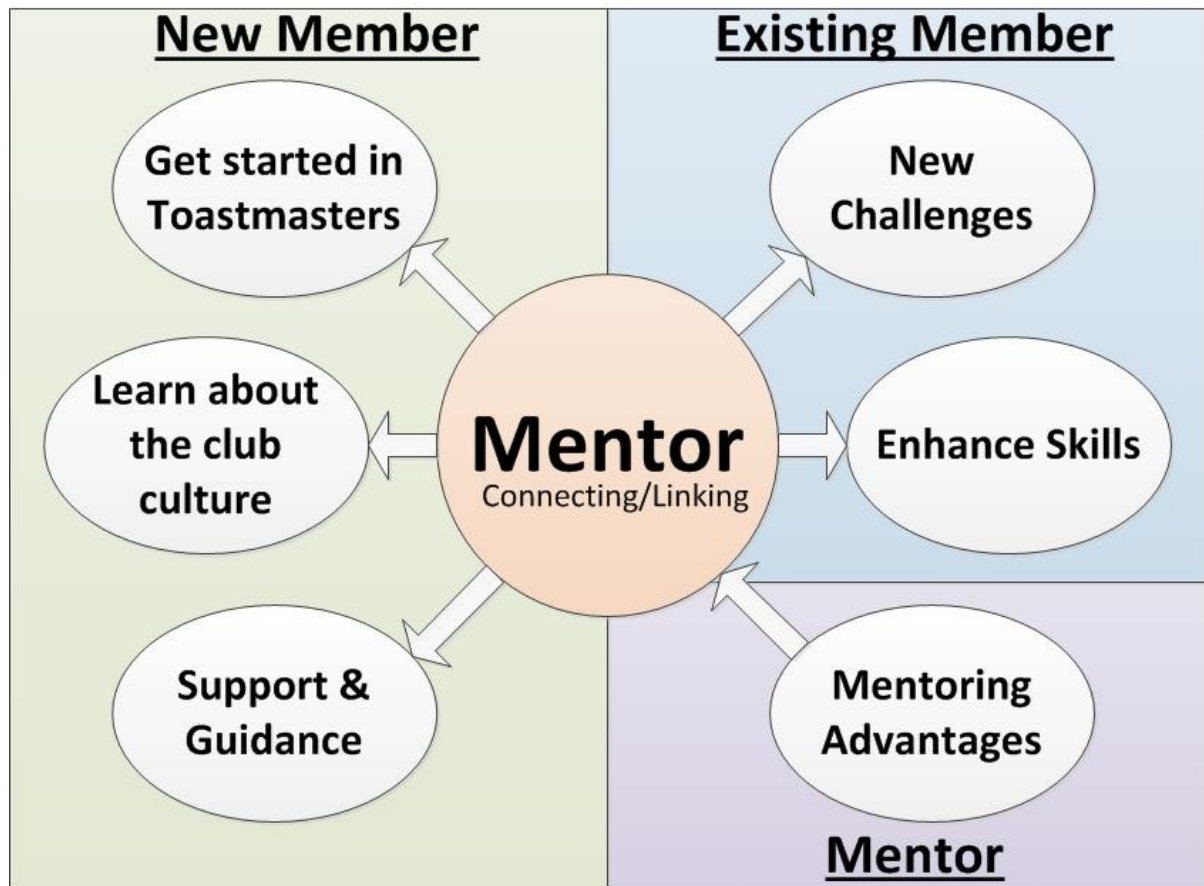


What would a Toastmaster Map to Mentoring look like ?



Why is Mentoring in Toastmasters important to you ?

We will learn more than we expect. Perhaps even gain some wisdom

*This free booklet can be downloaded from
<http://mentor.coclubspeak.org>*

Toastmasters International suggests we each have a mentor. Each Toastmaster have a mentor(s) ! Not just the new member !

While mentoring covers a rich and diverse area, Toastmaster mentoring covers three broad and distinct areas.

Guides - We can train some or all of our members to be a Club Guide for the moment the guest becomes a new member. Each club can provide Guides a written page to guide newcomers with their Clubs specific ways of doing things - how-to's, where-to's, when-to's and why-to's. Guides help until a mentor is assigned to, or chosen by the new person.

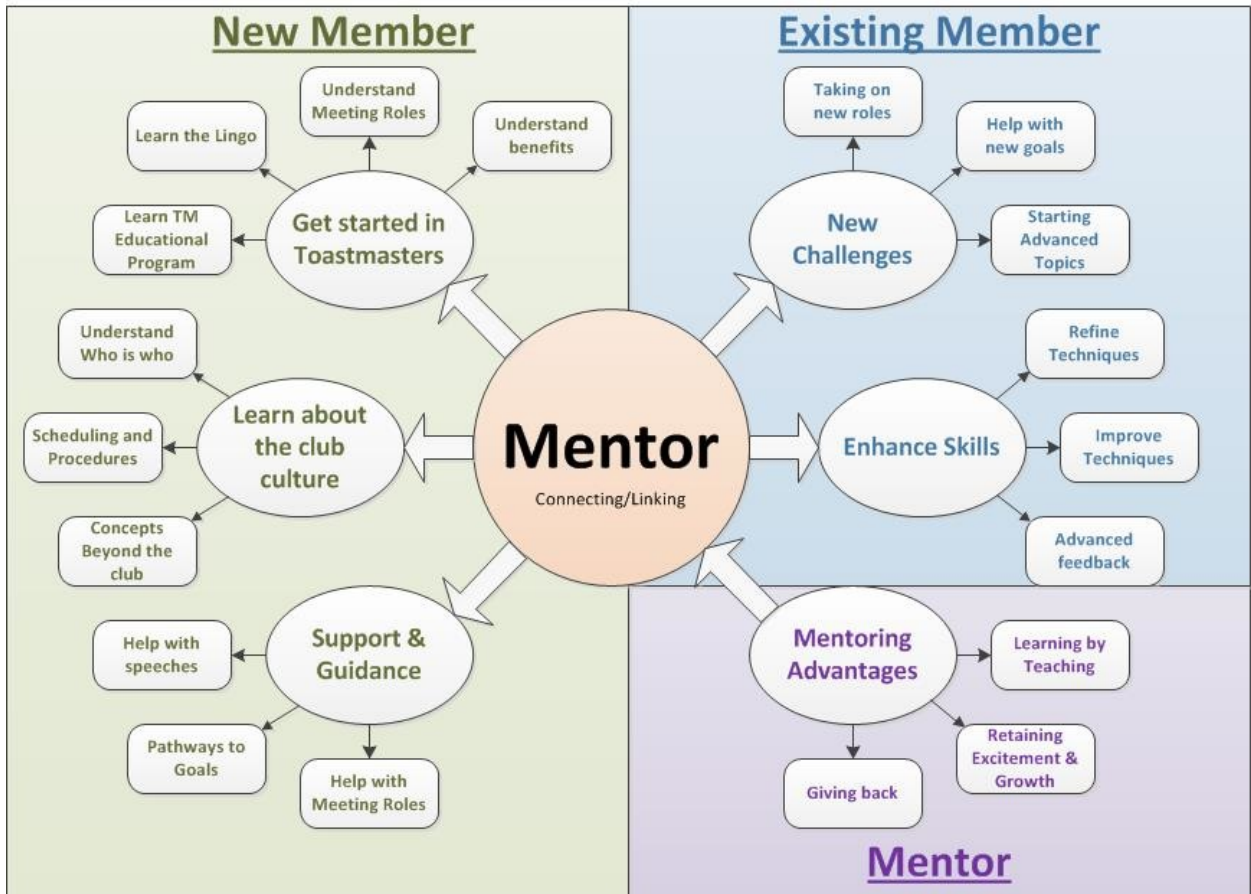
Mentors - In Toastmasters, we are each capable adults that can learn. People who relate to us and have experience allow us to enjoy the learning process more and reach our goals faster and more effectively!

Accountability partners - Experienced Toastmasters may not need the experienced Toastmaster as a mentor. We could use partners to share our Toastmaster experiences with. Our partners support us as we reach for high levels or we hit a rough spot. They may have specific expertise we need.

All three groups fit under Toastmaster Mentoring !!!

Making it special: "My mentor saw me in ways that I couldn't see me. He valued me in ways I did not value myself." This sense of specialness can be both a support and a challenge. Much of the fear we experience is a consequence of our inability to see the whole picture. Under stress, we slip back, retreat, or freeze up. When we feel safe we can relax and reach out. That is why a supportive tone is important. Explaining expectations and the reasons for them helps... a lot!

Toastmasters benefit by being mentors. Mentoring helps develop interpersonal communication and leadership skills. Teaching helps us refresh and refine what we know. Sharing knowledge promotes our own confidence, feeling of contribution, and well being. Toastmasters International recognizes the importance of mentoring in Leadership education credit at multiple levels. We will learn more that we expect. Perhaps even gain some wisdom.



Toastmaster map by Keith Horowitz

As a club how do we insure our members are ready, willing, and able to provide mentoring support?

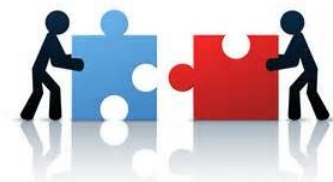
What are potential concerns:

Time: 85% of Toastmasters spend less than 2 hours per month, some much less.

Interpersonal communications: Some, perhaps many, Toastmasters are not confident with their interpersonal communications. What skills, what structure, what assurances are needed?

T.E.A.M. =

Together **E**ach **A**ccomplishes **M**ore - Miracles and Milestones



How can Toastmaster clubs create sustaining mentoring support - despite leadership and membership changes?

1. CREATE a Master Mentor office and committee so there is a member to talk to each new member about mentoring -while they are signing up. Some new members will want to select their own mentor (introduce them to available mentors) while others are more comfortable being assigned a mentor.
2. Main duties of club assigned mentor is:
 - A. Encourage completion of the “New Member Profile” and “How I Would Like To Be Introduced”. These two pages (available from TMI website) provide information to help mentoring selections.
 - B. Orientate the new member to the club patterns and pathways.
 - C. Introduce member to others - especially those who are available as mentors.
 - D. Our main goal is to connect the new member to a mentor they are comfortable with. We might help with Ice Breaker.
3. PROVIDE a New Member folder. New members do not know what they do not know. Load the New Member folder with lots of information that can be discussed as the new member is ready. Mapping of Services, showing top (member) to bottom (International) from TMI is an excellent page to include. Review the pages with the new member.
4. Toastmasters is not about throwing our members in to sink or swim on their own. Discuss thoughts, ideas, or questions. Add personal contact and sharing with accountability and growth towards goals.
5. RECOGNIZE and promote mentoring.
Photograph new mentor/mentee teams and post photos.
Allow 5-15 meeting minutes a month to discuss ongoing mentoring activities - to encourage ALL members in learning and reaching goals.
Have quarterly Train the Mentor speeches.
Have annual Mentorship dinner celebration.

Mentoring Expectations

Use this list as thought starters. The Key is to own your expectations for this mentoring relationship and communicate them clearly to your partner.



Openness to:

- Seek out and be receptive to feedback
- Take risks
- Be willing to try new things
- Be willing to change your mind
- Be willing to consider alternatives
- Try to understand all sides of an issue
- Practice new skills
- Consider different opinions
- Actively seek feedback from others

Acceptance:

- Accept and value me as being different from you
- Have realistic expectations
- Be critical of ideas, not of me
- Openly disagree without being disagreeable
- Listen to and understand me
- Reduce/eliminate hidden agendas
- Help me figure things out for myself
- Give me the space to be myself

Communication:

- Tell me when things are or aren't working
- Tell me how I can be more helpful
- Be open and honest with me

TEAM includes Mentor and Mentee:

- Don't look to me for all the answers
- Be responsible for your learning's and actions
- Keep your commitments
- Participate as a partner in the mentoring process
- Collaborate with me in the mentoring process
- Set goals and actively work toward accomplishing these
- Honor when I think the relationship needs to be terminated
- To do what you say you will do

Are these expectations for mentor and/or mentee? What do you think?

Dealing with Obstacles to Success

In any one-on-one personal relationship, personality clashes, misunderstandings, crossed signals and lack of direction may make for a less-than-satisfactory relationship. *The main thing is for mentors and/or mentoring coordinators to be aware that a problem exists so that it can be remedied quickly.* The following list of obstacles to success is based on anecdotal accounts from existing mentoring programs:

- *A "bad" match.* Mismatches do occur. Some relationships are just not meant to be. After three to four weeks if a good relationship has not begun to form, the mentor/mentee could discuss this or approach the Mentoring Master to discuss the possible need for a change.
- *Communication problems.* Mentors can become confused and misinterpret signals provided by the mentee. Neither may be confident in developing a mentoring relationship. Developing interpersonal communications and relationship skills may be something that both are learning. Timing is important; both may need to learn when it is their turn to *listen*.
- *Serious problems requiring immediate help from Mentoring Master.* Some issues go beyond the normal mentoring relations. Professional psychological counseling is not what Toastmaster mentoring is about.
- *Unrealistic expectations by each person.* Unrealistic expectations can be avoided if both the mentor and the mentee discuss and understand the limits of the mentoring relationship.
- *Problems in taking the initiative.* Sometimes mentors are not sure who should take the initiative in making appointments and calling on the telephone. In the beginning at least, it is best for the mentor to take the initiative in setting up meetings and arranging activities.
- *Problems in selecting the right meeting place.* Some places are not conducive to meeting. (A program that focused on career education discovered that some young participants were intimidated by meeting their mentors in their offices.) An informal room, or coffee-shop, could be more inviting.
- *Problems in ending the relationship.* Even though mentoring programs can be very long term, eventually they end. It is important that each be prepared to have the relationship end. The mentor should give careful thought to the best way of ending the relationship. The coordinator and other mentors can provide guidance for the mentee to end the relationship too.



NEW MEMBER PROFILE

Personal Data

Name _____ Occupation _____

Best way to contact you _____ Employer _____

Accomplishments and interests _____

Personal and career goals _____

Name of sponsor _____ Name of mentor _____

Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club? _____

Does your job or profession require you to speak in front of an audience? _____

How would you describe your current skill level as a speaker? _____

How would you describe your current skill level as a leader? _____

Do you have any specific concerns relative to speaking in front of an audience? _____

Do you have any specific concerns about leading a group? _____

Why did you decide to join a Toastmasters club? _____

Communication and Leadership Skills

What specific skills do you want to improve?

- | | |
|--|---|
| <input type="checkbox"/> Persuading others | <input type="checkbox"/> Leading meetings |
| <input type="checkbox"/> Expressing ideas clearly | <input type="checkbox"/> Listening effectively and critically |
| <input type="checkbox"/> Improving public speaking skills | <input type="checkbox"/> Evaluating others tactfully and constructively |
| <input type="checkbox"/> Writing and delivering speeches | <input type="checkbox"/> Accepting helpful criticism gracefully |
| <input type="checkbox"/> Improving self-confidence | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Thinking quickly and clearly under pressure | <input type="checkbox"/> Other (specify) _____ |



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Toastmaster Mentors - guides along a part of our journey.

Listening is a powerful tool - the most powerful we have.

Dialogue is central to the mentor's role.

The inner dialogue is also central.

Toastmaster mentors may model skills and abilities but our abilities & knowledge is less critical than our caring and perspectives.