

Peninsula Toastmaster Club #174: Mentor & Mentee Guidelines

Getting Started:

1. Establish a meeting place & time (best places to meet: coffee shops, TM meeting locations, restaurants, bookstores, etc.)
 - a. Initially, meet in person (do not overwhelm new members with too much info)
 - b. Subsequent meeting may be through phone
 - c. Rehearse speeches and evaluation in person or Skype
 - d. DO NOT end the meeting without agreeing on the next meeting date, time & place
2. Mentee sets goals in addition to club goals (back page)
3. Mentor guides the process & suggests next steps
4. Mentoring may include:
 - a. Building a speech
 - b. Rehearsing a speech
 - c. Planning future speeches
 - d. Discussing evaluations
 - e. Meeting roles
 - f. Learning how to move through manuals more quickly

When Mentoring a New Member

First 4 weeks (check when complete):

- Meet in person (no longer than 20 minutes-new members should not be overwhelmed with too much info)
- Sit together
- Mentor shares how he/she has benefited from membership
- Orient the new member to club customs and procedures
- Explain how to sign up
- Help with the Ice Breaker

Second 4 weeks (check when complete):

- Make mentee aware of resources
- Provide positive feedback
- Explain responsibilities
- Help with speeches and other assignments

Final 4 weeks (check when complete):

- Invite mentee to other events
- Acknowledge progress
- Explain officer duties
- Explain speech contests
- Describe Toastmasters organization

When Mentoring an Experienced Member

- Provide your own insights on and experiences with the subject
- Observe, listen and provide feedback on the mentee's efforts
- Refer the mentee to books, websites or other materials on subjects you have found helpful
- Introduce the mentee to other people who may be able to help too

(complete back page)

Mentee Goals

Email goals to your Mentor!

Immediate Goal/s:

Completion target date _____

Date Completed _____

Long Term Goal/s:

Completion target date _____

Date Completed _____

****CLUB GOALS: Peninsula Toastmasters recommends new TM Mentees complete at least 2 speeches and 5 roles (ballot counter, time keeper, grammarian, table topics master, etc.) in the 3 month mentoring time period.***

Notes: