



Bloomsbury Speakers - Mentoring

A Role Guide for New Mentors

Notes

This role guide is to assist you in your role as mentor to novice members of Bloomsbury Speakers. Once you have announced your availability to become a mentor, the VP for Mentoring will add you to the database and match you up with a new member. If you have a preference (or a new member has approached you to be their mentor) then you should make the VP for Membership aware of this. Until mentors are assigned, the VP for Mentoring will be able to mentor the new member in the immediate stages of their Toastmasters career.

Purpose

The role of mentor is vitally important and needs to be an active role, as it can really improve a member's experience at the club. The mentor is there to guide, support and offer advice and encouragement to their mentee.

Qualities and Values of a mentor

The successful mentor should possess and demonstrate certain values and qualities. Successful mentors will be:

- **Clear-** Their sense of their purpose and its' focus is completely understandable.
- **Supportive-** The mentor is committed to being available when the protégé needs help. Show pride in your club and what it has done for you. Be an advocate for the Toastmasters program.
- **Inspirational-** They will sustain the self-image of the new member and truly want to help others.
- **Patient-** The mentor understands that learning these new skills requires time.
- **Involved-** A commitment to help the new member with tasks whether those tasks are speeches or assigned duties at regular meetings.
- **Confidential-** Protects information of the members business.
- **Respectful-** A commitment to value and treasure the new member. Each person is unique. Respect your mentee's wishes and don't push too hard.
- **Available-** Spend at least 15 minutes a week helping with speech assignments, answering questions and reviewing meeting roles. During the first few weeks most new members may require more time.
- **Patient-** People learn at different speeds and some need more guidance than others.
- **Sensitive-** Tact and diplomacy are vital. Some people join Toastmasters to overcome shyness or fear of speaking. As a mentor, always keep comments motivating and encouraging.
- **Flexible-** Life happens. Always remember that not everything goes according to plan and you may have to allow for last-minute changes.





- **Knowledgeable-** Before becoming a mentor you must have completed at least five speeches in the basic manual, served in most meeting roles, developed enough speaking skills to help another member and be familiar with your club's routines as well as the Toastmasters education program.
- **Confident-** A mentor should come across as self-assured and friendly, eager to help.
- **A good listener-** By being a good listener, you enable the mentee to articulate any problem and sort things out.

Duties

The mentor's initial duties are as follows:

- **Orient the new member** to Bloomsbury Speakers customs and procedures and explain any parts of the meeting or Toastmasters in general that they are still unsure about. Answer any questions they may have about the Bloomsbury Speakers, venue or members (where possible).
- **Explain how to sign up to roles.** Ask the VP Education to schedule the new member's Ice Breaker speech as soon as possible and encourage the new member to serve on a Club Committee. Also advise the new member what to do and whom to contact if he or she is unable to fulfil a scheduled meeting role.
- **Help with the Ice Breaker.** Discuss speech ideas with the new member and offer suggestions if necessary. Ensure that they have a copy of the relevant part of the CC manual (pdf's are available online if the manuals have yet to arrive). Listen to the new member practise the speech and offer feedback.

By the second meeting, a mentor should:

- **Make the member aware of resources.** Point out material in *The Toastmaster* magazine. Also discuss contests and district conferences. Explain the roles of the Club officers and the information they can provide.
- **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.
- **Explain responsibilities.** Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the Club and its members become more successful. Review "A Toastmaster's Promise" with the new member (copy at the end of this document).
- **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, and then offer your own feedback. When the new member is assigned other meeting roles, explain the roles and offer tips for fulfilling them.

Eventually, as a mentor you should:

- **Tell your mentee** how you have benefited from the Toastmasters program. You are proof that they can achieve their own goals.





- **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.
- **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. If you've noticed that the member has not been at a meeting for a while, make contact and understand why and whether there is anything you can do to help.
- **Explain officer's 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. Be sure these goals are reasonable.
- **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 assess readiness to participate in contests.
- **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.



A Toastmaster's Promise



As a member of Toastmasters International and my club, I promise...

- To attend club meetings regularly
- To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals
- To prepare for and fulfil meeting assignments
- To provide fellow members with helpful, constructive evaluations
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- To serve my club as an officer when called upon to do so
- To treat my fellow club members and our guests with respect and courtesy
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities

