

# GUEST BOOKLET





# WELCOME TO TOASTMASTERS

**Toastmasters provides a supportive and positive learning experience in which you can develop greater confidence and personal growth. We help you develop the following skills:**

## **Better Communication**

Toastmasters will give you the skills and confidence to express yourself in any situation effectively. Whether you are a mature manager, student, young professional, career advancer, or looking to impact your community, Toastmasters is the most efficient, supportive, enjoyable and affordable way of gaining excellent communication skills. You'll improve your interpersonal communication and be more persuasive and confident when speaking.

## **Better Leadership**

While some are born confident, charismatic leaders, others must work to develop their leadership skills. You can become the leader and speaker you want to be through Toastmasters. You will also sharpen your management skills, become a better negotiator, gain trust and inspire your team. Learn to be decisive!

## **TOASTMASTERS WORLDWIDE**

Since 1924, Toastmasters International has been recognised as the leading organisation dedicated to communication and leadership skill development. Through its worldwide network of clubs, each week, Toastmasters helps people of every ethnicity, education level and profession build their communication skills so they can gain confidence in leading others. Toastmasters International is non-profit and millions of past and present members can testify to its effectiveness.





# HOW TOASTMASTERS WORKS

Members learn by speaking to groups and working with others in a supportive environment. The structured education system, Pathways, enables members to gain speaking skills. A typical Toastmasters club has approximately 10–20 members. They meet anywhere from once a week to once a month for one to two hours. Each meeting gives members several opportunities. Here is what you can expect at a meeting:

## PREPARED SPEECHES

Present speeches on a variety of topics based on Pathways projects.

## CONSTRUCTIVE EVALUATIONS

Support each other by evaluating speech strength and offering suggestions for further improvement.

## IMPROMPTU SPEECHES

Present one- to two-minute impromptu speeches on randomly-assigned topics.

**“THEY MAY FORGET WHAT YOU SAID  
- BUT THEY WILL NEVER FORGET HOW  
YOU MADE THEM FEEL.”**  
C. W. BEUCHNER, AUTHOR



# BENEFITS OF MEMBERSHIP

Communication and leadership skills grow as you practise them. You learn them by attending meetings regularly, accepting speaking and leadership roles, delivering prepared speeches, constructive evaluations and impromptu speeches, and by working through the Pathways Learning Experience. Some of the benefits of membership include the following:

## GROW AS A SPEAKER

- Find your confidence
- Convey your message effectively
- Create speech openings that capture interest and attention
- Write memorable conclusions
- Speak without using filler words
- Choose precise and vivid words that carry your message
- Think quickly and clearly on your feet
- Learn to give a speech without notes
- Polish your presentations both in-person and online.

## GROW AS A LEADER

- Learn to plan and conduct effective meetings
- Improve listening skills
- Learn to delegate and motivate others
- Give better sales presentations
- Hone team-building and management skills
- Work better with fellow employees
- Effectively develop and present ideas
- Offer and accept constructive criticism more objectively.





# MEETING ROLES

## **Toastmaster**

The primary duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. This task is generally reserved for members familiar with the club and its procedures.

## **Grammarian**

The Grammarian introduces a 'word of the day' and provides good grammar and word usage examples. At the end of a meeting, the Grammarian highlights uses of the 'word of the day.'

## **General Evaluator**

The General Evaluator evaluates everything that takes place throughout the meeting, except prepared speeches. This task is generally reserved for members familiar with the club and its procedures.

## **Timer**

A hallmark of effective speakers is the ability to express themselves within a specific time. Members rely on the Timer to pace speeches and practise adhering to a time frame.

## **Evaluator**

The main purpose of the Evaluator role is to provide constructive and encouraging feedback that helps the speaker improve their speaking skills.

## **Introducer**

Introductions are often performed by the Evaluator or Toastmaster. A good introduction paves the way for a positive experience for the speaker and the audience.

**TOASTMASTERS HAS GIVEN ME THE CONFIDENCE TO STEP UP AND SPEAK AT A MOMENT'S NOTICE. I LOVE THE SUPPORTIVE ENVIRONMENT AND TREASURE THE LASTING FRIENDSHIPS I'VE MADE. THE MEETINGS ARE ENTERTAINING, INSPIRING AND INFORMATIVE, HELPING ME GROW AS A SPEAKER AND LEADER.**  
**MARY JAKSCH**



# PATHWAYS

The Pathways Learning Experience is an interactive and flexible education programme like no other. It was created to help you strengthen your communication and leadership skills as you grow toward personal and professional success - all while having fun with others in the process! Here are the paths you can choose from:

## **Dynamic Leadership**

Build skills as a strategic leader with projects focusing on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict.

## **Effective Coaching**

Become a positive communicator and leader with projects focusing on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills.

## **Engaging Humour**

Emerge as an engaging and humorous public speaker with projects focusing on understanding your sense of humour and how that sense of humour translates to engaging an audience.

## **Innovative Planning**

Grow as a public speaker and leader with projects focusing on developing a strong connection with audience members when presenting, writing and delivering a speech.

## **Leadership Development**

Become an effective communicator and leader with projects focusing on learning how to manage time and develop and implement a plan.

## **Motivational Strategies**

Gain proficiency as a powerful and effective communicator with projects focusing on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks.

## **Persuasive Influence**

Become an inspiring and innovative communicator and leader with projects focusing on negotiating a positive outcome and building strong interpersonal communication.

## **Presentation Mastery**

Focus on becoming an accomplished public speaker by learning how an audience responds to you and improving your connection with audience members.

## **Strategic Relationships**

Become a leader in communication with projects focusing on understanding diversity, building personal and professional connections with various people and developing a public relations strategy.

## **Team Collaboration**

Grow your competence as a collaborative leader with projects focusing on active listening, motivating others and collaborating with a team.

## **Visionary Communication**

Become a strategic communicator and leader with projects focusing on developing your skills for sharing information with a group, planning communications and creating innovative solutions.

Visit [www.toastmasters.org/websiteApps/Pathways/IceBreaker/tm100101/index.html](http://www.toastmasters.org/websiteApps/Pathways/IceBreaker/tm100101/index.html) to see the first project, the Icebreaker.





# HOW TO JOIN

So, you've decided you want to practise public speaking, improve your communication and build leadership skills? Joining is easy! Ask one of the club officers for the Membership Application Form, fill it in, and return it to the Treasurer along with the appropriate fees. Then you're good to go!

When you join, you will learn how the club operates and have a mentor assigned to answer any questions and help guide you on your journey to personal and professional growth.

# FAQs

## Q: Am I Good Enough To Join?

A: We all began our Toastmasters' journey at different times. Some members have been involved for over 40 years, while others are new. The one thing we all share is that we all started where you are now. Everyone is "good enough" to join!

## Q: How Many Times Can I Visit As A Guest?

A: Most clubs allow guests to visit a club a few times before joining. Plus, you can visit other clubs as each has a different culture. You can find a complete list of clubs in your area by

visiting: [www.toastmasters.org.nz/find-a-club/](http://www.toastmasters.org.nz/find-a-club/)

## Q: Why Is There So Much Clapping And Hand Shaking?

A: We applaud to acknowledge the person who has finished speaking and welcome the next speaker to the floor. Handshakes are a way to pass the stage to the next speaker, so there is never an empty speaking area. Some cultures don't shake hands and that is perfectly okay.

## Q: English Is My Second Language. Will Toastmasters Help?

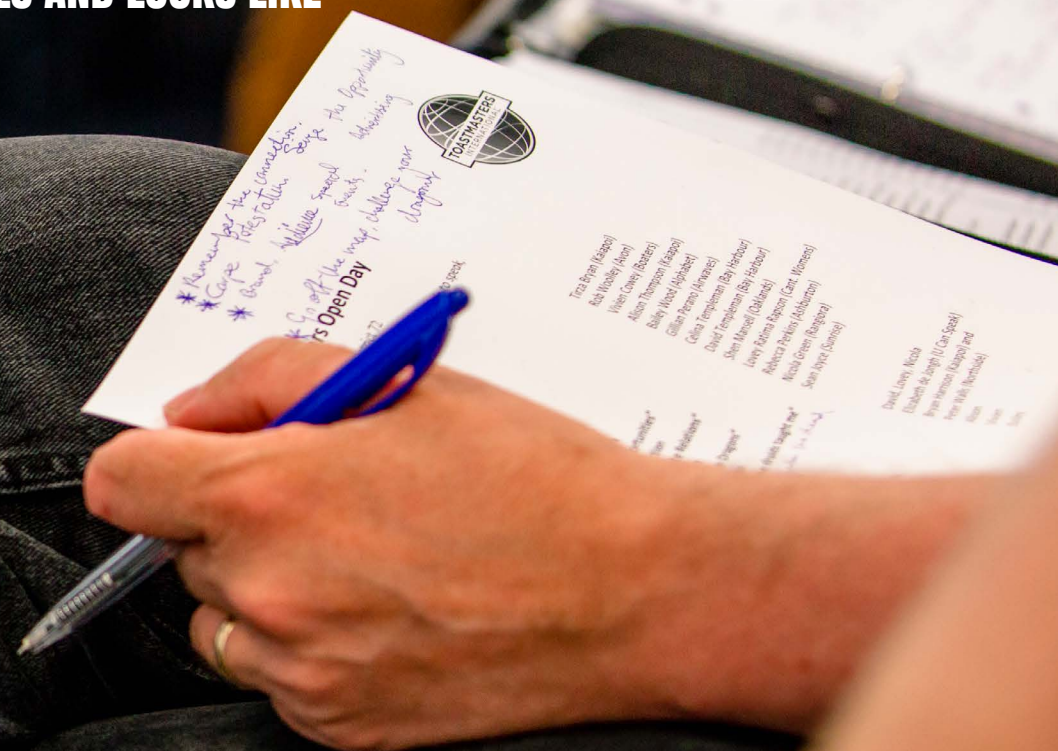
A: Many people who have English as a second language join Toastmasters. Not only do these members get to practise English and receive feedback, but they also learn more about the New Zealand culture and we learn more about theirs. We celebrate diversity in Toastmasters.

## Q: I May Need Extra Help. Can I Get It?

A: Yes. All members may have a mentor, even experienced members. A mentor can explain how to do a role or a project and help set goals.

**"OPPORTUNITY IS MISSED BY MOST PEOPLE  
BECAUSE IT IS DRESSED IN OVERALLS AND LOOKS LIKE  
WORK."**

THOMAS EDISON, INVENTOR





# ARE YOU UP FOR THE CHALLENGE?



## FIND A CLUB NEAR YOU

WEBSITE: [www.toastmasters.org.nz/find-a-club](http://www.toastmasters.org.nz/find-a-club)

EMAIL: [info@toastmasters.org.nz](mailto:info@toastmasters.org.nz)

