



China Capital Toastmasters Club

[www.cctmc.org](http://www.cctmc.org)



# “How do I get started as a speaker?”

a 20 minute guide to  
China Capital Toastmasters Club's  
mentoring process



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## What is a Mentor?

A mentor is:

“a person who takes a personal interest in helping someone less experienced”



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- Mentoring Benefits
- Qualities of a Good Mentor
- Qualities of a Good Mentee
- The Mentoring Process
- Becoming a Great Mentor



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- **Mentoring Benefits in the Workplace:**
  - Motivate Employees
  - Create a Teaching / Learning Culture
  - Increased Employee Satisfaction
  - Reduced Employee Turnover
  - Generate More Results



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- **Mentoring Benefits in Toastmasters:**
  - New Members Quickly Gain Familiarity with the Toastmasters Program
  - New Members Quickly Learn about Club Practices



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- Qualities of the Good Mentor:
  - Available to Mentee
  - Patient with Mentee
  - Sensitive towards Mentee
  - Respectful of Individual's Uniqueness



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- **Qualities of the Good Mentor: (cont'd)**
  - Flexible in Working with Mentee
  - Self Confident
  - Friendly & Good Listener
  - Believe in Toastmaster's credo





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- **Qualities of the Good Mentee:**
  - Eager to Learn
  - Develops & Creates Own Insights
  - Takes Responsibility
  - Steers the Relationship



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- Qualities of the Good Mentee: (cont'd)
  - Shows Respect to Mentor
  - Loyal to Mentor
  - Explores Alternative Ways of Dealing with Issues
  - Is Open to New Ways of Behaving



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- The Mentoring Process
  - One Step at a Time
  - Explain Parts of the Meeting
  - Explain Various TM Roles
  - Explain How Meeting Proceeds



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- The Mentoring Process (cont'd):
  - Assist with Creating Icebreaker
  - Assist with Scheduling Icebreaker
  - Provide Feedback to New Member
  - Encourage Committee Participation



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- Mentor's Goals:
  - Mentee Brings New Members
  - Mentee Completes CTM
  - Mentee Obtains DTM
  - Mentor Loses "job"
  - Mentor Gets new "job"



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- How to Be a Good Mentor:
  - Spend Time with Mentee
  - Be Honest with Mentee
  - Be Positive & Optimistic





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- **How to Be a Good Mentor (cont'd):**
  - Discuss Real Life Benefits with Mentee
  - Share Experiences (including “failures”)
  - Ensure to the Mentee that the Mentor Wants to Help Out



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- How to Be a *Great* Mentor:
  - Attend ALL Meetings
  - Continue to Strive Towards DTM
  - Participate in Committees
  - Serve as Club Officer
  - Provide Thoughtful Evaluations and Advice to ALL



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- How to Be a *Great* Mentor (cont'd):
  - Encourage Growth of the Club
  - Bring Guests / Potential New Members to Meetings
  - Maintain Highest Level of Conduct
  - Tell Others How Mentor has Benefited from TM
  - Acknowledge Progress of Other Members



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- **Benefits of Being a Mentor:**
  - Increased Progress of Members
  - Increased Number of Members
  - Improved Attitude of Members
  - **Self Satisfaction !!!**



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## CCTM's Mentoring Program

- What does the Mentor contribute?
  - Mentors self select by completing a form and passing to VP Education
  - Mentors agree to mentor to the best of their ability until mentees have completed first three Competent Communicator Projects



ROLE	PROJECT 1	PROJECT 2	PROJECT 3	PROJECT 4	PROJECT 5	PROJECT 6	PROJECT 7	PROJECT 8	PROJECT 9	PROJECT 10
Speaker				X	X					
Speech Evaluator	X	X	X					X		
Timer				X						
Grammarian	X	X	X	X						
Ah-Counter	X									
Table Topics Speaker	X									
Table Topicsmaster				X	X		X			
General Evaluator		X	X		X		X	X		X
Toastmaster				X	X		X	X		X
Help Organize a Club Speech Contest						X				
Club Speech Contest Chairman										X
Help Organize a Club Special Event						X				
Club Special Event Chairman										X
Help Organize a Club Public Relations Campaign						X				
Club Public Relations Campaign Chairman								X		X
Help Organize a Club Membership Campaign or Contest						X				
Club Membership Campaign or Contest Chairman								X		X
Help Produce the Club Newsletter						X				
Assist the Club Webmaster						X				
Club Newsletter Editor or Club Webmaster										X
Befriend a Guest at a Club Meeting							X			
Mentor for a New Member										X
Mentor for an Existing Member										X
Guidance Committee Member										X



## CCTM's Mentoring Program

- What does the Mentee contribute?
  - Mentees self select by completing a form and passing to VP Education
  - Mentee agrees to move through the first three projects within the first three months
  - Mentee agrees that he will take responsibility for the relationship, NOT the mentor
  - Mentee agrees to have at least ONE communication per month with mentor





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## CCTM's Mentoring Program

- What does the VP Education contribute?
  - Invites new mentors and new mentees
  - Tracks matching of mentors with mentees
  - Tracks that communications are in fact taking place at least once per month
  - Tracks progress of mentee
  - Re-matches mentors with mentees if relationship isn't productive