



China Capital Toastmasters Club

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“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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- Mentoring Benefits
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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