



Mentoring New Members

Team Club Coaching Session #3
February 20, 2022

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A Tale of Two Toastmasters

Suzan's First Month as NEW TM

- **Before** first club meeting as a new member
 - Introduced to club members before first meeting
 - Received New Member Welcome Packet
 - E-intro to mentor
 - Registered for New Member Orientation; attended virtually with mentor
- **At** first club meeting as new member
 - Greeted by mentor upon arrival
 - Mingled with members/officers/guests
 - Welcomed with New Member Certificate
 - Asked for feedback on meeting experience
- **By end of first month**
 - Selected Pathways Path
 - Scheduled Ice breaker
 - Scheduled first meeting role

Susanna's First Month as NEW TM

- **Before** first club meeting as a new member
 - Received email confirming next meeting's logistics
- **At** first club meeting as new member
 - Entered room; asked if in correct place; took a seat
 - Greeted at start of meeting with "welcome to our new members"
- **By end of first month**
 - Got lost on club's website
 - Tried to figure out Pathways
 - Wondered "what ice breaker?"
 - Missed next meeting...had another commitment

A Tale of Two Toastmasters

Suzan's First Month as NEW TM



Susanna's First Month as NEW TM



Formal Mentor Program vs. ACTIVE Mentor Program

Formal

- Mentor assigned
- Mentor works with new member
- ALL 'hope' things are working

VS.

ACTIVE

- Mentor assigned
- Mentor/protégé work together
- Mentor & protégé both held accountable for success

“Hope is Not a Strategy!”

...Bhekisisa Ngomane,
Achieving Club Excellence, 2-16-2022

A Key Term Defined: Protégé

A protégé is any member who seeks guidance and support from a mentor to reach his or her goals.

Being a protégé is about aiming higher and becoming better through the support and guidance of another person.



Tonight's Mentoring Topics

- Mentor Characteristics
- Mentor Responsibilities
- Getting Started With The Protégé
- Before/During/After First Mentor Meeting
- On-Going Mentor Responsibilities
- Forms and Resources To Consider
- Protégés...Each One Is A Unique Individual!



Mentor Characteristics

- Confidence
- Willingness to share expertise
- Flexibility
- Positive, supportive, and caring



Mentor Responsibilities

- Set expectations
- Fulfill commitments
- Put the protégé first
- Recognize personal motivations



Working with Your Protégé ... Before First Mentor Meeting

- Connect with your protégé – Schedule That **First Meeting!**
 - **Confirm** date/time
 - Send to protégé and collect:
 - New Member Profile
 - Protégé Success Plan
 - Request protégé view '*Learning to Use Toastmasters Pathway/Basecamp*'
- Enroll protégé in virtual *New Member Orientation*
 - First Wednesday of each month
 - <https://creamcity.toastmastersclubs.org/NewMemberOrientation.html>
 - Participate with your protégé

Working with Your Protégé ... First 'Mentor Meeting'

- Assume nothing ... no news is not a good sign
 - Let protégé know you will be checking-in periodically
- Send meeting agenda
- Break the ice! (*hint...*New Member Profile)
- Decide future meeting cadence
- Discuss best way(s) to communicate



Working with Your Protégé ... First 'Mentor Meeting'

- Discuss and Complete Protégé Success Plan
- Check comfort with club website, toastmasters.org, Pathways
- Explore 'Learning to Use Toastmasters Pathways/Basecamp'
- Set Goals for first club meeting as member
- Remind protégé of participation in New Member Orientation
- Answer remaining questions
- Schedule NEXT meeting with protégé

Working with Your Protégé ... Before/After First Club Mtg.

- Continue to Follow up ... as often as needed without being a PITA
- Send reminder ... if date for New Member Orientation is near
- Ask about protégé's interest in taking a meeting role
- Send short text/email/call re upcoming club meeting
- Follow up day after club meeting
- Schedule protégé's ice breaker



On-Going Responsibilities

- **Follow up** after each Club meeting
- **Congratulate** protégé on meeting roles/speeches
- **Schedule** next role or speech
- If protégé was absent from a Club meeting, **'check-in'**
- **Provide suggestions for speaking** at the next meeting
- **Offer speech topic suggestions**
- **Offer to review** a protégé's speech outline, offer suggestions.
- **Offer to listen** to the protégé's speech before he or she presents it
- **Ensure protégé moves forward in Pathways**, logs meeting roles, reads e-feedback
- **Ask protégé** how you can better serve him or her as a mentor



Forms and



- New Member Profile (*Item 1162F*)
- Protégé Success Plan (Part of Pathways Mentor Program)
- Mentor Meeting Tracker (Part of Pathways Mentor Program)
- Pathways Project Tracker (<https://www.district52.org/pathways-project-tracking/>)
- Learning To Use Toastmasters Pathways/Basecamp (Matthew@Kleinosky.com)
- **Pathways Mentor Program**



New Member Profile

Personal Data

Name

Best way to contact you

Occupation

Accomplishments and interests

Personal and career goals

Name of sponsor (if applicable)

Name of mentor (if applicable)

Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club?

Does your job or profession require you to speak in front of an audience?

How would you describe your current skill level as a speaker?

How would you describe your current skill level as a leader?

Do you have any specific concerns relative to speaking in front of an audience?

Do you have any specific concerns about leading a group?

Why did you decide to join a Toastmasters club?

Competencies and Skills

What specific skills do you want to improve?

- | | |
|---|---|
| <input type="checkbox"/> Strategic leadership and conflict resolution | <input type="checkbox"/> Leadership for complex situations |
| <input type="checkbox"/> Interpersonal communication and coaching | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Humorous public speaking and speech writing | <input type="checkbox"/> Interpersonal communication and networking |
| <input type="checkbox"/> Creative project management | <input type="checkbox"/> Collaborative leadership |
| <input type="checkbox"/> Communication and leadership | <input type="checkbox"/> Visionary leadership and communication |
| <input type="checkbox"/> Motivational leadership | <input type="checkbox"/> Other (specify) <input type="text"/> |

PROTÉGÉ SUCCESS PLAN

Work with your mentor and use this resource to define your goals. Label your goals long-term, medium-term, and short-term. Clearly define what you consider long-, medium-, and short-term to establish a rough timeline.

Protégé _____ Mentor _____

Long-term Goals	Timeframe for long-term goals: _____
Goal	
Goal	
Goal	

Medium-term Goals	Timeframe for medium-term goals: _____
Goal	
Goal	
Goal	

Short-term Goals	Timeframe for short-term goals: _____
Goal	
Goal	
Goal	
Goal	



MENTOR COMMUNICATION TRACKING LOG

Mentor _____

Protégé _____

Keep an ongoing log of meetings and conversations with your protégé. It can be helpful to refer to this list of conversations and topics on a regular basis to assist you and your protégé in tracking projects and goals. You will need to submit this log at the close of your mentoring term.

Date of Communication	Topics Discussed	Action Items	Notes



Pathways Project Tracking



Engaging Humor		* Required projects in blue background. Speeches are 5-7 minutes unless noted.			
Level 1 Mastering Fundamentals (4 Speeches and an Evaluation)	Speech Title (All projects are required in Level 1)	Date	Location (club)	VPE	
Ice Breaker (4 - 6 min)					
Evaluation & Feedback	(2 Speeches and an Evaluation)				
Evaluation & Feedback #1					
Evaluation & Feedback #2 (Same Evaluator, if possible)					
Evaluation (2 - 3 min)	Your evaluation will be evaluated by an advanced member				
Researching & Presenting					
Level 2 Learning Your Style (3 Speeches)	(All projects are required in Level 2)				
Know Your Sense of Humor					
Connect with Your Audience					
Introduction to Toastmasters Mentoring					
Level 3 Increasing Knowledge (3 Projects)	Required Projects: 1				
Engage Your Audience with Humor					
ELECTIVE PROJECTS	Elective Projects: Choose 2				
Active Listening					
Connect with Storytelling					
Connect with Your Audience					

Member: _____

<https://www.district52.org/pathways-project-tracking/>



10 Things: Learning to use Toastmasters Pathways/Basecamp

by Matthew Kleinosky

How to navigate Pathways Program with Ease and Get the Most Out of It

Matthew@Kleinosky.com

| PATHWAYS LEARNING EXPERIENCE

Welcome to Pathways! You'll be challenged and inspired to reach new heights both personally and professionally.

Choose Your Path (\$20 USD)

What are your goals and how will you achieve them? Take the Pathways Assessment to identify the path that best aligns with your interests and objectives.

Club officers: you can order a path for yourself or a path in printed materials for your members.

Choose a path for another member

Continue to Path Selection

Access my path through Base Camp

Access your path here through Base Camp, your online gateway to Pathways. Base Camp tracks your progress and lets you connect online with other members of your club.

Your home club:
Menomonee Falls Toastmasters

Go to Base Camp

The Navigator

View *The Navigator* to guide you through each step of your journey. Refer to it to support your progress and to answer your questions along the way.

Select Language:

English

Launch *The Navigator*

<https://www.toastmasters.org/start-pathways>



Toastmasters International presents this

CERTIFICATE OF PROFICIENCY

to

Susan Brushafer

for the successful completion of the Pathways Mentor Program

A handwritten signature in black ink that reads "Margaret Page".

Margaret Page, DTM
International President

A handwritten signature in black ink that reads "Daniel Rex".

Daniel Rex
Chief Executive Officer

Certificate issued 7/24/2020

Protégés: Each One Is A Unique Individual

- The Reluctant Protégé
- The Fast-Moving Protégé
- The “I Don’t Need a Mentor” Protégé



Time For YOUR ...

