

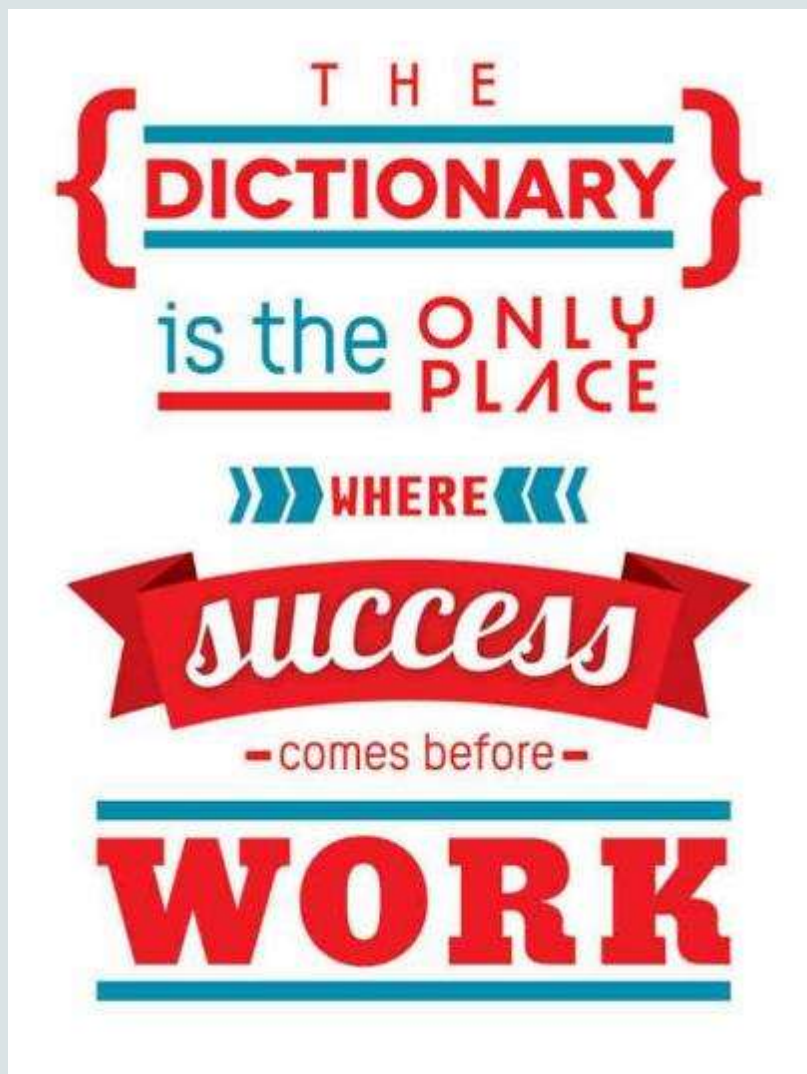


## **Tools Each Successful Club Coach has in their Bag**

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District 56 Club Retention Chair 2019 2020

# Tools Every Successful Club Coach has in their Bag

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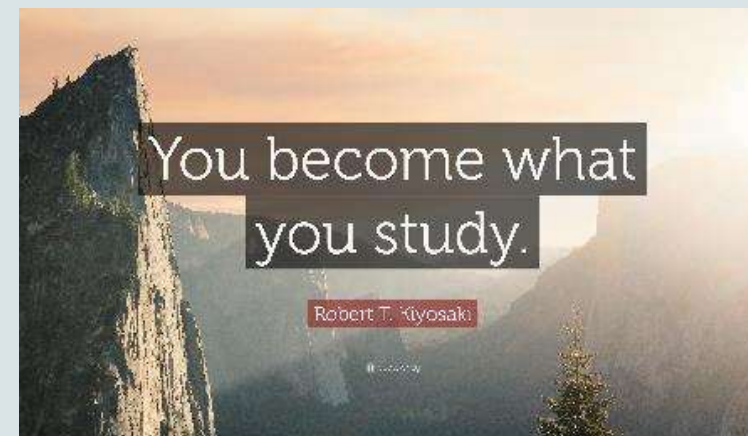


- T** Training for and understanding of their role as club coach
- O**bservation skills to objectively provide value added feedback
- O**bjectives, metrics and timeline to successfully reach the clubs goals and your goals
- L**istening and leadership skills
- S**upport system

# Tools Every Successful Club Coach has in their Bag

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- ❑ Training for and understanding of their role as club coach
  - ▶ Attend a District sponsored Club Coach Training session
  - ▶ Search the Toastmasters.org website
    - ▶ FAQ at bottom of homepage, Club Coach section
    - ▶ Search for Club Coach upper right hand of page
  - ▶ Contact your Club Coach Chair, **Keith Cumiskey**, with any outstanding questions @ [khcumiskey@ra.rockwell.com](mailto:khcumiskey@ra.rockwell.com).



# Tools Every Successful Club Coach has in their Bag



- ❑ **O**bserve objectively and provide value added feedback
  - ▶ You **are not** there to point out what you think “is wrong” with the club, but to observe **objectively** and support them in their return to a self sustainable club
    - ▶ Your initial observation tool: [Club Coach Troubleshooting Guide](#)

Instead of saying...	Try saying...
You need to...	Have you considered...
MY club...My club...My club...	One idea I have experienced working is...
Nothing (blank face, look of boredom)	I am present (genuine smile, participate)

# Tools Every Successful Club Coach has in their Bag

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- ❑ **O**bserve objectively and provide value added feedback



## Club Coach Role playing Exercise

(2 to 3 minute exercise from TM Presentation Successful Club)



Andy has been a sergeant at arms for three weeks. He is learning the role on his own. His responsibilities are greater than he anticipated. Meetings are starting late because it's taking longer to set up the room. Andy has come to you for help.

Exercise: break into groups and give an example of (1) your observation (2) your reaction and (3) your follow up

# Tools Every Successful Club Coach has in their Bag

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- ❑ Objectives, metrics and timeline to successfully reach the clubs goals and your goals
- ▶ Volunteer to assist the club officers to complete or review their Club Success Plan with metrics and alignment their goals with TI and District Incentives
- ▶ Offer to facilitate club analysis exercise if one hasn't been conducted in past 3 months:
  - M.O.T. (Moments of Truth)
    - [https://www.toastmasters.org/resources/moments\\_of\\_truth](https://www.toastmasters.org/resources/moments_of_truth)
- ▶ IF the club has conducted an analysis in the past 3 months, assist in updates

# Tools Every Successful Club Coach has in their Bag

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## ☐ Listening skills

Six key listening skills every Club Coach must have:



GIVE YOUR UNDIVIDED ATTENTION	LISTEN TO UNDERSTAND, NOT REPLY
FACE THE SPEAKER AND MAKE / MAINTAIN EYE CONTACT	DO NOT INTERRUPT TO GIVE YOUR SOLUTION
CONFIRM YOUR PERCEPTION OF THE CONVERSATION	STAY WITH THE ORIGINAL CONVERSATION

# Tools Every Successful Club Coach has in their Bag

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## ☐ Listening skills



### Club Coach Role playing Exercises

(10 minute exercise)



Break out into groups of minimal 3 – 6 members:

- ▶ one speaker (club member)
- ▶ one listener (club coach)
- ▶ one club officer (VPE works best with Pathway / mentor concerns)

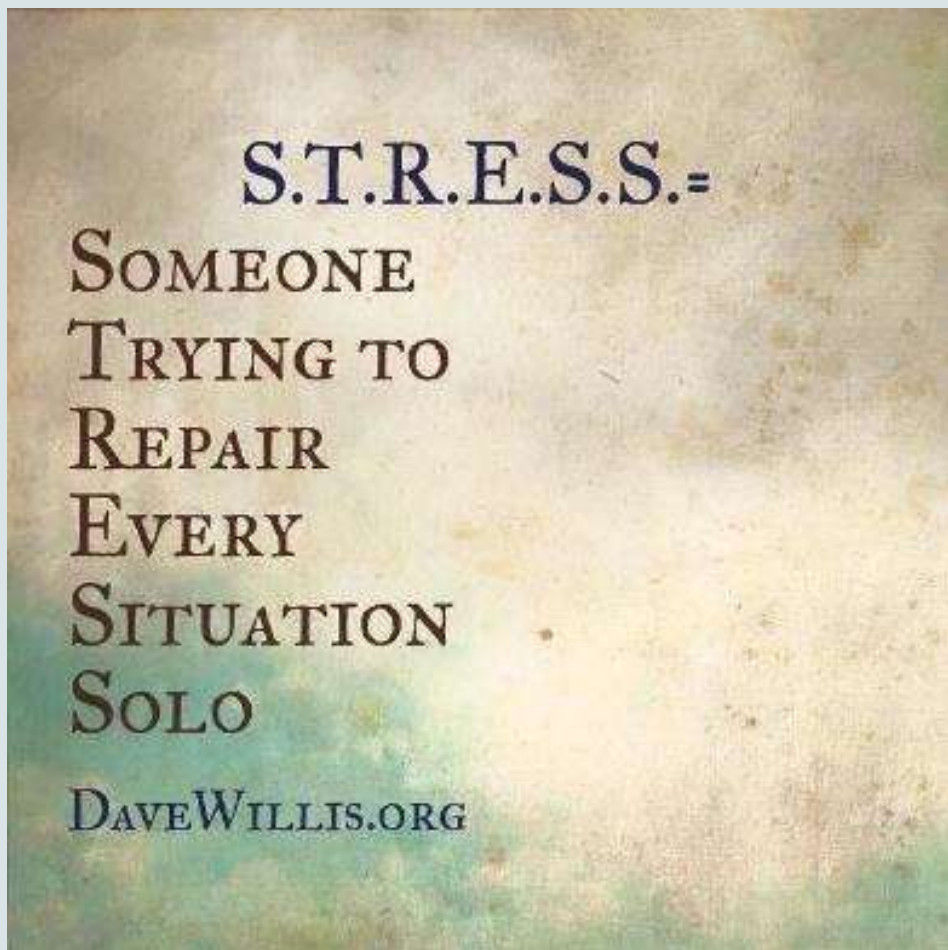
The **speaker** and **club officer** will portray the scenario on their slip of paper. The **listener** will supportively provide feedback on what they saw, heard and felt.



# Tools Every Successful Club Coach has in their Bag

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## ☐ Support system

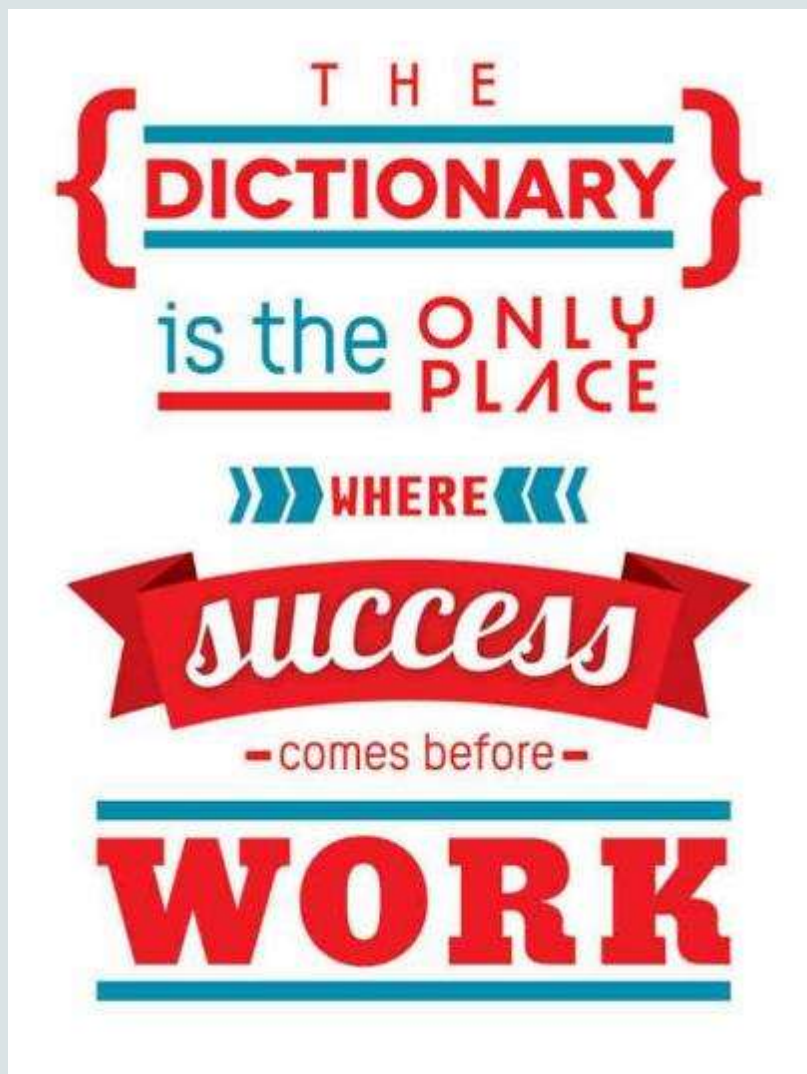


## Your Support System Includes:

- Club Executive Committee (Club Officers)
- Area Director for the Club
- Division Director for the Club
- Club Coach Chair
- Club Growth Director
- District Director
- Your home club members

# Tools Every Successful Club Coach has in their Bag

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- ☑ **T**raining for and understanding of their role as club coach
- ☑ **O**bservation and feedback skills
- ☑ **O**bjectives, metrics and timeline to successfully reach the clubs goals and your goals
- ☑ **L**istening and leadership skills
- ☑ **S**upport system



## Next steps...

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- ✓ You have completed reviewing “Tools Every Successful Coach has in their Bag”.ppt

We suggest:

- Attend a District sponsored Club Coach Training session
- Review the District website <https://district35.org/do-you-want-to-serve-as-a-club-coach/>
- Contacting your Club Coach Chair, **Keith Cumiskey**, at [khcumiskey@ra.rockwell.com](mailto:khcumiskey@ra.rockwell.com) for any remaining questions