

Mentor Checklist

Mentor _____ Date ____ / ____ 20____

Thank you for mentoring this new club member:

Name _____ Phone _____

Email Address _____

These are the things which you should cover with your Protégé.

Meet with your protégé and check contact details. Make a date for your first meeting. **Pathways**

Note: Mentor Self-Assessment available in Pathways Mentoring Program.

Ice Breaker. Encourage the member to sign up for the ice breaker speech. Arrange a time to discuss the preparation of the Ice Breaker speech. Guide them in doing the pre-assessment, downloading the evaluation form and submitting the post-assessment.

Your protégé's goals. Understand their goals and what they want to achieve in the short term. What was the main reason for joining the club? Explain how you have benefited from Toastmasters. Setup a schedule for checkpoints. **Pathways Note:** Protégé Self-Assessment and Protégé Success Plan available in Pathways Mentoring Program.

Base Camp Check what path they chose. Check whether they know how to navigate in the system, where to request and view feedback and add in dates for their meeting roles.

Speech Number 2 – Pathways Evaluation and Feedback “first” speech. This is the first evaluation and feedback speech, but the second speech of their path. Discuss project goals and give guidance.

Speech Number 3 – Pathways Evaluation and Feedback “second” speech. This is the second evaluation and feedback speech, but third speech of their path. Ask whether they will do a new version of speech number 2 or a brand new speech. Discuss what feedback from speech number 2 they are incorporating into speech number 3. Discuss project goals and give guidance.

The important of Evaluations. Pathways Evaluation and Feedback “evaluator” speech. Explain how everything in Toastmasters is evaluated. Evaluators give verbal and written feedback. General Evaluator gives feedback on other roles. All Evaluation forms can be downloaded after clicking the Evaluation box on Base Camp.

Meeting roles. Explain the roles and where to get information on how to perform each role: The Navigator, club and Toastmasters website. Encourage member to sign up for meeting roles such as timer, ah counter and grammarian.

Explain the Pathways Educational Program. Paths, Levels, Projects, Subprojects and Distinguished Toastmaster. Explain the importance of striving for goals and completing educational awards.

At the checkpoint time. Review protégé's progress against Plan and Assessment. Answer their questions or concerns. **Pathways Note:** Monthly Goal Check and Communication Tracking Log available in Pathways Mentoring Program.

❑ **Club Speech Contests.** Discuss the purpose and types of speech contests – International, Humorous, Impromptu and Evaluation. Discuss the benefit of participating in contests. Help protégé assess their readiness to participate in contests if they are interested.

❑ **Explain Club Officer Duties.** Describe the function of each role and how the protégé can develop leadership skills by serving as a club officer. Describe the officer training that is available. Discuss what office they might be interested in and when they might serve. Be sure these goals are reasonable.

❑ **Explain the Toastmasters Organisation.** The club is part of Area 6 (name the clubs in the area), which is part of Hawkesbury Division. Explain the role of Area Director, Division Director and the district and head office organization. Explain about opportunities outside the club to learn and develop.

When working with your protégé, remember that your function is to help them learn to think and act successfully and independently.

Don't tell them what to do or do their work. Simply guide and offer feedback. Keep in mind, too, that for the mentor/protégé relationship to be successful, you must be:

Available. You must have time to spend with a member – at least 15 minutes or more each week to help with speeches and answer questions. New members may require additional time.

Patient. People learn at varying speeds, and some need more guidance than others.

Sensitive. Tact and diplomacy are vital. Be careful to say and do things that will motivate and encourage them. Be loyal and take care not to betray their confidences.

Respectful. Everyone is different. Respect the differences between yourself, the protégé, and others.

Flexible. You must adapt and adjust to various situations and accept that the protégé may make decisions with which you may not agree.

Support your club. You must be proud of your club and what it has done and can do for members.

Knowledgeable. Before you can help someone else, you must be familiar with the club, its operations, the learning experience, and the Toastmasters International organization. You should have completed several projects in your path, have served in most meeting roles, and have enough speaking skills yourself.

Confident. You should be self-assured and friendly.

A good listener. Often simply listening, without taking on the other person's problem, can be of great help to the protégé. Just by listening you can enable the protégé to articulate the problem and sort things out.

Concern for others. You must care about your protégé and truly want to help.

Pathways Note: At the agreed end time, complete Pathways Mentoring Program Mentoring Evaluation