

Madison Club #1 Mentor Program Guide



January 13, 2006

Toastmasters International Inc: www.toastmasters.org.

Madison Club #1: <http://madisonclub1.freetoasthost.com/index.html>

Toastmasters Madison Club #1

Mentor Program Mission Statement

A mentor is an experienced Toastmaster who guides and advises another member.

The mentor's objective is to support the mentee
in accomplishing his/her goals,
develop his/her talents
and
successfully fulfill his/her club commitments.

The Mentor: Roles and Responsibilities

Mentee: _____ Telephone Number: _____ E-mail: _____

What is a mentor?

A mentor is a coach, role model, guide, tutor, and advisor. Those roles and many more. Past Toastmaster International **President** Neil Wilkinson describes the mentoring process as "people helping people". A mentor helps the new toastmaster (the "mentee") feel comfortable and confident---making the experience of being in Toastmasters a positive one.

How Important is a Mentor?

Toastmasters International's research shows that new members who are assigned mentors tend to remain in their club longer. This makes sense. By encouraging them to participate and get involved, the new member becomes a contributing member of the club immediately. Their desire to participate will not diminish. Establish at least three contacts (meetings, telephone calls, etc.) outside of the formal club meeting.

What Should I Do First?

Contact your mentee as soon as possible to set up a meeting. At this initial meeting you should do the following:

- Establish ground rules. For example, what is the best method of contacting each other---phone or e-mail? Would the mentee prefer to contact you or would they rather have you contact them?
- Go through the "Mentee Packet," and answer any questions they may have.
- If they do not have a current agenda, see to it that they get one.
- Encourage them to call you anytime they have questions.
- Encourage them to start thinking about their Icebreaker speech. Help them "organized" and build their self-esteem.
- Explain how to schedule speeches or perform other roles during the meeting.
- Explain customs and procedures of the club?

What Should I Do After the First Meeting?

- Make the Mentee aware or resources in the club and outside of the club.
- Be available to answer questions, and provide help.

- Make yourself available to listen to their Icebreaker before they present it to the club.
- Contact them when they are assigned an agenda duty for the first time to see if they understand what is expected of them.
- Encourage them to call you whenever they have any Toastmaster-related questions.
- Explain the philosophies and approaches to effective evaluation speeches.

We don't expect the mentor to know everything, but at least you can contact a club officer for the answer, where they would not know who else to call.

What Should I Not Do?

Don't be pushy or overbearing. You can decide what level of contact is too much or too little, based on your interactions with the mentee.

Don't tell them what to do. Steer them in the right direction, and offer suggestions. The idea is to give them freedom to discover things on their own. As with any member, don't be too critical. Feedback should be constructive, and supportive.

How Long Should the Mentoring Last?

Mentors are expected to have at least three contacts with the mentee. Beyond three contacts, this is up to you and your mentee. Some mentees may ask for help through the second or third speech. Others may want help until the fifth or sixth. This is a ground rule, which can be revisited during the mentoring relationship.

Anything Else?

As with any personal or professional relationship, there are times when we don't quite hit it off. If you feel that the mentoring relationship is not working out, contact the Vice-president of Membership. The mentee will be advised that they have this option, as well. The Vice-president of Membership will be responsible for assigning a new mentor.

Thank you for your time, energy, and help. By joining Toastmasters we took that step toward helping ourselves. By mentoring, we have the opportunity to help others. In the end everyone benefits: you, the mentee, and the entire club.

Remember: "its people building people".

The Mentee: Roles and Responsibilities

Mentor: _____ Telephone Number: _____ E-mail: _____

What is a mentee?

A mentee is usually a new club member. We connect you to a mentor so a more experienced person can help you become more familiar with Club meetings, the roles within the meeting, and help you with your first several speeches. If your experience level is higher, the mentor can help you obtain more specialized expertise.

A mentor helps the new toastmaster ("mentee") feel comfortable and confident---making the experience of being in Toastmasters a positive one.

What is Expected of Me?

To receive maximum benefit from the relationship, it is important that you be....

- Willing to learn and take on new challenges to create some personal growth.
- Learn at your own pace; your mentor will go as fast as you desire.
- Need to be receptive to feedback and view it as opportunity to grow.
- Need to be open to new ideas and perhaps seeing things from a different perspective.
- Need to respect the opinions of others and keep discussions confidential.
- Show appreciation to your mentor for their time and support.
- Make an effort to attend and participate in club meetings.
- Make a "good faith" effort to prepare for your speeches.
- Call the Toastmaster and/or Evalumaster several days in advance when you are unable to participate in a meeting.

What Should I Do First?

Contact your mentor as soon as possible to set up a meeting. At this initial meeting you should do the following:

- Establish ground rules. For example, what is the best method of contacting each other---phone or e-mail?
- Go through the "Mentee Packet", and ask any questions you may have.
- You and the mentor can establish an action plan beyond the initial meeting.

Mentee Evaluation

1. *In general, how would you describe your mentoring relationship? Circle one:*

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

2. *How would you rate your Mentor thus far?*

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

3. *Please describe the type of help you have received. Check any or all the items bellows that apply:*

- Writing Icebreaker Speech
- Practicing Your Icebreaker Speech
- Write and/or practice your second speech
- Questions about the meeting roles and duties
- Questions about the operation of the club.
- Questions about the roles and duties of the club officers.
- Questions about Toastmasters International
- Questions about other speeches in the communications manual
- Other (specify)

4. *How would you rate the Mentor booklet? Circle one:*

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

5. *Do you have any questions or suggestions regarding the Club's mentoring program? If so please describe below:*

6. *Would you like to be a mentor in the future? Circle one:*

YES

NO

Mentor Evaluation

1. In general, how would you describe the mentoring relationship? Circle one:

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

2. How do you feel about help the Mentee thus far?

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

3. Please describe the type of help you provided. Check any or all the items bellows that apply:

- Help write icebreaker speech
- Observe the mentee practicing their icebreaker speech
- Help with writing and/or observing the mentee's second speech
- Questions about the meeting roles and duties
- Questions about the operation of the club.
- Questions about the roles and duties of the club officers.
- Questions about Toastmasters International
- Questions about other speeches in the communications manual
- Other (specify)

4. How would you rate the Mentor booklet? Circle one:

1	2	3	4	5
Very Helpful	Somewhat Helpful	Undecided	Somewhat Dissatisfied	Very Dissatisfied

5. Do you have any questions or suggestions regarding the Club's mentoring program? If so please describe below:

6. Would you like to be a mentor again? Circle one:

YES

NO