



Why just **Survive...**  
When you can **Thrive...**

TOASTMASTERS LEADERSHIP INSTITUTE – DOTTIE LOVE  
January 23, 2016

## ABOUT THE FACILITATOR:



### ***Dottie Love***

Triple Crown Achiever -

TMI Advanced Communication and Leadership Certifications

Email: [CareerWman@aol.com](mailto:CareerWman@aol.com)

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## ABOUT THE SESSION:

As we know, most clubs retain 60% of their members year over year. How can we better meet the needs of the other 40% as possible retention opportunities? Creating an atmosphere conducive to member satisfaction and retention is not only essential but crucial. Building a strong team spirit, ensuring officer engagement, scheduling roles quickly, while crafting a message that inspires action from your club members are the cornerstones to success. If striving to be a good club or a good club looking for ways to 'go great', this session will introduce a proven technique, named **C Suite**, which ensures maximum member benefits through continuous education and leadership activities all design to enhance the caliber of your club.

## OTHER WORKSHOPS:

For a limited time, I'm looking to partner with a few clubs to further enhance the concepts discussed during the 1/23/16 workshop. If your club wants to accelerate member growth or enhance the club experience, contact me about:

1. **Thriving To C-Suite Success ( C Suite concepts with step-by-step instructions for greater awards success) - 1 hour workshop for officers**
2. **Evaluate to Motivate - 1 hour workshop for club**
3. **Successful Roles Scheduling - 1 hour workshop for officers**

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# Suite

**Certifications**

*Confidence*

**Competence**

**Collection**

# Member Goal Setter Sheet for: \_\_\_\_\_



NEW MEMBER

## Toastmasters Communication Track

**Competent Communicator (CC) - Speech Projects**

- ☐ #1. The Ice Breaker
- ☐ #2. Organize Your Speech
- ☐ #3. Get to the Point
- ☐ #4. How to Say It
- ☐ #5. Your Body Speaks
- ☐ #6. Vocal Variety
- ☐ #7. Research Your Topic
- ☐ #8. Get Comfortable with Visual Aids
- ☐ #9. Persuade with Power
- ☐ #10. Inspire Your Audience

Complete: \_\_\_\_\_

**Advanced Communicator Bronze (ACB)**

- ☐ Achieve Competent Communicator (CC)
- ☐ Complete two *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐

Complete: \_\_\_\_\_

**Advanced Communicator Silver (ACS)**

- ☐ Achieve ACB Award
- ☐ Complete two more *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐

- ☐ Conduct two programs from the *Better Speaker and/or the Successful Club Series*
- ☐ \_\_\_\_\_  
Date: \_\_\_\_\_
- ☐ \_\_\_\_\_  
Date: \_\_\_\_\_

Complete: \_\_\_\_\_

**Advanced Communicator Gold (ACG)**

- ☐ Achieve ACS Award
- ☐ Complete two more *Advanced Communication manuals*

☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐

Coach a new member with his/her first three speeches.

- ☐ Conduct a *Success Leadership, Success Communication or Youth Leadership* program.

Complete: \_\_\_\_\_

Toastmaster AWARD

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**Competent Leader (CL) - Roles Projects**

- ☐ #1. Listening (3 roles)
- ☐ #2. Critical Thinking (2 roles)
- ☐ #3. Giving Feedback (3 roles)
- ☐ #4. Time Management (2 roles)
- ☐ #5. Planning and Implementation (3 roles)
- ☐ #6. Organizing and Delegating (1 role)
- ☐ #7. Facilitation (2 roles)
- ☐ #8. Motivation (3 roles)
- ☐ #9. Mentoring (1 role)
- ☐ #10. Team Building (2 roles)

Complete: \_\_\_\_\_

**Competent Leader Bronze (ALB)**

- ☐ Achieve Competent Leader
- ☐ Achieve Competent Communicator
- ☐ Serve as club officer for at least 6 months  
Office: \_\_\_\_\_  
Date: \_\_\_\_\_
- ☐ Participate in Club Success Plan  
Date: \_\_\_\_\_
- ☐ Attend Club Officer Training  
Date: \_\_\_\_\_
- ☐ Conduct two programs from the *Successful Club Series and/ or the Leadership Excellence Series*
- ☐ \_\_\_\_\_  
Date: \_\_\_\_\_
- ☐ \_\_\_\_\_  
Date: \_\_\_\_\_

Complete: \_\_\_\_\_

**Competent Leader Silver (ALS)**

- ☐ Achieve Advanced Leader Bronze (ALB)
- ☐ Serve as district officer  
Office: \_\_\_\_\_  
Date: \_\_\_\_\_
- ☐ Complete the High Performance Leadership program  
Date: \_\_\_\_\_
- ☐ Serve as Club Sponsor, Club Mentor or Club Coach  
Club #: \_\_\_\_\_  
Date: \_\_\_\_\_

Complete: \_\_\_\_\_

DTM Distinguished

# Process for “Goal Setting” Theme Meeting



NOTES:

**Step 1:** Officers’ meeting to discuss launch Plans. The AGENDA:

- \* How to preschedule using C-suite: \_\_\_\_ speech \_\_\_\_ roles per month
- \* Assign Officer to present at Launch: \_\_\_\_\_
- \* Assign Officer to present: \_\_\_\_\_

**NOTE: Download the Education Program materials from Toastmasters.org**

**Step 2:** At Launch meeting, consider:

- \* Set Theme. Example: \_\_\_\_\_
- \* Give members a copy of: \_\_\_\_\_
- \* Reviews Goal Setter Sheet with members at meeting

**Step 3:** 10-12 minutes speech on: **The Toastmasters Educational Program (item 300)**

**Step 4:** Set date for members to submit to VPE: \_\_\_\_\_ to be used for scheduling

**Step 5:** Build enthusiasm around C-suite Pre-scheduling.

**NOTE: If required, we offer a 1-hour workshop for Officers on “Successful Scheduling.”**

**Email Dottie at [careerwman@aol.com](mailto:careerwman@aol.com)**



## Club Schedule - Role Assignment Sheet

PASS OUT DURING MEETING FOR ROLE SIGN-UP! RETURN TO VPE.



WHERE LEADERS ARE MADE

<u>Your Weekly Meeting Date</u>	____ Feb-16	____ Feb-16	____ Feb-16	____ Feb-16	____ Mar-16	____ Mar-16	____ Mar-16	____ Mar-16
Opens / Closes Meeting	PRES	PRES	PRES	PRES	PRES	PRES	PRES	PRES
Toastmaster								
Speaker #1								
Speaker #2								
Speaker #3								
Table Topics Master								
General Evaluator								
Evaluator #1								
Evaluator#2								
Evaluator#3								
Table Topics Evaluator								
Grammarian								
Listener / Ah-Counter								
Timer/Jester								

## Process for “Prescheduling” Roles for Members

**Step 1:** Officers: Agree on period of time that is best for your club. Suggest \_\_\_\_\_ weeks in advance for roles of \_\_\_\_\_.

**Step 2:** VPE creates the master 6-8 weeks schedule and publish to club via:

\_\_\_\_\_

**Step 3:** VPE promotes voluntary pre-signup via the \_\_\_\_\_ for other roles

**Step 4:** Train members on how to \_\_\_\_\_

**Step 5:** Toastmaster for the meeting sends reminder with upcoming week’s agenda \_\_\_\_\_ before meeting and solicits members to fill open roles. Then confirm all roles are filled 1-2 days before the meeting.

**NOTE:** *Encourage members to communicate with each other in advance of the meeting to fill or replace someone in a role.*

NOTES:





# Start Strong: Orientation



NOTES:



## **Orient & Inspire Your Club** **Roles & Awards Training Guide**

Contains instructions, scripts, forms and other helpful materials so that you can be the best you can be in the roles. Clubs will vary in their meeting structure, feel free to use the sections that most fit into your club's culture.

### ROLES OUTLINED IN THE DOCUMENT

Accessing Website to Signup/ change a role	Page 2
Grammarian	Page 4
Timer	Page 6
Listener	Page 8
Toastmaster	Page 10
General Evaluator	Page 14
Table Topics Master	Page 18
Speech Evaluator	Page 19
Education Awards	Page 21
Proposed Orientation Agenda	Page 23
FREE Club Website setup & Use	Page 24

## Continue Strong: Training Speeches

Visit *Toastmasters.org*, search for titles below to download FREE presentations with handouts! Those noted with \*\* are great for promoting the concepts covered during this workshop. Officers and members working on Advanced-level awards can present to club.

### A. The Better Speaker Series

1. [Beginning Your Speech \(Item 270\)](#)
2. [Concluding Your Speech \(Item 271\)](#)
3. [Controlling Your Fear \(Item 272\)](#)
4. [Impromptu Speaking \(Item 273\)](#)
5. [Selecting Your Topic \(Item 274\)](#)
6. [Know Your Audience \(Item 275\)](#)
7. [Organizing Your Speech \(Item 276\)](#)
8. [Creating An Introduction \(Item 277\)](#)
9. [Preparation And Practice \(Item 278\)](#)
10. [Using Body Language \(Item 279\)](#)

### B. The Successful Club Series

1. [Moments Of Truth \(Item 290\)](#)
2. [Finding New Members For Your Club \(Item 291\)](#)
3. [Evaluate To Motivate \(Item 292\)](#)
4. [Closing The Sale \(Item 293\)](#)
5. [Creating The Best Club Climate \(Item 294\)](#) \*\*
6. [Meeting Roles And Responsibilities \(Item 295\)](#)
7. [Mentoring \(Item 296\)](#)
8. [Keeping The Commitment \(Item 297\)](#)
9. [Going Beyond Our Club \(Item 298\)](#) \*\*
10. [How To Be A Distinguished Club \(Item 299\)](#) \*\*
11. [The Toastmasters Educational Program \(Item 300\)](#) \*\*


## OTHER WORKSHOPS PROVIDED BY DOTTIE LOVE:

Due to time limitations, some workshops may not be scheduled until after Jun 30<sup>th</sup>. If your club wants to accelerate member growth or enhance the club experience, contact Dottie Love:

Email: [CareerWman@aol.com](mailto:CareerWman@aol.com)

Tel: 916-367-9919



Getting Additional Club Support (Webinars and/or Classroom)	
1. VPE Training	<p>The purpose of this workshop is to assist the Vice President of Education with effectively addressing the key activities for the club: role scheduling, contests, mentoring, tracking education awards.</p> <p><b>Length: 30 minutes workshop</b></p>
2. Thriving To C-Suite Success 	<p><b>C Suite</b> is a collection of proven techniques and processes to ensure maximum member benefits through <i>continuous</i> education and leadership activities. This workshop is step-by-step interactive session to assist club officers structure a success plan to create a club environment in which Members' speeches / projects track to completion in order to A) support Distinguished performance; B) ensure member growth from orientation to certification via effective training.</p> <p><b>Length: 1 hour workshop for officers</b></p>
3. Evaluate to Motivate	<p>Training for all club members on how to evaluate effectively. Hands-on training which includes content review, speaker evaluations and group evaluations.</p> <p><b>Length: 1 hour workshop for club</b></p>
4. Successful Scheduling	<p>This workshop is tailored to assist club officers structure a role scheduling process that includes tools for scheduling up to 2 months in advanced, website scheduling, communication and accountability planning to ensure meeting roles are filled before the day of the meeting!</p> <p><b>Length: 1 hour workshop for officers (Online Webinar also available)</b></p>

[illegible]

<b><u>A. Rate the Content</u></b>	1 Fell Asleep ☹	2 Fair	3 Good	4 Great 😊	<b><u>C. What did you find effective and helpful?</u></b>
Covered useful material					
Practical to my needs and interests					
Useful visual aids and hand-outs					
<b><u>B. Rate the Presentation</u></b>					<b><u>D. What could be enhanced to improve this workshop?</u></b>
Instructor's knowledge					
Instructor's presentation style					
Instructor covered material clearly					

**E. Help Needed:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Club Name: \_\_\_\_\_ Circle position: Member PRES VPE VPM VPR SEC TRE SAA

Comments: \_\_\_\_\_

- ☐ Would like MY CLUB to be considered for the next Beta-testing of: "Thriving to C-Suite Success". NOTE: all officers must agree to participate.
- ☐ Email a copy of the ***Scheduling Tool*** with instructions
- ☐ Invite me to the ***Prescheduling workshop*** (Online Webinar)
- ☐ ***Club Growth Help:*** Would like a Club Coach because we have 12 or less members
- ☐ ***Personal Goals Help:*** Would like ideas about additional TMI opportunities to expand my growth via:
- ☐ Writing/Publishing an article    ☐ Training/ Coaching Others    ☐ More Speaking Opportunities
- ☐ Leadership Advancement Opportunities    ☐ Other: \_\_\_\_\_