



Mentor

Mentors are not highly visible, but they serve the most important purpose in our club - making new members feel welcome, confident, and motivated. Your job is to be a guide and a friend to your mentee. Introduce them to other experienced members so they can become part of the “in” group, and help them navigate the beginning of their journey.

Arrive by: 5:50 PM

Before the meeting

- Arrive at least 10 minutes before the meeting,
- Check on your mentees to make sure that they are prepared for their speeches or roles and feeling confident.

Break

- Make sure that your mentees are integrating into the club’s social group. Try to mingle with them and introduce them to others.

After the meeting

- Check in on your mentees who performed roles or speeches. Answer their questions, provide evaluation points if they ask you and be sure to reassure and remotivate them if needed.

Weekly Tasks

- Check the onboarding checklist and update the progress of your mentees if needed https://docs.google.com/spreadsheets/d/1-qmIOWIDm9oRtAt_lJ2jWrRInTwHlNQOXnaYxrSa3OE/edit#gid=0
- Follow up with mentees who did roles or speeches and see how they feel about their performance. Reassure and remotivate them if necessary,
- Encourage your mentees to take a role at next meeting if they have not done so,
- Check Easy-Speak regularly to see if any of your mentees are scheduled for speeches. Offer to review their script and coach them on delivery. **Do not assume that mentees will actually communicate with you and keep you informed when they have speeches coming up. You are the leader in this relationship and are responsible for making sure that you know about their projects.**
- If any of your mentees have missed three consecutive meetings, follow up with them to find out why and encourage them to return.

Helping Your Mentees Prepare a Speech

- Advise your mentee about their choice of speech topics and how they can tailor their projects to meet their individual goals,
- Encourage them to write a script or notes, read their draft, and suggest improvements,
- Schedule a practice session where your mentee can deliver their speech to you. Give them feedback and make sure that they are within the timing requirements. This is especially important before an icebreaker speech.

 *Rock Your Role!*

- *Get to know your mentees. Find out why they joined Toastmasters and what they want to achieve,*
- *Find out what your mentees enjoy doing outside of Toastmasters and look for projects or tasks within the club that cater to their interests and talents.*