

Mentoring a New Member (Oct 27, 2024)

1. Use Pathways Mentoring Program if available to you
 - a. Available when complete Level 2
 - b. Recommends commit to spending 2 hours or more per month
 - c. Start with “Short-term Project”
 - i. Complete Icebreaker Speech
 - d. Move to 6-month Term – Protégé completes Level 1 (3 more projects)
 - e. Tools available to help learn about your protégé, about expectations, and start the mentoring relationship. You can use these tools or ones that you prefer to use.
 - i. Mentor Communication Tracking Log – Great for tracking agenda for meetings and Action Items for follow-up.
 - ii. Mentor and Protégé Self-Assessment – learn what you both have for expectations
 - iii. Protégé Success Plan – helps protégé set timelines for their short-term, medium-term and long-term goals
 - iv. Mentor and Protégé Mentoring Evaluation – Complete during or at end of the mentor/protégé relationship. Help both to learn.
2. Attend Orientation session for new member conducted by VP Education or designate.
 - a. New member will: Access Club Website and Toastmasters Int’l website, Select Path, Review Icebreaker, Sign up for roles for 5 weeks including Icebreaker.
3. In the first week of being assigned as a mentor, contact protégé to set up first meeting (Zoom or in-person).
 - a. Allow 1 hour
 - b. Send out Protégé Self-Assessment and ask to complete for first meeting.
 - c. Request copy of “New Member Profile” (if Available). Review before first meeting with Protégé. VPM and/or VPE may have asked new member to complete. Includes their Communication and Leadership Goals, and Competencies and Skills they wish to improve.
4. Agenda for first meeting
 - a. Review Protégé Self-Assessment: Short-term/Long-Term goals; Boundaries: For when meet, how long meet, method of communication
 - b. Introduce Protégé Success Plan – From Protégé Self-Assessment add Short-term, Medium-term, and Long-term goals; Assign timeframes for each.
 - c. Complete any items not completed in Orientation
 - i. Confirm:
 1. Has Path been selected?
 2. Have they signed up for roles for 5 weeks?
 3. Have they selected a date for their Icebreaker?
 - d. Review Icebreaker Project
 - i. Ask Protégé to share screen and then sign into Pathways and open the Icebreaker Project
 - ii. Review how to navigate through the project (if unfamiliar)
 - iii. Go through the project at a high level. They can read through all the material later. Show them how to navigate and the downloads available to them. “Resources” on the first page is important to highlight as it has the “Evaluation Resource” and the Template for drafting the Icebreaker speech (“Ice Breaker Speech Outline Worksheet”).
 - iv. Show them how to “Complete Your Project” (New Oct. 2024).

1. Describe how to use the “Learned” – after giving your speech, list up to 5 things you have learned
 2. Show them how to complete the “Speech Log”
 - a. Prior to giving your speech so that your Speech Evaluator.
 - b. Update at anytime
 3. Show them the final step “Complete My Project”
 4. Ask to open the “Icebreaker Speech Outline Worksheet”
 - a. Demonstrate how they can use this to draft their Icebreaker speech as well as future speeches
 - i. Use it to help develop Opening, Body and Conclusion as well as transitions between each.
 - ii. Introduce the “Tell them what you’re going to Tell them; Tell Them; and Tell Them what you’ve told them” Formula. This will help them to understand what should be in each part of the speech.
 - iii. Recommend that they start with the “Tell Them” (Body) then move to opening and then close. They won’t know how to open the speech, unless they know what they will be telling them about.
 - e. Work with Protégé to select the timelines for preparing their Icebreaker Speech
 - i. Recommended procedure:
 1. Confirm date for presenting Icebreaker
 2. Set up day/time to Share first draft. Recommend 2 weeks or more before presenting Icebreaker to allow time to refine the draft based on feedback mentor provides.
 3. Set up a day/time to practice speech on Zoom. Recommend 1 week or more before presenting Icebreaker to allow time to incorporate mentor feedback.
 - f. Work with Protégé to select meeting roles for the next 5 weeks.
 - i. Share documents describing how to fill the roles.
 - ii. Share personal tips on how to fill the roles.
5. Agenda for 2nd Meeting
- a. Protégé practices their Icebreaker
 - b. Mentor provides an evaluation using the Icebreaker evaluation as a guide
 - c. Ask Protégé if they wish to present again with some of the Mentor recommendations included.
 - d. Set day/time for next meeting
 - i. Discuss learnings from Icebreaker
 - ii. Set day/time: for next speech, to share draft, to practice
 - e. Assist Protégé with signing up for roles for the next 5 weeks
6. Agenda for future meetings –
- a. 3rd Meeting
 - i. Share learnings from Icebreaker
 - ii. Confirm that both wish to continue until Protégé completes Level 1
 - iii. Follow same process as for 2nd Meeting.
 - iv. Subsequent Meetings - Follow same process as for 2nd Meeting.