



THE BERKELEY SQUARE TOASTMASTERS CLUB

www.berkeleysquarespeakers.co.uk

Mentoring Programme

In Greek mythology, Mentor was the son of Alcumus and, in his old age, a friend of Odysseus. When Odysseus left for the Trojan War he placed Mentor in charge of his son, Telemachus, and of his palace. When Athena visited Telemachus she took the disguise of Mentor to hide herself from the suitors of Telemachus' mother Penelope. As Mentor, the goddess encourages Telemachus to stand up against the suitors and go abroad to find out what happened to his father.

This is the source of the modern use of the word mentor: a trusted friend, counsellor or teacher, usually a more experienced person. Some organisations have "mentoring programs" in which newcomers are paired with more experienced people, who advise them and serve as examples as they advance to help them advance their careers, enhance their education, and build their networks.

You don't need a single mentor who you keep throughout your Toastmaster career. You could have many. For newer members, one mentor can make all the difference in the world. What you need is a mind-set that allows you to learn from those around you, no matter who they are and no matter where you are in the process.

A mentor can help you improve faster by providing valuable feedback and tips for improvement. A mentor can also help you answer any questions you might have about a role you've been assigned to, or any other question. We encourage you to reach out to your mentor on a regular basis and ask what you can do to improve.

Mentoring is a power free, two-way mutually beneficial learning situation where the mentor provides advice, shares knowledge and experiences, and teaches using a low pressure, self-discovery approach.

What are the benefits for the mentor?

The mere act of mentorship helps us focus on others and give back. It makes us feel good about ourselves. We can expand our self-awareness by building empathy with our protégé, understanding what motivates them and what scares them. We can learn humility and patience by allowing people time and space to make mistakes, to suffer and to learn, as we did. We can enhance our leadership skills. We can let people develop in their own time and we can offer our support. We can be proud of the progress of our protégé. We are respected and appreciated by our fellow members. Mentoring a new or an existing member enables us to complete Project 9 of the CL manual and progress towards our CL award.

What are the benefits for the protégé?

Most new members join because they have needs that relate to speaking and they expect the club to help them solve their problems and meet their goals. But these new members are not familiar with Toastmasters. They don't know what a timer is or what a Grammarian does. The new member will be guided through the "sometimes difficult" transition period while he or she learns about the organization and prepares for involvement in their club. They will be encouraged to learn and to take risks. They will develop their confidence.

What is a mentor?

A mentor is a member who's been with the club for over a year, knows how Toastmasters works, and is willing to help the new member improve faster. The duties of the mentor will vary, depending on the needs of the protégé. No mentor/protégé relationship is necessarily the same.

A lack of motivation by the protégé often reflects discouragement. The mentor and the protégé should discuss what the protégé expects from their membership in a Toastmasters club.



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The mentor should be aware of what the protégé is assigned to do at the next meeting. The protégé will learn more from performing a task correctly the first time when their mentor has described some of the nuances of that assignment in advance. This does not require a colossal amount of time. A minute or two taken to contact the protégé to ask how preparations are coming and to answer any questions are all it takes. It can make an enormous difference in what the new member gets out of the club and what he or she will eventually give back. The mentor should also know about the structure of the Toastmasters organization and understand what the requirements are in attaining one's Competent Toastmaster, and beyond.

The mentor's duties are as follows:

1. Mentors should take the initiative to contact the new member.
2. The mentor may perhaps offer to sit with the new member for the first few meetings and explain the various parts of the meeting as they happen, such as the Table Topics, prepared speeches, and evaluations and answer any questions.
3. Mentors can tell how they have benefited from the Toastmasters program and achieved their own goals.
4. The mentor explains the CC and CL manuals.
5. The mentor explains responsibilities. Membership requires more than just giving speeches and receiving evaluations. It also means a commitment to helping the Club and its members be successful. Members of Toastmasters International promise:
 - a. To attend club meetings regularly
 - b. To prepare all of their speech and leadership projects to the best of their ability, basing them on projects in the Competent Communication, Advanced Communication or Competent Leadership manuals
 - c. To prepare for and fulfil meeting assignments
 - d. To provide fellow members with helpful, constructive evaluations
 - e. To help the club maintain the positive, friendly environment necessary for all members to learn and grow
 - f. To serve the club as an officer when called upon to do so
 - g. To treat their fellow club members and guests with respect and courtesy
 - h. To bring guests to club meetings so they can see the benefits Toastmasters membership offers
 - i. To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
 - j. To maintain honest and highly ethical standards during the conduct of all Toastmasters activities
6. The mentor should always be positive, friendly, patient and helpful. They help their protégé build their confidence. The first few weeks of membership are critical. New members must feel they are already benefiting from the Toastmasters experience. The mentor must highlight what their protégé is already doing well. The mentor should compliment them on their progress.
7. The mentor explain the roles of the Club officers and the information they can provide
8. The mentor explain how to book a meeting role, how to prepare for it and what to do and whom to contact if he or she is unable to fulfil a scheduled meeting role.
9. The mentor encourages the new member to sign up as Timer as soon as possible.
10. The mentor advises the new member what to do and whom to contact if he or she is unable to fulfil a scheduled meeting role.
11. The mentor may help with the first few speeches, discuss speech ideas with the new member and offer suggestions if necessary. Listening to the new member practice the speech is optional.



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12. The mentor offers constructive feedback. They also provide feedback when assignments don't turn out as planned. They should provide an honest evaluation of what went wrong, a discussion of what was flawed and what could be tried, while respecting the individual style and personality of their protégé.
13. The mentor should make the member aware of resources e.g. point out material in The Toastmaster magazine and on the websites.
14. The mentor explains speech contests. They discuss the purpose of speech contests, the types of contests conducted by the Club, and how some contests progress to Area, Division, District, and sometimes Regional and International levels. They help the new member assess readiness to participate in contests.
15. The mentor describes how the new member can develop leadership skills by serving as a Club officer. They encourage the new member to serve on the Club Committee.
16. The mentor describes the TI organization. They acquaint the new member with Toastmasters International's structure, including the Area, Division, District, Region, and International levels, and the purpose of each. Help the new member understand how the organization works, the new member's role in the organization, and the leadership opportunities available beyond the Club.
17. Mentors can invite the new member to other events. Toastmasters' speech contests, conferences, and other Clubs' meetings all offer new members the opportunity to extend their learning and participation.

What about more advanced members?

Even the more experienced members can benefit from having a mentor. Perhaps you've received the Competent Communicator award yet you still want to learn more about some particular aspect of speaking – such as speech organization or humour. If another club member excels in your area of interest, this person could be your mentor and help you to further develop that special skill. Perhaps you admire an officer's ability to motivate and inspire members. Maybe the officer would be willing to help you learn their leadership skills.

What to do next?

If you wish to volunteer as a mentor, go to Club Plan and in your details write Y in the text box Available_As_Mentor_YN.

If you already have a mentor, please indicate whom in the select field Mentor_Person_ID.

If you want a mentor, scroll through the list of members to find out who is available as a mentor and approach them.