



# **TOASTMASTERS**

## **District 69**

### **Orientation Booklet**



# TOASTMASTERS INTERNATIONAL

## About

Since 1924, Toastmasters International has helped millions of men and women become more confident in front of an audience. Our network of clubs and their learn-by-doing programme are sure to help you become a better speaker and leader.

It is the world's largest organisation dedicated to helping people achieve their potential by developing members' communication and leadership skills. Worldwide Toastmasters is present in over 140 countries with over 350,000 active members in over 16,000 clubs. These clubs are grouped into areas and divisions which, in turn, are grouped into districts and regions.

## Region 12

Toastmasters is a global organisation divided into well over 100 districts which are split into 14 regions. Australia, Papua New Guinea, New Zealand, Indonesia, Malaysia and Brunei are known as region 12. Public speaking and leadership are learned in a warm and supportive environment in around 1,800 clubs, comprised of over 45,000 members, throughout the region.

## District 69

District 69 consists of almost 200 clubs across Queensland, Northern Territory and Papua New Guinea. We have over 3500 members across the District.



# Toastmasters International Mission Statement

**We empower individuals to become more effective communicators and leaders.**



Through its member clubs, Toastmasters international helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualisation, enhance leadership potential, foster human understanding, and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of member clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programmes.

## Values

**Toastmasters International's core values are integrity, respect, service, and excellence.**

These are values worthy of a great organisation, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

## Club Mission – A Statement of Shared Values

Every Toastmasters club shares the same mission, clearly defined in the following mission statement:

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

Through this mission, each Toastmaster gains a clear understanding of the club's purpose, and the organisation as a whole benefits from a shared set of values and goals.

# WHAT TOASTMASTERS CAN DO FOR YOU

Regardless of your background, Toastmasters is the most cost efficient and enjoyable way of gaining great communication and leadership skills.

## Better Speaking

Toastmasters will give you the skills and confidence you need to effectively express yourself in any situation. By learning to effectively formulate and express your ideas, you enter a new world of possibilities. You will be more persuasive and confident when giving presentations, and you will improve your one-on-one dealings with others.

## Better Leading

Leadership is the art of empowering others to do what you wish to be done. To do so, you need to know how to communicate with others and work as a team to achieve goals. In a Toastmasters club, you will do both. You will find out how to vary your approach to suit the needs of different people, whether they are the audience for a speech, the committee for a fundraiser, or co-workers and managers.



# TOASTMASTERS MEMBERSHIP PROVIDES THE FOLLOWING BENEFITS...

- Increased confidence, ability to organise logical thought and present it self-assuredly, and better understanding of interpersonal relationships.
- A unique means of learning and improving your communication abilities within a supportive and motivational atmosphere of growth, fellowship and fun with your fellow Toastmasters club members.
- Access to professionally prepared educational materials and resources on: public speaking; interpersonal communication; leadership; listening; critical thinking; effective evaluation; facilitating and participating in discussions; techniques to enhance presentations involving technological resources; event management; parliamentary procedures; and running effective meetings.
- Experience in leadership development through training, involvement and activities.
- Unlimited opportunities for personal and professional advancement based on improved abilities and expanded experience.
- The Toastmaster magazine – every month the Toastmaster provides new insights on communication techniques, ideas and opinions.
- Continuing development of, and exposure to, proven communication techniques.
- Affiliation with an internationally renowned educational organisation.

## How Does It Work?

The environment we provide is friendly and supportive, and the self-paced programme allows you to build confidence with each speaking assignment.

You develop and practice your skills through delivering prepared speeches, filling meeting roles and/or participating in impromptu speaking sessions, called Table Topics.

Constructive evaluation is the heart of the Toastmasters programme. Each time you practice your communication skills you will receive written, verbal and informal feedback which will point out strengths you demonstrate and suggest areas where you can continue to develop and improve your skills.





# TOASTMASTERS PATHWAYS

— learning experience —

The Pathways Learning Experience is an online learning system that provides self-paced learning based around a set of Core Competencies

- **Public Speaking** – Public speaking builds members' skills in delivering both prepared and impromptu speeches. Through practice, peer evaluation and educational tools, members learn how to present their messages effectively, concisely and professionally.
- **Interpersonal Communication** – members communicate with others, verbally, non-verbally, in writing or via electronic methods. Members learn how to build relationships, resolve conflict and communicate well with others.
- **Strategic Leadership** – the ability to see the big picture and have the ideas and vision to do things better. The Toastmasters strategic leader has a vision that is both attainable and inspiring. They are able to bring about positive change by inspiring others to get involved.
- **Management** – the ability to see the details and deals mostly with managing creative projects, planning, organising, and facilitating specific tasks.
- **Confidence** – Through self-reflection and evaluation, members learn to acknowledge their flaws and embrace their capacity for self-improvement. By learning how to set goals and meet them, they gain confidence in their own knowledge, skills and abilities.

Within these core competencies the Pathways programme provides the opportunity and flexibility to develop over 300 different sub-competencies.

Pathways sets us on a journey of personal and professional development. It reflects a journey where there are many options, many ways to achieve your goals, while moving forward all the time at your own pace. The programme offers members:

- A learning experience tailored to personal and professional goals
- Communication and leadership skills with real-world application
- A wide range of educational interactional digital content to support the projects, such as videos, quizzes, assessments, tutorials, activities and documentation
- Materials may be printed directly from Base Camp, the learning management system
- Standardised evaluation criteria and high quality feedback
- A strong mentorship process to support both mentors and protégés

Pathways helps members meet their needs in an evolving global marketplace. The programme also allows for early and frequent achievement, which provides members a recognition of their accomplishments and motivation.

## Learning Paths/Learning Levels

Pathways currently has 10 learning paths, each consisting of 5 learning levels. Each learning level consists of a set of projects: some required, others elective.

Level 1 Mastering Fundamentals	Level 2 Learning Your Style	Level 3 Increasing Knowledge	Level 4 Building Skills	Level 5 Demonstrating Expertise
"Ice Breaker" + "Evaluation and Feedback" + "Researching and Presenting"	Two required projects + "Introduction to Toastmasters Mentoring"	One required project + a minimum of two elective projects <i>Serve as Toastmaster, Topicsmaster, and Evaluator by end of Level 3</i>	One required project + a minimum of one elective project	One required project + a minimum of one elective project + "Reflect on Your Path"

Each of the 10 paths has a different focus:

- **Dynamic Leadership** helps build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. These projects also emphasise the development of strategies to facilitate change in an organisation or group, interpersonal communication and public speaking.
- **Effective Coaching** helps build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasises the importance of effective interpersonal communication.
- **Innovative Planning** helps build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions.
- **Leadership Development** helps build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasised in all projects.
- **Motivational Strategies** helps build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks.
- **Persuasive Influence** helps build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasises developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges.
- **Presentation Mastery** helps build your skills as an accomplished public speaker. Projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery.
- **Strategic Relationships** helps build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasised in each project.
- **Team Collaboration** helps build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills.
- **Visionary Communication** helps build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasised in each project.

# NEW MEMBER

## PROFILE INFORMATION SHEET



To ensure you learn what you need and want from Toastmasters, please complete the profile information request below and return to your club executive, together with your completed membership form.

### Biographical Data

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Hobbies and interests: \_\_\_\_\_

Notable accomplishments: \_\_\_\_\_

Personal and Career Goals: \_\_\_\_\_

How did you find out about Toastmasters? \_\_\_\_\_

Why are you joining a Toastmasters club? \_\_\_\_\_

What is it about our club that you like? \_\_\_\_\_

A mentor is a more experienced member who takes a personal interest in helping another member. Mentors serve as role models, coaches and confidantes, offering knowledge, insight, perspective and wisdom to new members. A mentor can help you become more familiar with your Toastmasters club and the opportunities available to you in the Toastmasters education programme.

☐ I would like to have a mentor

Do you have a preferred mentor in mind? Please list their name:

## Where am I at as a Speaker?

1.	I feel confident and comfortable about giving a speech.	1	2	3	4	5
2.	I enjoy speaking before an audience.	1	2	3	4	5
3.	I easily find good speech topics.	1	2	3	4	5
4.	I am able to organise my speeches so they effectively convey my message.	1	2	3	4	5
5.	My speech openings capture the audience's interest and lead into my topic.	1	2	3	4	5
6.	My speech conclusions are strong and memorable.	1	2	3	4	5
7.	My speeches are free of verbal fillers such as "ah", "um" and "you know".	1	2	3	4	5
8.	I am careful to use words that precisely and vividly carry my message.	1	2	3	4	5
9.	I am able to think quickly and clearly in an impromptu speaking situation.	1	2	3	4	5
10.	I do not depend on notes when giving a speech.	1	2	3	4	5

Scale: 1 = disagree, 2 = somewhat disagree, 3 = neutral, 4 = somewhat agree, 5 = agree

How would you describe your current skill level as a speaker and/or leader?

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## Goals

What objectives do you hope to accomplish as a member of this club?

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Toastmasters helps its members gain the following skills. Check those that most apply to your needs at this time:

- |   |  |
|---|--|
| <input type="radio"/> Improved confidence                         | <input type="radio"/> Public speaking and presentation skills      |
| <input type="radio"/> Expressing ideas clearly                    | <input type="radio"/> Persuading others                            |
| <input type="radio"/> Thinking quickly and clearly under pressure | <input type="radio"/> Listening effectively and critically         |
| <input type="radio"/> Leading meetings                            | <input type="radio"/> Giving feedback tactfully and constructively |
| <input type="radio"/> Writing and delivering speeches             | <input type="radio"/> Interpersonal communication and networking   |
| <input type="radio"/> Speaking off the cuff                       | <input type="radio"/> Special occasion speeches                    |
| <input type="radio"/> English as a second language                | <input type="radio"/> Social interaction                           |



## How Do I Join Toastmasters?

There are almost 200 clubs to choose from in District 69, each with its own unique personality. We recommend you visit a few clubs in your area to see how they operate. When you find one you are comfortable with, it is an easy matter to complete a membership application and pay a once-only joining fee plus up to six months membership (fees may differ for each club dependent on club overheads). Shortly afterwards you will receive your New Member notification via email. Congratulations, you're now a member of your chosen Toastmasters club, and on your way to an exciting period of learning and personal development!



## What Do I Get When I Join?

You will receive a New Member email notification, in which you will find:

- Access to the Navigator – your guide to the Pathways Learning Experience
- An assessment check to provide you with “Best Match” Paths to match your reasons for joining and assist you in selecting the Pathway that best suits your educational needs
- Access to Base Camp – the online home base for your Pathways educational programme, which provides the transcripts, tutorials and wide ranging resources to support you on your journey to developing your skills and abilities in communication and leadership

A mentor will be assigned to you – an experienced Toastmaster who can help you define your goals and plot a course to achieve them. Your mentor will assist you in understanding how it all works and will provide a sounding board for your questions and ideas. Your mentor may also help coach you through your early speech projects and provide feedback on performance.

You will receive the monthly ‘Toastmaster’ magazine – full of helpful articles, such as: “Your Career: What’s Holding You Back?”; “Ten Principles of Motivational Speaking”; and, “Why Do Top CEOs Shine As Speakers?”.

## What Happens When I Join A Club?

A lot of learning and fun happens within your own Toastmasters club! A typical club is made up of 15 – 25 people who meet on a regular basis for between one to three hours. The meetings are run in a structured way, ensuring everyone gets an opportunity to stand up and speak. You will be told of your speaking assignment well in advance, allowing you plenty of time to prepare.

Speaking assignments are varied. They include chairing a meeting, facilitating a Table Topics™ session, offering a point of view, evaluating other speakers, all the way to delivering full speeches of 7 minutes or more on the topic of your choice with clearly defined objectives to meet. Importantly, whenever you stand up and speak, you receive encouraging, helpful feedback on how well you went and what you can improve, through formal evaluations.

When you're ready, opportunities to take on leadership and mentoring roles will present themselves, allowing you to further develop your personal skill set. Many members believe these opportunities are the most valuable way to enhance their already developing skills and learning experience.

When you apply yourself, you will be amazed at how quickly your communication and leadership skills improve.

## SPEECHCRAFT COURSES

Many clubs run short courses in public speaking, known as Speechcraft. These are typically 6-8 weeks long, and follow a structured learn-by-doing speaker training programme. They are ideal for those who need or want an accelerated introduction to public speaking. Membership to the club which runs the course is optional, but encouraged.

## Leadership Opportunities Within The Club

Leadership development begins in your own club. Every year, the club selects 7 people to organise the many activities which a club needs to run successfully. These are:

- **President** – acts as Chief Executive Officer of the club.
- **Vice-President Education** – organises meeting agendas, helps members gain opportunities to develop their skills, and signs off project completion for members.
- **Vice-President Membership** – responsible for planning/running membership building programmes, following up with visitors, and keeping track of existing membership.
- **Vice-President Public Relations** – promotes the club in the community and online.
- **Secretary** – responsible for all official meeting minutes, correspondence, and maintenance of club records.
- **Treasurer** – prepares budgets, tracks and pays expenses, and is responsible for all club financial transactions, including submitting membership fees to World Headquarters.
- **Sergeant-at-Arms** – schedules club meeting locations, maintains club equipment and supplies, and prepares the venue for each meeting



Each of these roles has its own opportunities and rewards. Other club members look to the executive for leadership and guidance. To many, serving as a club officer provides excellent preparation for leadership in the wider community.

Each year those in club executive positions receive free specialised training from experienced Toastmasters members in leadership, administration, membership building, goal setting, running contests and other aspects of club management.

## The Distinguished Club Programme

To assist the club executive to manage their roles, they are given a “health check”; a series of targets relating to club membership, administrative efficiency and member educational achievements.

Clubs which achieve some or all of the assigned goals within an executive year receive special recognition from Toastmasters International.

- **Distinguished Club** – achieve 5 out of 10 goals
- **Select Distinguished Club** – achieve 7 out of 10 goals
- **President’s Distinguished Club** – achieve 9 out of 10 goals

In this way, Toastmasters provides the tools, the education, the opportunities and the recognition needed to foster real leadership development.

## Leadership Opportunities Beyond The Club

Members who have served as club executives often proceed to higher leadership positions within the organisation. For example, the clubs in Region 12 are organised into Districts. Districts are further broken into smaller Divisions and Areas. At each of these levels there are leadership and staff roles which contribute in a meaningful and rewarding way to the successful running of the wider organisation. Area Directors and Division Directors, together with a District Management Team, form the District Executive Committee, one of the three key decision making bodies of our organisation. You may like to think of these roles as middle and higher management positions within the organisation. The skills you develop as a leader within the Toastmasters organisation are easily applied to your work, community or home environment.

# EDUCATIONAL WORKSHOPS

## Short Educational Seminars

There are three series, each consisting of ten or eleven short 10 to 15 minute educational seminars, designed to be presented at club meetings and at Speechcraft courses. They provide more in-depth coverage of a number of aspects of public speaking covering:



### ➤ The Better Speaker Series

- Organising Your Speech
- Beginning Your Speech
- Concluding Your Speech
- Impromptu Speaking
- Using Body Language
- Controlling Your Fear
- Know Your Audience
- Selecting Your Topics
- Creating an Introduction
- Preparation and Practice

### ➤ The Leadership Excellence Series

- The Visionary Leader
- Developing a Mission
- Values and Leadership
- Goal Setting and Planning
- Building a Team
- Resolving Conflict
- The Leader as a Coach
- Motivating People
- Service and Leadership
- Delegate to Empower
- Giving Effective Feedback

### ➤ The Successful Club Series

- Moments of Truth
- Evaluate to Motivate
- Creating the Best Club Climate
- Mentoring
- Going Beyond the Club
- How to be a Distinguished Club
- Finding New Members for Your Club
- Closing the Sale
- Meeting Roles and Responsibilities
- Keeping the Commitment
- Toastmasters Educational Programme

## Success Workshops

There are a number of workshop packages available under the success/communication and success/leadership series from Toastmasters. These include coordinator and participant manuals and course certificates. These workshops are longer facilitated modules of one or more sessions.

### ➤ Success/Communication Series

- The Art of Effective Evaluation
- Building Your Thinking Power Part I: Mental Flexibility
- Building Your Thinking Power Part II: The Power of Ideas
- From Speaker to Trainer
- How to Listen Effectively
- Speechcraft
- Youth Leadership

### ➤ Success/Leadership Series

- How to Conduct Productive Meetings
- Improving Your Management Skills
- Leadership Part I: Characteristics of Effective Leaders
- Leadership Part II: Developing Your Leadership Skills
- Leadership Part III: Working in the Team Environment
- Parliamentary Procedure in Action

# CONTESTS

## What Contests Can You Enter?

To add an extra challenge to your speaking progression, Toastmasters offers the opportunity to compete in a number of contests throughout the year. While highly recommended, participation in contests is voluntary.

The main contests, which go from club to District level (at least) are:

- **International Speech Contest** – Deliver a 5 to 7 minute speech on any topic of your choice
- **Evaluation Speech Contest** – Deliver a 2 to 3 minute presentation, providing a positive and helpful evaluation of a guest speaker.
- **Humorous Speech Contest** – Deliver a 5 to 7 minute entertaining speech
- **Table Topics Speech Contest** – Deliver a 1 to 2 minute impromptu speech on a single topic which is provided to all contestants without preparation time.

Entry to these contests is open to any financial member of a club in good standing, with a few exceptions relating to members who are nominated for elected positions in the higher echelons of Toastmasters or who are otherwise presenting at the District Conference at which the District Finals for these contests will be held.

Entrants in the International Speech contest must have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways Learning Experience unless the member is from a club which has chartered less than one year prior to the club speech contest.

All speeches must be substantially original (ie, no more than 25% of the speech may be devoted to quoting, paraphrasing, or referencing another person's content and any such use should be cited).

In the Humorous Speech Contest the speech should be thematic in nature (opening, body, close) and not a monologue (ie, not a series of one-liners).



There are a variety of other club contests which may be something your club decides to hold, such as Tall Tales Contest, Oral Reading Contest, Debate Contest, Poetry Contest. These do not progress past club level, unlike the four mentioned earlier.

## Contest Progression

So you've won your club contest in one of the big four mentioned above – what's next?

- First you compete with the representatives from other clubs in your Area contest.
- Winners of the Area contest compete with other Area winners in your Division contest.
- Winners of the Division contest compete with each other at the District finals.
- The winner of the District International Speech Contest may progress to the World Championship Semi-Finals. The winners of the Semi-Finals will progress to the World Championship Final. The winner of the World Championship Contest is then given the permanent title of 'World Champion of Public Speaking' for that year and may not compete again. These finals are usually held in North America. The International Speech contest is the only contest to be held on an International level.

# SPREADING THE WORD

## We Ask You To Share And Increase The Benefits You Gain Through Toastmasters By...

- Giving constructive feedback to fellow members as they develop their communication and leadership abilities – while developing your own skills simultaneously.
- Providing leadership at your club at every opportunity and helping your club maintain the Toastmasters standards of excellence in programming and administration.
- Sharing your positive experiences by telling others about the programme and the benefits and inviting them to visit and join.
- Utilising your Toastmasters experience through increased involvement in your community.
- Making Toastmasters an enjoyable and worthwhile experience for yourself and others by projecting the Toastmasters image in everyday business, social and community situations.



## Attracting New Members To Your Club

Bringing new members to your club keeps it healthy and vibrant. There are a number of tried and tested methods of getting visitors to your meetings, and turning those visitors into committed club members. These include:

- Running quality meetings – When visitors see an organised, well run meeting with speeches prepared in advance, positive and helpful evaluations, the meeting running to time, and members having fun while learning, they are far more likely to see a place for themselves in your club.
- Looking after visitors – Make sure newcomers to the club are greeted, made to feel welcome, given a welcome kit, and invited to either join or at least visit again. Follow up a visitor with a phone call, note or email to thank them for coming and invite them to the next meeting.
- Regular club promotion – This can be via letter box drops, leaving this booklet or Toastmaster magazine in libraries, doctor's surgeries and other such places, or writing articles for your local paper.
- Online presence – Many clubs identify that a large number of visitors find out about their clubs through their club website, Facebook page, Meetup profile/events and the like.
- Special promotions – you can revitalise your membership building drive by running Demonstration Meetings, bring-a-friend nights, theme nights, or anniversary meetings where past members are invited to attend.
- Speechcraft courses – These community based courses are an ideal way of introducing people to the Toastmasters environment where they can learn the basics with other newcomers to public speaking. Many participants are motivated to join a Toastmasters club so they can continue to improve the skills they learn at Speechcraft.

## Why Not Start A New Club?

One of the most challenging and rewarding of all leadership activities within Toastmasters is to help start up a new club, especially in the role of Sponsor or Mentor.

Where are the opportunities? Just about everywhere. We have clubs in businesses, organisations, universities, retirement villages, cultural communities and in the general community. Wherever there is a group of people with similar characteristics who would gain benefits from the Toastmasters programme, there is an opportunity to develop a club.

Submit an enquiry to the District Club Growth Director, email: [cgd@toastmastersd69.org](mailto:cgd@toastmastersd69.org), who will guide and support you through all aspects of starting a new club.



# IS TOASTMASTERS FOR YOU?

## **Toastmasters is about Communication and Leadership.**

It is the world's largest organisation dedicated to helping people achieve their potential by developing members' communication and leadership skills. With almost 200 clubs in District 69 our 3,500 plus members learn public speaking and other valuable interpersonal and leadership skills in a warm and supportive environment.

This booklet outlines what Toastmasters can do for you, whether you're a seasoned speaker or you're just wanting to gain confidence. We look forward to seeing you at a club meeting soon!



**[www.toastmastersd69.org](http://www.toastmastersd69.org)**

**1300 30 40 69**

**[www.toastmasters.org](http://www.toastmasters.org)**

**Facebook Page: Toastmasters District 69**

Your Local Club...



**WHERE LEADERS  
ARE MADE**