

# Welcome to the Agua Fria Toastmasters Club

We are so glad you decided to join our club! We look forward to helping you along your path to becoming a better public speaker and leader, while you help the rest of us, too. Of course, we will also have some fun and learn a lot along the way.

If you haven't already, you should be receiving some emails about your new membership:

- From me stating that your membership application has been submitted to TI and you have been added to our club website. It includes information about how to log into our website and some of the things you can do on it.
- An automated "opt-in" email from our club website. You need to click on a link in it to activate your membership there.
- An email from Toastmasters International welcoming you and providing information you need to get started on their website

There is also a welcome here from Toastmasters, which describes some more about what you can expect to get out of Toastmasters.

If you have any questions, please feel free to ask me or any other member of the club.

Best regards,

Robyn Seaton, ACS, ALS

Agua Fria Toastmasters Club

VP Membership, Treasurer

[rseatonTM@gmail.com](mailto:rseatonTM@gmail.com)

# Welcome to Toastmasters

Welcome to Toastmasters International, an organization that for decades has helped people across the world conquer their fears, improve their communication and leadership skills and build their confidence.

## **How will Toastmasters help me improve my public speaking skills?**

Through Toastmasters, you will learn how to organize, write and deliver presentations with poise and confidence.

You can expect to practice your public speaking and leadership skills among a group of people who want you to succeed. Your Toastmasters club is a safe environment; here, you practice, receive and apply peer feedback and practice again.

As a member, you will prepare and deliver speeches at club meetings based on the projects in the Toastmasters Pathways learning experience. Members of your club will watch, listen, give you feedback and suggest areas for improvement. After you have given a few speeches and are familiar with the structure of your club, you too will evaluate other members' speeches and help them improve their skills.

## **What more can Toastmasters do for me?**

There are speaking and leadership opportunities in your club that can apply to your personal and professional life outside of Toastmasters.

For example, by learning to manage your body language during a speech, you may improve your nonverbal communication when having a conversation or in meetings at work. By giving a speech within a specific time limit, you can hone your time management skills in your day-to-day life. Your club is your place to practice and learn.

On your journey, you will be presented with many opportunities to learn and grow. Not only will you participate at your club meetings, but you may also choose to serve as a mentor, club officer or even a district leader. You may decide to participate in speech contests and move on to compete with members from around the globe.

You guide your journey. Regardless of the direction you choose, Toastmasters provides the tools you need to make your journey memorable and meaningful.

Source: <https://www.toastmasters.org/the-navigator/welcome>

## **A TOASTMASTER'S PROMISE**

As a member of Toastmasters International and my club, I promise












- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters educational and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

## Agua Fria Toastmasters New Members Info

Packet (handed out):
















- Packet left side:
  - Pathways info:
    - Ice Breaker excerpts
    - Pathways Quick-start guide
- Packet right side:
  - Toastmasters Promise
  - New Member Profile form
  - Useful website links
  - Agua Fria How-to Series (meeting role instructions)

Public Downloads on our club website









Downloads		
Type	File Name / Description	Size
	<a href="#">Agua Fria Club Meeting Roles Overview</a>	17 KB
	<a href="#">All About Toastmasters</a>	1 MB
	<a href="#">Benefits of Toastmasters Membership</a>	50 KB
	<a href="#">Features and Benefits of Toastmasters</a>	94 KB
	<a href="#">Find Your Voice</a>	1 MB
	<a href="#">First steps for guests</a>	47 KB
	<a href="#">Guest FAQs</a>	14 KB
	<b>Pathways</b>	-
	➔ <a href="#">Levels and Electives by Path</a>	2 MB
	➔ <a href="#">Path List Flier</a>	677 KB
	<a href="#">Your Path to Leadership</a>	920 KB

Member Downloads on our club website:















## Downloads

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	<a href="#"><u>Guest FAQs</u></a>	14 KB
	<b>Meetings</b>	-
	<b>Misc</b>	-
	<b>Officers</b>	-
	<b>Pathways</b>	-
	<b>Roles</b>	-
	<b>TI Tips</b>	-
	<b>VPM emails</b>	-
	<b>VPM</b>	-
	<a href="#"><u>Your Path to Leadership</u></a>	920 KB

The following sections are recommended for new members to look at first.

	<b>Meetings</b>	-
	→ <a href="#">AFTM Agenda Template (2019-8-25).docx</a>	149 KB
	→ <a href="#">Agenda Script (7-19-19).pdf</a>	1 MB
	→ <a href="#">Agenda Template (2019-8-18).docx</a>	155 KB
	→ <a href="#">Generic speech evaluation form</a>	44 KB
	→ <a href="#">Guest Sign-in Form 2019-08-21</a>	26 KB
	→ <a href="#">Table Topics Description</a>	40 KB
	→ <a href="#">Table Topics Guidelines</a>	230 KB

	<b>Pathways</b>	-
	→ <a href="#">Ice Breaker project</a>	1 MB
	→ <a href="#">Levels and Electives by Path</a>	2 MB
	→ <a href="#">Path List Flier</a>	677 KB
	→ <a href="#">Paths and Projects Catalog</a>	2 MB
	→ <a href="#">Pathways Quick Start - picking a path</a>	773 KB

	<b>Roles</b>	-
	→ <a href="#">Grammarian form</a>	259 KB
	→ <a href="#">A Toastmaster Wears Many Hats (meeting roles- from TI)</a>	2 MB
	→ <a href="#">Ah Counter form</a>	275 KB
	→ <a href="#">Listener form</a>	238 KB
	→ <a href="#">Meeting Roles (bullets)</a>	728 KB
	→ <a href="#">Meeting roles detailed how-to</a>	29 KB
	→ <a href="#">Speech Intro Template</a>	148 KB
	→ <a href="#">Table Topics form</a>	236 KB
	→ <a href="#">Timer form</a>	269 KB
	<b>TI Tips</b>	-
	→ <a href="#">Effective Evaluation</a>	599 KB
	→ <a href="#">Gestures Your Body Speaks</a>	897 KB
	→ <a href="#">Your Speaking Voice</a>	1 MB

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	→ <a href="#">Your Speaking Voice</a>	1 MB





# NEW MEMBER PROFILE

## Personal Data

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Best way to contact you \_\_\_\_\_ Employer \_\_\_\_\_

Accomplishments and interests \_\_\_\_\_

\_\_\_\_\_

Personal and career goals \_\_\_\_\_

\_\_\_\_\_

Name of sponsor \_\_\_\_\_ Name of mentor \_\_\_\_\_

## Communication and Leadership Goals

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

\_\_\_\_\_

Does your job or profession require you to speak in front of an audience? \_\_\_\_\_

\_\_\_\_\_

How would you describe your current skill level as a speaker? \_\_\_\_\_

How would you describe your current skill level as a leader? \_\_\_\_\_

Do you have any specific concerns relative to speaking in front of an audience? \_\_\_\_\_

\_\_\_\_\_

Do you have any specific concerns about leading a group? \_\_\_\_\_

\_\_\_\_\_

Why did you decide to join a Toastmasters club? \_\_\_\_\_

\_\_\_\_\_

## Communication and Leadership Skills

What specific skills do you want to improve?

- |  |   |
|--|---|
| <input type="checkbox"/> Persuading others                           | <input type="checkbox"/> Leading meetings                               |
| <input type="checkbox"/> Expressing ideas clearly                    | <input type="checkbox"/> Listening effectively and critically           |
| <input type="checkbox"/> Improving public speaking skills            | <input type="checkbox"/> Evaluating others tactfully and constructively |
| <input type="checkbox"/> Writing and delivering speeches             | <input type="checkbox"/> Accepting helpful criticism gracefully         |
| <input type="checkbox"/> Improving self-confidence                   | <input type="checkbox"/> Other (specify) _____                          |
| <input type="checkbox"/> Thinking quickly and clearly under pressure | <input type="checkbox"/> Other (specify) _____                          |

**TOASTMASTERS**  
INTERNATIONAL

## HOW-TO FOR MEETING ROLES (detailed)

This series of descriptions is a guide to filling each of the roles performed at our meetings. There is no right or wrong way to do most of the roles. Most of the descriptions below are guidelines and suggestions. **Don't be afraid to be creative and think up new and fun ways to do things!** If you have any questions about how to perform any of the roles please ask for help!

### TOASTMASTER OF THE DAY

The responsibilities of the Toastmaster of the Day begin before the meeting:

1. Make sure that you know who has been scheduled to fill the roles. Review the master schedule posted on the club website. Use the link "Agenda Signup" found on the left side of the page.
2. Send out an email with a copy of the agenda sometime 2-3 days before the meeting. Ask everyone to confirm that they will attend and fill their scheduled role.
3. If any roles have not yet been filled, or someone who was scheduled will not be able to fill their role, ask for volunteers. An email asking for help usually results in a few volunteers. At the least, fill the role once you get to the meeting before it starts, with an available personage.
4. Ask each speaker to fill out a Speaker Introduction Form. This can be found in the member downloads section.
5. Remind the speakers to print out the evaluation form for the speech that they are doing in Pathways.
6. Print the agendas. The Toastmaster of the Day is responsible for printing the agendas and bringing them to the meeting. If you cannot print agendas, let Jeff or Sydney know by Monday afternoon so that we can arrange to have agendas.
7. Arrive about 15 minutes early to distribute the agendas in the meeting room. Pass out one to each spot at the tables and place leftovers by the door.
8. Follow the agenda. Almost everything you need to do is printed on the agenda. If you follow the agenda it is hard to forget what to do next. Really, it is all there. Don't be afraid to take on the job of being Toastmaster of the Day. It is not too hard and, if you need help, ask. We aren't scary and we don't bite.

### JOKE MASTER

Look up the theme of the meeting prior to attending on the club website ([aguafrica.toastmastersclubs.org](http://aguafrica.toastmastersclubs.org)). Come up with a few jokes to tell that relate to the theme of the day. Keep them 'family friendly'. If you want crude humor, there is a club just for that, really. Ask and you shall be informed. For us, think PG-13 max.

### AH COUNTER

The Ah Counter's responsibilities start as soon as the meeting is called to order and end when the meeting is adjourned. Their duties include paying careful attention to all meeting participants and noting usage of unnecessary filler words such as "ah" and "um", unusually long pauses, and unnecessary words and phrases that detract from the delivery of the speaker's message such as "like", "so" and "you know".

Pay attention to what everyone in the meeting says, not just Table Topics responses and prepared speeches.

At the beginning of the meeting, you will be called upon to explain your duties as Ah Counter. Explain what you will be looking for. At the end of the meeting you will be called upon to give your report. Include details of what you heard for everyone who participated during the meeting.

**VERY IMPORTANT! Please use the clicker** or the bell to give speakers **immediate feedback** when filler words are used. The technique is very effective in helping speakers break the habit of using filler words. You will also find that it is very effective in helping you develop critical listening skills. Click anytime you hear 'ah' or 'um'. Do remember to take into account the speakers ability. For example, for a guest or a new member use the clicker sparingly: not at **every** filler word but, occasionally and no more than 4-5 times per speech. Sound the clicker for any meeting participant from the time the meeting is called to order to the moment that the meeting is closed. Don't click during prepared speeches unless specifically requested to.

Take into account the experience level of the meeting participant. For example, you probably want to go easy on a new member or a visitor who is participating in Table Topics for the first time. Conversely, be very aggressive with highly experienced Toastmasters. Use your own discretion.

**Clicking is not mean or disruptive when done properly! It helps people improve! You cannot change a habit that you do not know you have. Please use the clicker!**

## **GRAMMARIAN**

The Grammarian's responsibilities start as soon as the meeting is called to order and end when the General Evaluator calls for the Grammarian's report. Your duties include paying attention to how the meeting participants use the English language. During the evaluation portion of the meeting, you will be called upon to give your report. Your report should include any examples that you heard of poor usage of the English language or language that detracted from the delivery of the speaker's message.

Your report should also include examples of any words or phrases that you heard that you thought were particularly effective at painting mental pictures or which otherwise enhanced the delivery of a speaker's message. The second responsibility of the Grammarian is to select and present of the Word of the Day. Use your creativity when selecting a word of the day. The dictionary is your oyster.

Please arrive a few minutes before the meeting so that you have time to post the word in the meeting room. **A word that is complementary to the theme makes the meeting more fun.** For example, if the theme for the meeting is "Aviation", a complementary Word of the Day could be "stratosphere". Also, consider selecting a word that is a little less common. This will help us all expand our vocabularies. Please print two word cards for the word that you pick, landscape style, and bring them to the meeting

and make sure that they are posted in prominent locations in the meeting room. It is totally cool if you hand write the card.

Use an adjective. They are easier to incorporate into speech.

At the beginning of the meeting you will be called upon to introduce the Word of the Day. Stand at your chair and explain the role of the Grammarian. Next, introduce the Word of the Day: state the word, its part of speech, its definition, and use the word in a sentence. Remind everyone to use the word during their Table Topics response.

Remember, we are all in this for self-improvement and to help others improve. **The only wrong way to be Ah Counter or Grammarian is not to do the job at all by NOT clicking.** The descriptions above are guidelines and suggestions. Perhaps you can think of a twist or two to make our meetings more fun?!

## **TIMER**

The role of Timer is not a difficult one but it does require that you pay close attention to the time. Please arrive a few minutes early to review the agenda so that you know how long the prepared speeches will be. Ask each speaker about the timing of his or her prepared speech. It is usually 5-7 minutes but, there are exceptions. Different projects have different timing requirements. So, remember to find out before the meeting begins.

At the beginning of the meeting, you will be called upon by the Toastmaster of the Day to explain the duties of the Timer. Stand at your chair and say something like, "Fellow Toastmasters and guests, I will be your Timer today. The purpose of the timer is to help members to express an idea in a given amount of time. The Table Topics presentations should be between 1-2 minutes. Speeches are (usually, insert proper amount of time here) 5-7 minutes and Speech Evaluations are 2-3 minutes. I will show the green light once you have reached the minimum time, the yellow light once you are halfway through the designated time and red when you have reached the end. You will then have 30 seconds to wrap up to be able to qualify for the best speaker award for your respective category."

If a Table Topics response is between 1 minute and 2:30 then the speaker qualifies for the award. If a prepared speech is supposed to be 5 to 7 minutes, the speaker must speak for not less than 4:30 nor longer than 7:30 to qualify for the award. Evaluators must speak for a minimum of 1:30 and a maximum of 3:30 to qualify for the award.

For all timed events you should start the stopwatch as soon as the speaker starts speaking. You should not wait until the speaker uses words like "Fellow Toastmasters and most welcomed guests". Their time starts as soon as they start speaking or make a verbal gesture that starts the communication. After each portion of the meeting you will be asked for the Timer's report. Report the times for each speaker. If any speaker did not meet the timing requirements, state that that person is not eligible to receive the award as best TT, speaker, or evaluator. If all participants met the timing requirement you may simply say "everyone qualified".

## **TABLE TOPICS MASTER**

As the Table Topics Master, you are responsible for running the Table Topics portion of the meeting. Your responsibility begins well in advance of the meeting.

**ADVANCE PREPARATION IS KEY!** The first thing that you do is review the schedule to get the theme for the meeting. The schedule is available on the club website ([aguafrica.toastmastersclubs.org](http://aguafrica.toastmastersclubs.org)). It is under "Agenda Signup". The meeting themes are typically published several weeks in advance. Feel free to add a topic that you would like to ask Table Topics questions about. If you do choose a topic be sure it pertains to either a speech you are planning, or a Table Topics session you would like to lead.

Also, check to see how many speeches are scheduled. Next, prepare a list of questions. The questions should be related to the meeting theme. The number of questions that you will ask will depend on the number of speeches that have been scheduled. If there are three speeches scheduled and none of the speeches are cancelled, it is recommended that you only ask three questions. It is possible that one or more speeches will be cancelled so you should be prepared with more than three questions, say 7 questions.

Please be creative with your questions! A frequently used method is to bring in several items in a box and ask Table Topics speakers to tell a story about the object or use the object in some other way, as a vehicle to initiate a short speech. An internet search can lead you to may creative and fun ideas. Have fun and surprise us!

At the meeting, after the Toastmaster of the Day introduces the meeting functionaries, you will be called to lead the Table Topics portion of the meeting. The first thing you should do is review the purpose of Table Topics. This is particularly important if there are guests who have no idea what we are doing or why we do it. **The purpose of Table Topics is of course to give us the opportunity to practice impromptu speaking. This gives us practice thinking on our feet, quickly organizing our thoughts, and saying something that makes sense.** After you review the purpose of Table Topics, don't forget to **remind everyone to use the Word of the Day in their Table Topics responses.** If they do not use the word of the day they will not qualify to be the best Table Topics speaker.

Next, you will either call for volunteers or call on specific members to answer questions. If no one volunteers immediately, call on someone. If you are familiar with the experience level of everyone, consider calling on less experienced members and giving them one of the easier questions. After you are done asking questions, call for the Timer's report and then call for a vote for best Table Topics speaker. Remember to announce that only those Table Topics speakers who used the Word of the Day and who met the timing requirement are eligible to receive the award. Finally, adjourn the meeting for the five minute break.

Ask new members easier questions and challenge experienced Toastmasters with more difficult ones. Use your discretion.

## **SPEECH EVALUATOR**

The speech evaluator should have completed the first 3 speeches in level 1 before undertaking a live speech evaluation.

Use the 'Sandwich Method':

1. Say something nice; something that you liked about the speech
2. Give 2-3 ideas for improvement. You want to focus on items that are appropriate for the speakers experience level. Good things to pay attention to and comment on are: body language, vocal variety, use of speaking area, how comfortable the speaker is, and WHAT the speaker did. Remember that this is distinct from WHO the speaker is. Evaluate the speech and not the person. Even if the speaker talks about an idea that you don't agree with, you can give a helpful evaluation by focusing on the delivery of the speech and not the content.
3. End with another positive. Think of the evaluation as a 'Happy Sandwich'. You want to bolster the speaker's self-confidence and have them WANT to do more speeches to get better and to put into action the suggestions for improvement that you made.

## **GENERAL EVALUATOR**

The General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian and Timer.

As General Evaluator, you: stand at the beginning of the meeting and state what your role is. You will say something to the effect of, "Fellow Toastmasters and most welcome guests, I am the General Evaluator. The purpose of the General Evaluator is to pay attention to EVERYTHING that goes on in the meeting and report both the good and the not so good at the end." You may elaborate slightly, if you choose.

Before the meeting, review the agenda and make sure that you know what it says about your responsibilities. It is easy to get lost but remember, it is all there on the agenda. Review the agenda before the meeting and immediately before the role you are to perform, whatever that may be. If you follow the agenda it is hard to get turned about. Also, make sure that you know **who** you will be calling on to deliver speech evaluations and functionary reports so you are smooth in your delivery.

As soon as the meeting is called to order, begin taking notes about what you are seeing, both good and bad.

When called upon by the Toastmaster of the Day you will go to the front of the room and run the evaluation portion of the meeting. First, call each evaluator to evaluate the speech that they are scheduled to evaluate. After all evaluators have finished, call for the Timer's report and then call for a vote for best evaluator. Next, call for the Grammarian's report and then the Ah-Counter's report. If a Listener has been assigned for the meeting, call for their report.

Finally, give your evaluation of the entire meeting. Mention specific examples of what you thought worked well during the meeting or where you think improvements ought to be made. For example, if applause was lacking or meeting participants forgot to shake hands when leaving the speaking area or (gasp) the lectern was left unattended, you might make a general comment about proper meeting etiquette, pointing out the flaws. Or, if you thought that the speech evaluations or Table Topics

questions were particularly good you could mention those. Remember, that it is usually not necessary to mention specific names unless you have a specific comment for an individual.

Point out anything that either the evaluators or functionaries missed while being respectful of the time.

## **HOW TO TAKE AND RETURN CONTROL OF A MEETING/MEETING ETIQUETTE**

A visitor who is looking for a club to join might be more favorably impressed by a club with well executed meetings than they are by a club that looks like they don't know what they are doing. I know I would be. Just a little bit of formality goes a long ways towards smoothing the transition between speakers.

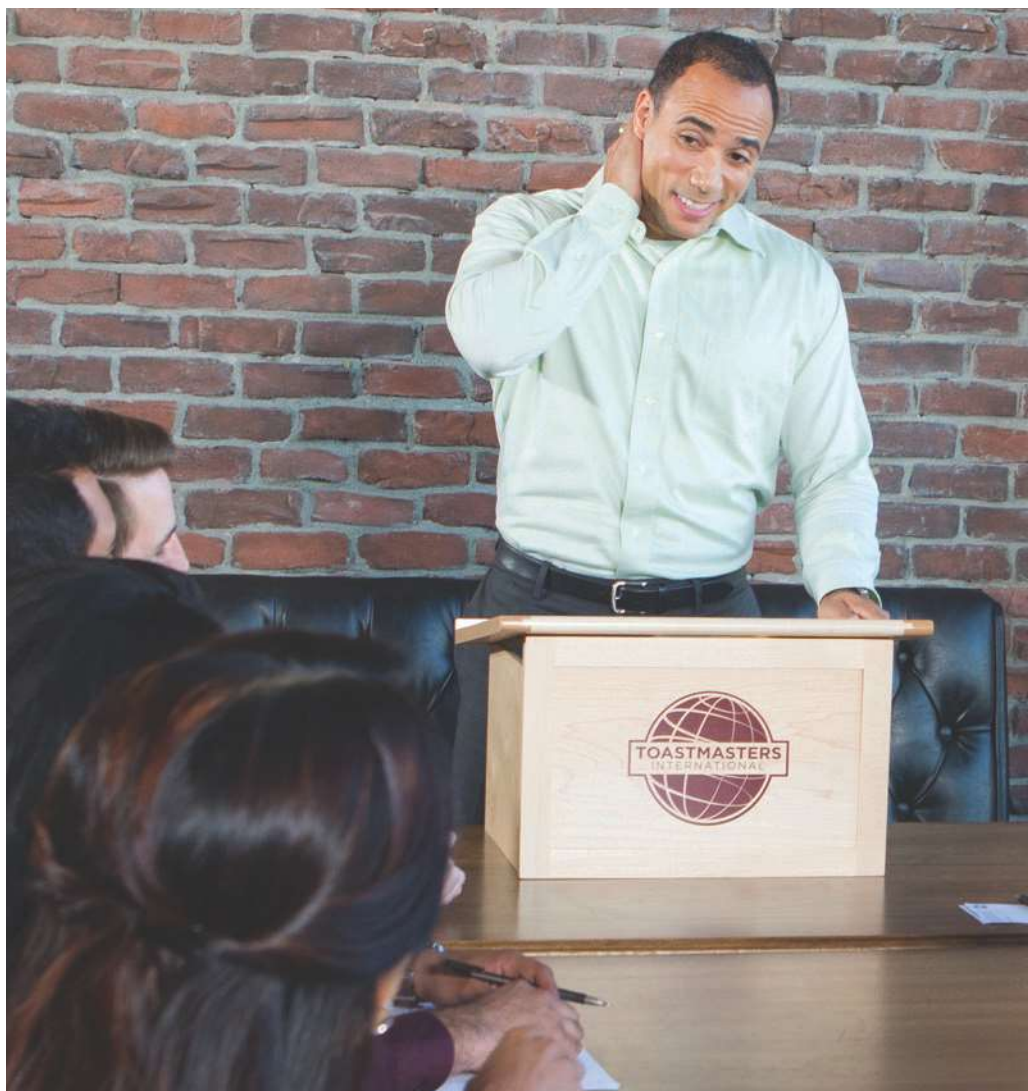
If you are in control of the meeting and have introduced or called upon someone, wait for that person to walk to the front of the room and shake hands. Then take a seat. If you are the person who is called upon or introduced, walk briskly to the front of the room and shake hands with the person who introduced you. **Never leave the lectern unattended!**

I also typically thank the person who introduced me (e.g. thank you madam Table Topics Master). The next thing you should do is address the audience with a phrase like "Fellow toastmasters and most welcome guests". Once you are done speaking, turn to the person from whom you took control of the meeting and simply say "Madam Toastmaster" (or Table Topics Master or General evaluator). Wait for that person to return to the front of the room and shake hands. Then return to your seat. You should never simply stop talking and return to your seat without waiting for someone to return to the lectern. Once again that is: never leave the lectern unattended! Please!

A frequently asked question is whether a speaker should thank the audience at the end of a speech. This is always an active topic of discussion in the Toastmasters community. Conventional wisdom is that it is not necessary for the speaker to thank the audience. Instead, the audience thanks the speaker with their applause. However, it is not necessarily incorrect for the speaker to thank the audience. I never thank the audience. It seems to me, that turning to and addressing the person to whom you are returning control is a much better way to transition control of the meeting than simply saying thank you. Your technique is up to you.

In short: Don't leave the lectern unattended and say something to the effect of "Fellow Toastmasters and most welcome guests" to transition between speakers. Say, "Mr. Table Topics Master or Mr. General Evaluator" (etc.) to signify that you are done speaking. Clap until the next person reaches the lectern.

Have fun and learn. If you have any questions, contact one of the officers or other club members, whomever you feel most comfortable with.



# ICE BREAKER

LEVEL 1 PROJECT





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4	Assess Your Skills
5	Competencies
6	You and Your Goals
7	Prepare and Present
10	After Your Speech
11	Review and Apply
12	Complete Your Assignment
13	Resources

**TOASTMASTERS INTERNATIONAL**

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

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# INTRODUCTION



You may have participated in an ice breaker activity at an event sometime in your life. These are activities that are designed to help people relax and get to know one another. Ice breaker activities that are well-designed and well-executed engage an audience and encourage them to invest in the success of the event.

## BEGINNING

This project marks the beginning of your Toastmasters journey. It is your opportunity to introduce yourself to the group and share something about yourself.

## CULMINATION

This project culminates in you giving a 4- to 6-minute speech, the first one that all Toastmasters present to their clubs.

As you work through this project, you will learn how to recognize skills you already have, build upon those skills to foster confidence, and identify areas for improvement.

You will learn to distinguish the basic elements of speech structure and utilize rehearsal techniques that balance preparation and spontaneity.

# YOUR ASSIGNMENT



**Purpose:** The purpose of this project is to introduce yourself to the club and learn the basic structure of a public speech.

**Overview:** Write and deliver a speech about any topic to introduce yourself to the club. Your speech may be humorous, informational, or any other style that appeals to you.

**For all assignment details and requirements, review the Project Checklist on page 13.**

Throughout this project you will see icons in the margins next to the text. These icons indicate additional resources available online.



**Video:** Sign in to Base Camp to watch a video that supports this project.



**Interactive Activity:** Sign in to Base Camp to complete an interactive activity.



**Resource:** Sign in to Base Camp to view this resource online.



# COMPETENCIES



**The following is a list of competencies that you will learn and practice in this project.**

- Recognize the elements of a basic speech structure.
- Balance preparation and spontaneity when delivering your speech.
- Demonstrate self-confidence when speaking in front of an audience.
- Identify your communication and leadership skills.
- Define communication and leadership goals.

# YOU AND YOUR GOALS



The Ice Breaker is your first opportunity to share something about yourself and your goals with other members of your club. You may want to include the following information in your speech to help club members get to know you:

- The reason you joined Toastmasters (if a person or incident influenced you to join, share that story)
- Your communication and leadership goals



When you took your Pathways Assessment, you were asked to identify your basic public speaking and leadership goals—the reason you came to Toastmasters and what you hoped to gain. It may be helpful to think back to that experience and share some of those goals in your “Ice Breaker” speech.

You may also use the Ice Breaker Speech Outline Worksheet on page 17 to help you collect and develop your thoughts. A clear, thorough outline will assist you in crafting your speech and sharing your communication and leadership goals with the audience within the allotted time.

## ORGANIZE YOUR SPEECH

Your Ice Breaker is a story about you. The four elements of a good story are:

- **Interesting topic**
- **Opening**
- **Body**
- **Conclusion**

Give your speech an opening, body, and conclusion to effectively communicate your overall purpose.

Begin by introducing yourself. In the body of your speech, share information you would like your fellow members to know about you. Conclude with a funny or interesting anecdote that relates to your desire to become a better speaker and leader.

If you have completed an Ice Breaker before, focus on your goals for your current path.



## New Member 5 Step Quick Start

1. Log in to [www.toastmasters.org/login](http://www.toastmasters.org/login) to ensure that your username and password are correct. If this is your first time logging in, select the "Forgot password?" option to establish your password.
2. Enroll in the Pathways education program by selecting "Start Page" from the Pathways tab and "Continue to Path Selection" on the left.
  - a. New members have already paid the \$20 for the online learning materials with their membership application.
  - b. The language you choose to take the Assessment can be different from the language you choose for your educational materials.
  - c. When you complete the assessment, you will be presented with your top three Path recommendations. It's advised to select one of the three presented to you, but you may also use the "Additional Paths" option at the bottom of the screen to select any of the eleven available Paths.
3. While you wait for your Path online learning materials to load into Base Camp (usually within 30 minutes), be sure to return to the "Start Page" and "Launch The Navigator" content to review essential information for your Toastmasters membership.
4. When you're ready to enter Base Camp, return to the "Start Page" then select the "Go to Base Camp" button in the center section of the "Start Page". From the Base Camp landing page you will have two options for viewing your curriculum:
  - a. (1 Click) Use the "Open Curriculum" option to the right of your Path Name in the lower right burgandy box titled "My Education Transcript" or....
  - b. (2 Clicks) Select the blue tile labeled "Education Transcript – Access My Path," then select the burgandy "Open Curriculum" button to the right of your Path name.
5. Be sure to "Activate" your Ice Breaker project to begin your Toastmasters journey. Your Ice Breaker project will launch in a separate window (assuming you've disabled popup blockers for this site) and you will likely need to resize the new window to see all your navigation options. Be sure to follow-up with your Club VP Education or assigned Mentor to schedule your new member orientation where you can ask questions and learn more about your upcoming projects.

The image displays four screenshots of the Toastmasters Pathways website, illustrating the steps for a new member to get started.

- Top Screenshot:** Shows the Toastmasters website header with the "Pathways" tab selected. A red circle with the number "1" highlights the "Log in" link in the top right corner.
- Second Screenshot:** Shows the "PATHWAYS LEARNING EXPERIENCE" section. A red circle with the number "2" highlights the "Continue to Path Selection" button. A red circle with the number "3" highlights the "Launch The Navigator" button. A red circle with the number "4" highlights the "Go to Base Camp" button.
- Third Screenshot:** Shows the "RECOMMENDED PATHS" section. A red circle with the number "2 b/c" highlights the "Choose this Path" buttons for "Innovative Planning", "Leadership Development", and "Presentation Mastery".
- Bottom Screenshot:** Shows the "Persuasive Influence" curriculum page. A red circle with the number "5" highlights the "Activate" button next to the "Ice Breaker" project.

Are you still unsure about how to explain the Pathways educational program to a prospective guest? Our Pathways training sessions have found this approach using the **Paths and Core Competencies** document to be the easiest, see if you agree!

Taylor wants to become more confident in speaking to groups of people, so indicates **#1-Public Speaker** as a competency to work on. Taylor also wants to be better positioned for the next management opening at work, and indicates **#4-Management** should be a competency to improve as well.

Taylor should consider a Path where competencies #1 and #4 have the highest emphasis (towards the left of the numeric sequence), which would be either the *Innovative Planning* Path or the *Team Collaboration* Path as the best aligned to Taylor's objectives.

Assuming **Innovative Planning** and **Team Collaboration** are returned in the three recommendations, Taylor can feel confident in selecting either one as a first Path knowing that either one focuses on Taylor's top two objectives. However, if the recommendations are for different Pa recommendations and select either **Innovative Planning** or **Team Collaboration**.

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