

LONDON COMMUNICATORS -THE MENTOR PROGRAMME

BEING A MENTOR

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As an experienced Toastmaster, you may be invited to serve as a Mentor for a new member of our club. As a Mentor, you have the opportunity to share your knowledge and experience with a new Toastmaster who wants to learn and grow.

THE DUTIES OF A MENTOR

Involvement with the new member helps to provide some measure of motivation for the newcomer. Your involvement will include constructive feedback, support and praise. The mentor also provides 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 to decide what to do differently.

Find out from the mentee what are his/her goals and in which areas they feel they could use help and guidance.

Mentors should spend about 15 minutes a week with the mentee to help with questions and to give feedback on speeches and roles performed. This can be spent before or after the regular Toastmasters meeting, or can be arranged outside the meeting entirely – the structure of the relationship is up to the mentor/mentee pair.

The mentor should be aware of what the mentee is assigned to do at the next meeting.

RESPONSIBILITIES

The mentor's duties begin at the first meeting and are as follows:

Sit with the new member and explain club procedures

Explain the various parts of the meeting such as Table Topics, prepared speeches and evaluations as they happen and explain meeting duties. Answer any questions the mentee might have.

Explain the Toastmasters speech programme

Explain the 10 initial projects and their goals in the Communication and Leadership Manual. Tell them about becoming a Competent Toast Master (Competent Communicator) and refer briefly to the more advanced, ATM, CL, AL etc.

Explain how to sign up

Tell the mentee about the Club Website and how to check the current schedule, send email to all members etc. Also advise the mentee what to do and whom to contact if he or she is scheduled to fill a meeting role but is unable to attend the meeting.

Help with the Ice Breaker

Ask the VP of Education to schedule the mentee's Ice Breaker as soon as the mentee feels ready.

Many experienced Toastmasters still consider the first speech to be the most difficult. This is because new members are not only uncomfortable speaking before a group, but they are also speaking before relative strangers. Your assistance can help the mentee overcome their fears. Discuss speech ideas with the mentee and offer suggestions for organizing if necessary. If practical, offer to listen to the mentee practise the speech.

Provide positive feedback

The first few weeks of membership are critical. Mentees must feel that they are already benefiting from the Toastmasters experience. Compliment them on their progress.

Help with speeches and other assignments

Continue to help your mentee prepare speeches and use evaluations to improve. Offer your own feedback too. Help the mentee prepare for assigned meeting roles and offer tips for fulfilling them successfully.

For the mentor/mentee relationship to work, you must be:

- Available. You must have time to spend with the member.
- Patient. People learn at varying speeds and some need more guidance than others.

- Sensitive. Tact and diplomacy are vital. Be careful to say and do things that will motivate and encourage the mentee.
- Respectful. Everyone is different. Respect the differences between yourself, the mentee and others.
- Flexible. You must adapt to various situations and accept that the mentee may make decisions with which you may not agree.
- Knowledgeable. Before you can help someone else, you must be familiar with the Club, its operations, the educational program and the TI organization itself.
- Confident. You should be self-assured and friendly.
- A good listener. Just by listening, you can enable the mentee to articulate the problem and sort things out.

* Share your own goals and aspirations with the mentee and tell them how you have benefited from the programme. You are proof that they can achieve their own goals

FINALLY, BENEFITS FOR MENTOR.

- Close evaluation of mentees can help mentors to identify strengths and weaknesses in their own approach.
- Gives mentors practice to improve their feedback and evaluation skills.
- Fosters mentor's listening and perception skills, and helps them to become more detail oriented.

Oh, yes, by the way, as a Mentor you can gain credit for the Advanced Communicator Gold award