

Manitoba Morning Toastmasters



Guest Information Package

2011 - 2012

Welcome to Manitoba Morning Toastmasters. Congratulations on taking the initiative to visit our club. Whether you seek to improve your public speaking skills to further your career, or simply for personal betterment, we think you'll find Manitoba Morning Toastmasters a friendly, encouraging and fun environment in which to do so.

Feel free to speak to any of our members about the Toastmasters experience and our Communication and Leadership programs.

We hope you'll enjoy our meeting and consider becoming a member of our club.

WHAT IS TOASTMASTERS?

Toastmasters International is a nonprofit educational organization that operates clubs worldwide for the purpose of helping members improve their communication, public speaking and leadership skills.

Through its thousands of member clubs, Toastmasters International offers a program of communication and leadership projects designed to help men and women learn the arts of speaking, listening, and thinking.

THE MISSION OF TOASTMASTERS INTERNATIONAL

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member Clubs, Toastmasters International helps men and women learn the arts of speaking, listening, and thinking - vital skills that promote self-actualization, enhance leadership potential, foster human understanding, and contribute to the betterment of humanity.

Toastmasters International continually expands its worldwide network of Clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

WHO ARE WE?

We are Manitoba Morning Toastmasters and we meet every Saturday (except on long weekends) from 10:30 am to 12:30 am. For further details about our meeting location and schedule, please visit our main website at www.manitobamorning.org.

THE MISSION OF THE CLUB

The mission of a Toastmasters Club is to provide a mutually supportive and positive learning environment where every member has the opportunity to develop communication and leadership skills, which in turn foster self-confidence and personal growth.

HOW IT WORKS

The Toastmasters program is not a college, trade school, or other formal course in public speaking. There are no instructors, professors, or classrooms. No one's work is graded and no tests are administered.

In Toastmasters, members learn by studying the manuals, practicing, and helping one another. Learning takes place in the Club environment. Club meetings are workshops where you study and practice communication and leadership skills with others who are there for the same reason as you. You learn by doing and by watching fellow Club members.

During Club meetings you will build "quick thinking" skills as you give one-to-two minute speeches on general subjects during Table Topics. You'll introduce speakers, conduct meetings, and perform other roles that will give you plenty of practice in a variety of communication experiences, but your greatest learning will come from preparing and presenting speeches based on the projects in a manual.

The manual you will be working from has 10 speech projects, each designed to develop you speaking skills one step at a time. Every project builds upon what you have learned in the preceding project, so it is recommended that the speeches be presented in numerical order. You will begin with the "Ice Breaker" speech. Since it will be your first speech before the Club, it will be based on an easy subject - yourself.

In subsequent speeches you will learn the importance of sincerity in speaking, how to effectively organize a presentation, how to use body language and voice to convey your message, word choice and props, persuasive speaking, and how to inspire others. When working from your manual, read each project and "Evaluation Guide" carefully before you prepare your speech. And since the manual is yours, you are encouraged to write in it and make any necessary notes.

Most of your talks will be only 5 - 7 minutes. This will give you enough time to develop your topic while still keeping the Club meetings a reasonable length, but the same principles you learn in a 5 - 7 minute speech apply to a 40 minute formal address or a two minute impromptu speech. You will learn to speak with confidence, clarity, persuasiveness, and enthusiasm.

You will receive verbal and written feedback from an evaluator on every speech you present. The evaluator provides a personal opinion of your talk, pointing out your strengths and offering suggestions for improving your next speech. Evaluations have one purpose: to help you become a more effective speaker. Eventually, as you gain more experience, you will evaluate the speeches of others.

THE MEETING ITSELF

Sit back, relax and enjoy the meeting. Participate either by listening and learning, or if you would like to you can also be more active. At the end of the meeting we will ask for guest comments and it is your choice if you would like to offer any.

The following explanations will help you understand what will be happening throughout the meeting. If you have any questions, please feel free to talk to any club member.

INVOCATION & TOAST: Words of inspiration to get the meeting off to an enthusiastic start.

WORD of the DAY: A word and its definition is selected for the club members to enhance their vocabulary and use as opportunity presents throughout the meeting.

HUMOUR: A free-for-all of tasteful humor that helps members learn to tell jokes effectively.

BUSINESS SECTION: The business portion of the meeting is used to gain experience in running a formal meeting. It may involve reports from club executives, motions and announcements.

TABLE TOPICS: Members are given the opportunity to practice their impromptu speaking. The Table Topics Master selects the subjects to be discussed and the participants have 2 minutes to present their ideas on the topic.

PREPARED SPEECHES: Members deliver prepared speeches based on criteria from the Toastmaster speaking manuals. There are a number of manuals on various topics depending on the experience level of the speaker.

EVALUATIONS: Feedback is given to all our speakers and the meeting as a whole. All feedback is given in a positive supportive way to help members learn to be better Toastmasters and communicators.

TIME: Speakers are timed during their presentations to help them stay within the time frames of the meeting and speech assignments. The green, yellow and red lights serve as a guide to the speech length.

HOW DO I JOIN?

To join Manitoba Morning Toastmasters, no special qualifications, experience, or background is required. For a low fee, any adult can be a Toastmaster and you will receive a new member package containing the basic speech manual and educational material on speaking skills. Besides, once you are a member, you will receive a monthly Toastmaster magazine and also a personalized name tag.

As you progress, more advanced manuals are available to continually add new challenges. The objective of each manual speech is different, allowing you to practice and learn new techniques and skills. You will progress through the manuals at your own pace.

AND IF I NEED FURTHER INFORMATION?

By all means, contact our VP Membership or any other member of the club executive. Our executives are always happy to hear and respond to questions and proposals.