

New Member Mentor Program Checklist

Activity	Date of Completion
Deliver guest package (If not already done)	
Make initial contact	
briefly explain TM	
explain mentor role	
suggest one-on-one meeting	
discuss best regular contact methods (email, phone, ect)	
Sit together during first few meetings	
Introduce to other TM's	
Discuss contents of new member package	
Conduct one-on-one meeting	
share your experience with TM	
identify reasons for joining TM	
identify initial focus for improvement	
discuss current strengths and weaknesses	
explain competent communicator program	
explain competent leader program	
Check in each week	
explain duties as needed	
assist with first two times doing a new role	
encourage participation	
Assist in preparing icebreaker	
Assist in preparing 2nd speech	
Conduct one-on-one meeting	
provide positive and critical feedback	
explain speaking and leadership tracts	
Competent Communicator, Advanced Communicator Bronze, AC Silver, AC Gold	
Competent Leader, Advanced Leader Bronze, AL Silver	
Distinguished Toastmaster (DTM)	
explain Yukon Alaska Council of Toastmasters (YACT)	
Check in periodically	
explain protocols when a speaker, TM, other duties	
explain the importance of evaluations	
receiving evaluations	
giving evaluations	
Assist in preparing 3rd speech	
Explore and discuss TM websites	
http://www.toastmasters.org/	
http://www.yact.org	
Our Club website.com?	
Assist in preparing 4th speech	
Explain officers duties	
suggest they volunteer to help an officer	
Conduct one-on-one meeting	
provide positive and critical feedback	
set specific TM goals	
three months, six months & one year	
identify how to help achieve the goals	
Assist in preparing 5th speech	
Provide accountability to defined goals	
Encourage attendance at regional contests and conventions	

