



This guide is for Club Vice Presidents’ Education to implement an effective mentoring program in the club. It is details in 4 steps that provide guidance for education planning, connectivity between members (through member and mentor programs) and program efficiency.

Step One: Determine your current member / mentor relationship.

- Your club may already have a member / mentor program in place and if so, this will form the basis of this program
- If not, take these steps to get the program into action:
 - Write out the names of each club member into one of three columns (see table 1 below). The group into which you place each person will depend on your club. For example, you club may have four DTM (or close to it) so you might use that as Group A members, Group B could have achieved CC / AC / CL designation and Group C could be those members who have not yet achieved CC / CL. The criteria will be different from club to club, but you get the picture.
 - I use colour coding here as it will be useful to show in the connection drawing (see Layout A below)
 - Unless you know for sure, always confirm the member / mentor relationship with the member before general publication of the TM Mentor layout.

Table 1 - Member groups

Group A Experienced	Group B Working on experience	Group C Not yet experienced
1. Bill	2. Phil	3. Sally
4. Joan	5. Al	6. Michele
7. Linda	8. Kelly	9. Dan
10. Donna	11. Jim	12. Mary
13.	14. Don	15. Mohammed
16.	17. Ken	18. George
19.	20.	21. Shelly
22.	23.	24. Kate
25.	26.	27. Anna
28.	29.	30. Wendy

Step Two: Create the member / mentor relationship.

- With your member / mentor relationship known, select or appoint relationships between the members using the coding system from Table 1 - Member groups. For example:

A7⇒C21 A1⇒B2 B8⇒C12 B11⇒C21 A7⇒B11 A10⇒C30 A10⇒B8
 A4⇒C9 B2⇒C27 B5⇒C15 A7⇒B17 A1⇒C6 B5⇒C12 B2⇒C24 etc

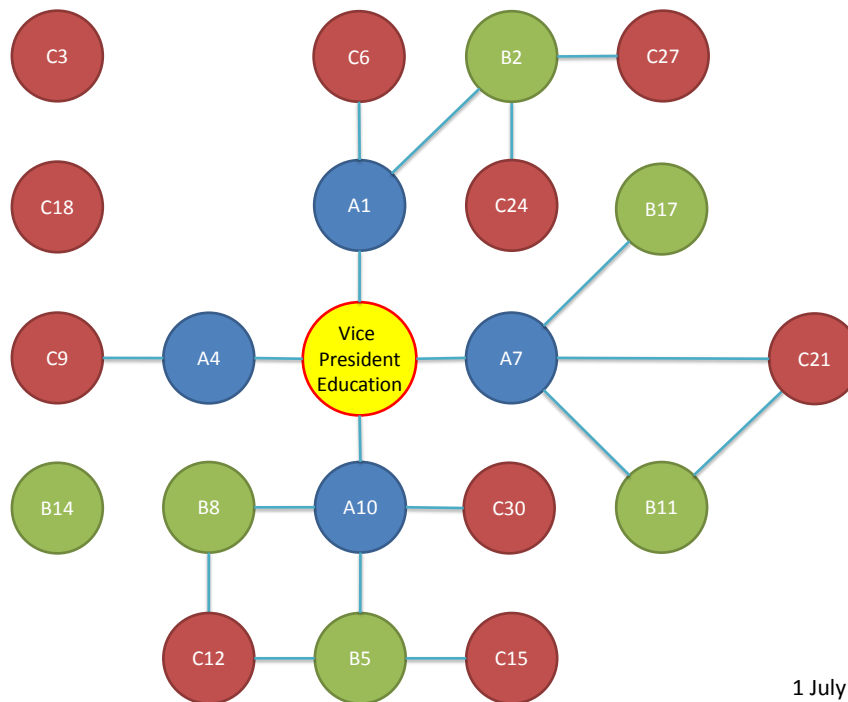
Continue until all members are assigned a mentor. If one member has more than one mentor honour that. I’ll show you how later. I found the ratio of A:B:C to be around 1:2:3, but your ratio might vary.

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Step Three: Create the TM Mentor layout.

- From the information gathered in Step 2, locate the PowerPoint file "TM Mentor layout" and use the codes above to show the member / mentor relationships. The resulting layout could look something like this:

Layout A - using codes from Table 1



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- You will notice that some members do not have mentor as they are not connected to a mentor. This can be remedied through consultation.

Step Four: The member / mentor checklist.

- Once the member / mentor relationships have been completed and the layout has all members shown connected to a mentor, replace the code with the members name and distribute the layout to each member. You may need to reallocate members to other mentors as one member may have too many members to mentor, so check the workload regularly. Adjust the connection on the layout to reflect these updates with a date to show currency.
- Share the following two documents with members:
 - 1328 Member Achievement Record (in either electronic or paper form)
 - Membership Review Checklist (MRC)
- Suggest members contact their mentor to arrange a mentoring session. Have the member complete the MRC and provide a copy to the VPE for planning and agenda scheduling.

For more information, contact Philip by email: philip@scax.com.au or Skype: philip.bendeich or phone: +61 413 119 820.

My hope is that members will be more engaged with the Toastmasters Education program and get the most they can from their club experience, therefore delivering the TI vision:

“We empower individuals to become more effective communicators and leaders.”