



Mentoring A New Member Checklist

This Successful Mentor Program (SMP) checklist is a tool used to monitor the progress of a mentor - mentee relationship.

The mentor uses this checklist to ensure that each mentee receives the fundamental information and help needed to effectively use the Toastmasters International educational program in the club.

The mentor and mentee meet outside of a regular club meeting to cover the items below and to begin or continue to develop a relationship.

Mentee: _____ Mentor: _____ Date: _____

<input type="checkbox"/>	1. With the mentee, established and record a list of the mentee's goals.
<input type="checkbox"/>	2. Discussed leadership goals and opportunities. For a new Toastmaster mentee, a) explained the use of the "Competent Leadership" (CL) manual and b) ensured three manual roles have been evaluated.
<input type="checkbox"/>	3. Discussed communication goals and opportunities. For a new Toastmaster mentee, a) explained the use of the "Competent Communication" (CC) manual and b) ensured three speech projects have been completed. Offered to assist with at least one speech project by a) having the mentee rehearse with the mentor or b) reviewing the text of the mentee's speech or c) discussing the plan for the speech with the mentee.
<input type="checkbox"/>	4. Showed the mentee a) how to volunteer for a meeting role and b) where to find the information for how to carry out the various meeting roles.
<input type="checkbox"/>	5. Showed the mentee how to request a speech.
<input type="checkbox"/>	6. Ensured that the mentee has signed on to the Toastmasters International web site and that they have verified their personal information on the web site.
<input type="checkbox"/>	7. Discussed with the mentee: <ul style="list-style-type: none"> • Information about the club and the meeting structure • The Toastmasters educational program, including the leadership track (CL, ALB, ALS, DTM) and communication track (CC, ACB, ACS, ACG, DTM) • The Toastmasters organization (Area, Division, District, Region, International) • Club officer roles (ex. VP Ed) and other organizational roles (ex. Area Governor) • Contests (speech, evaluation, humorous speech, table topics, tall tales) and conferences • Resources available from Toastmasters International including the web site • Training available for the different leadership roles (ex. TLI) • Previous leadership and communication experience