



# TOASTMASTERS NEW ZEALAND Visitor Pack



WHERE LEADERS  
ARE MADE

# TOASTMASTERS INTERNATIONAL

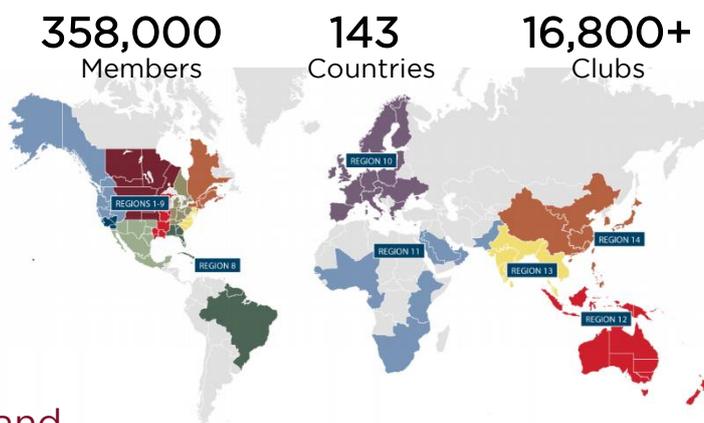
## About

Since 1924, Toastmasters International has helped millions of men and women become more confident in front of an audience. Our network of clubs and their learn-by-doing programme are sure to help you become a better speaker and leader.

It is the world's largest organisation dedicated to helping people achieve their potential by developing members' communication and leadership skills.

## Region 12

Toastmasters is a global organisation divided into well over 100 districts which are split into 14 regions. New Zealand, Australia, Papua New Guinea, Indonesia, Malaysia and Brunei are known as region 12. Public speaking and leadership are learned in a warm and supportive environment in around 1,800 clubs, comprised of over 45,000 members, throughout the region.



## New Zealand

The first club in New Zealand started in Dunedin in 1961. By 1972 the news of this fantastic self-development organisation had spread and membership across the country had grown to over 1,000 members in 43 clubs, prompting Toastmasters International to recognise New Zealand with full District status.

Over 50 years later and the organisation in New Zealand has grown to a point where there are currently over 280 clubs throughout the country, catering for over 6,000 members every year.

In 2018 the New Zealand organisation reached the stage where the country split from being a single district (District 72) into two districts - District 112, which covers the North Island as far down as the northern Wellington Regional Council boundary; and, District 72, which covers Wellington Region and the South Island.

## International Mission Statement

**We empower individuals to become more effective communicators and leaders.**

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

## Values

**Toastmasters International's core values are integrity, respect, service, and excellence.**

These are values worthy of a great organisation, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

## Club Mission Statement - A Statement of Shared Values

Every Toastmasters club shares the same clearly defined mission statement:

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

Through this mission, each Toastmaster gains a clear understanding of the club's purpose, and the organisation as a whole benefits from a shared set of values and goals.

# WHAT TOASTMASTERS CAN DO FOR YOU

Regardless of your background, Toastmasters is the most efficient, enjoyable and affordable way of gaining great communication and leadership skills.

## Better Speaking

Toastmasters will give you the skills and confidence you need to effectively express yourself in any situation. By learning to effectively formulate and express your ideas, you enter a new world of possibilities. You will be more persuasive and confident when giving presentations, and you will improve your one-on-one dealings with others.

## Better Leading

Leadership is the art of empowering others to do what you wish to be done. To do so, you need to know how to communicate with others and work as a team to achieve goals. In a Toastmasters club, you will do both. You will find out how to vary your approach to suit the needs of different people, whether they are the audience for a speech, the committee for a fundraiser, or co-workers and managers.

## TOASTMASTERS MEMBERSHIP PROVIDES THE FOLLOWING BENEFITS...

- A unique means of learning and improving your communication abilities within a supportive and motivational atmosphere of growth, fellowship and fun with your fellow Toastmasters club members.
- Access to professionally prepared educational materials and resources on: public speaking; interpersonal communication; leadership; listening; critical thinking; effective evaluation; facilitating and participating in discussions; techniques to enhance presentations involving technological resources; event management; parliamentary procedures; and running effective meetings.
- Experience in leadership development through training, involvement and activities.
- Unlimited opportunities for personal and professional advancement based on improved abilities and expanded experience.
- The Toastmaster magazine - every month the Toastmaster provides new insights on communication techniques, ideas and opinions.
- Continuing development of, and exposure to, proven communication techniques.
- Increased confidence, ability to organise logical thought and present it self-assuredly, and better understanding of interpersonal relationships.
- Affiliation with an internationally renowned educational organisation.

## How Does It Work?

The environment we provide is friendly and supportive, and the self-paced programme allows you to build confidence with each speaking assignment.

You develop and practice your skills through delivering prepared speeches, filling various meeting roles and/or participating in the impromptu speaking sessions, called Table Topics™.

Constructive evaluation is the heart of the Toastmasters programme. Each time you practice your communication skills you will receive written, verbal and informal feedback which will point out strengths you demonstrate and suggest areas where you can continue to develop and improve your skills.



## How Do I Join Toastmasters?

There are over 280 clubs to choose from in New Zealand, each with its own unique personality. We recommend you visit a few clubs in your area to see how they operate. When you find one you are comfortable with, it is an easy matter to complete a membership application and pay a once-only joining fee plus up to six months membership (fees may differ for each club dependant on club overheads). Shortly afterwards you will receive your New Member notification via email. Congratulations, you're now a member of your chosen Toastmasters club, and on your way to an exciting period of learning and personal development!



## What Do I Get When I Join?

You will receive a New Member email notification, in which you will find:

- Access to the Navigator - your guide to the Pathways Learning Experience
- An assessment check to provide you with "Best Match" Paths to match your reasons for joining and assist you in selecting the Pathway that best suits your educational needs
- Access to Base Camp - the online home base for your Pathways educational programme, which provides the transcripts, tutorials and wide ranging resources to support you on your journey to developing your skills and abilities in communication and leadership

A mentor will be assigned to you - an experienced Toastmaster who can help you define your goals and plot a course to achieve them. Your mentor will assist you in understanding how it all works and will provide a sounding board for your questions and ideas. Your mentor may also help coach you through your early speech projects and provide feedback on performance.

You will receive the monthly 'Toastmaster' magazine - full of helpful articles, such as: "Your Career: What's Holding You Back?"; "Ten Principles of Motivational Speaking"; and, "Why Do Top CEOs Shine As Speakers?".

## What Happens When I Join A Club?

A lot of learning and fun happens within your own Toastmasters club! A typical club is made up of 15 - 25 people who meet on a regular basis for between one to three hours. The meetings are run in a structured way, ensuring everyone gets an opportunity to stand up and speak. You will be told of your speaking assignment well in advance, allowing you plenty of time to prepare.

Speaking assignments are varied. They include chairing a meeting, facilitating a Table Topics™ session, offering a point of view, evaluating other speakers, all the way to delivering full speeches of 7 minutes or more on the topic of your choice with clearly defined objectives to meet. Importantly, whenever you stand up and speak, you receive encouraging, helpful feedback on how well you went and what you can improve, through formal evaluations.

When you're ready, opportunities to take on leadership and mentoring roles will present themselves, allowing you to further develop your personal skill set. Many members believe these opportunities are the most valuable way to enhance their already developing skills and learning experience.

When you apply yourself, you will be amazed at how quickly your communication and leadership skills improve.

## SPEECHCRAFT COURSES

Many clubs run short courses in public speaking, known as Speechcraft. These are typically 6-8 weeks long, and follow a structured learn-by-doing speaker training programme. They are ideal for those who need or want an accelerated introduction to public speaking. Membership to the club which runs the course is optional, but encouraged.

More details can be found at [www.toastmasters.org.nz](http://www.toastmasters.org.nz) under 'courses'.

## Roles Within The Club Meeting

The most common roles that you will see carried out at virtually every Toastmasters meeting are:

- **Chairperson/Toastmaster** - Coordinates and leads the entire meeting, introduces participants, acts as a genial host and keeps the meeting on time.
- **Timekeeper** - A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to help them pace their time speaking on stage and allow them to practice adhering to a time frame.
- **Grammarian** - Introduces new words to members, actively listens throughout the meeting and reports on the language used during the meeting, providing examples of good (or not so good) use of grammar, use of creative language, the use of filler words, and opportunities for improvement observed.
- **Table Topics™ Master** - Responsible for preparing and issuing creative topics and inviting people up to talk on them extemporaneously for a minute or two. This session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak.
- **Table Topics Speaker** - Members and guests are called upon to respond to questions or topics for which they have little or no time to prepare. Guests may introduce themselves instead.
- **Introducer** - Introductions are often performed by the Evaluator or Toastmaster. A good introduction paves the way for a positive experience for the speaker and the audience.
- **Speaker** - A key part of every Toastmasters meeting revolves around the scheduled “prepared speeches”. Members prepare their speeches based on projects in the Toastmasters Pathways Learning Experience. This provides them with the opportunity for stage time to focus on some part of their development, and enables them to receive written and verbal feedback.
- **Evaluator** - Evaluations are the cornerstone of an effective meeting and evaluators provide their insights into how well the speaker achieved their objectives, providing examples of the things they thought the speaker excelled on and the areas they feel the speaker could improve further in terms of meeting the speaker’s project objectives. This is useful for all attendees.
- **General Evaluator** - Evaluates everything that takes place throughout the meeting, except for the prepared speeches and the Table Topic™ speakers.



## Leadership Opportunities Within The Club

Leadership development begins in your own club. Every year, the club selects 7 people to organise the many activities which a club needs to run successfully. These are:

- **President** - acts as Chief Executive Officer of the club.
- **Vice-President Education** - organises meeting rosters incorporating member goals and is responsible for quality club meetings, managing mentors, and signing off on project or award completion for members.
- **Vice-President Membership** - responsible for planning and running membership building programmes with the Vice-President Public Relations, following up with visitors, onboarding new members, and keeping track of existing membership.
- **Vice-President Public Relations** - promotes the club in the community and online, and works with the Vice-President Membership to plan and run membership building programmes.
- **Secretary** - maintains official meeting minutes, correspondence, and club records.
- **Treasurer** - prepares budgets, tracks and pays expenses, and is responsible for all club financial transactions, including submitting membership fees to World Headquarters.
- **Sergeant-at-Arms** - schedules club meeting locations, maintains club equipment and supplies, and prepares the venue for each meeting.

Each of these roles has its own opportunities and rewards. Other club members look to the executive for leadership and guidance. Serving as a club officer provides excellent preparation for leadership in the wider community. Each year those in club executive positions receive free specialised training from experienced Toastmasters members in leadership, administration, membership building, goal setting, running contests and other aspects of club management.

## Leadership Opportunities Beyond The Club

Members who have served as club executives often proceed to higher leadership positions within the organisation. For example, the clubs in Region 12 are organised into Districts. Districts are further broken into smaller Divisions and Areas. At each of these levels there are leadership and staff roles which contribute in a meaningful and rewarding way to the successful running of the wider organisation. Area Directors and Division Directors, together with a District Management Team, form the District Executive Committee, one of the three key decision making bodies of our organisation. You may like to think of these roles as middle and higher management positions within the organisation. The skills you develop as a leader within the Toastmasters organisation are easily applied to your work, community or home environment.



New Zealand is proud to have had two Toastmasters elected as International President of Toastmasters International:

**John Fauvel**, DTM, PIP, in 1987 and  
**Len Jury**, DTM, PIP, in 1997

**Glen Murphy**, DTM, was elected to the International Board of Directors, 1998-00  
**David Templeman**, DTM, was elected to the International Board of Directors, 2018-20

## Why Not Start A New Club?

One of the most challenging and rewarding of all leadership activities within Toastmasters is to help start up a new club, especially in the role of Sponsor or Mentor.

Where are the opportunities? Just about everywhere. We have clubs in businesses, organisations, universities, retirement villages, cultural communities and in the general community. Wherever there is a group of people with similar characteristics who would gain benefits from the Toastmasters programme, there is an opportunity to develop a club.

Submit an enquiry to the District Club Growth Director, email: [clubgrowth@toastmasters.org.nz](mailto:clubgrowth@toastmasters.org.nz), who will guide and support you through all aspects of starting a new club.

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## Frequently Asked Questions (FAQ)

### **Q: Am I Good Enough To Join?**

A: We all began our Toastmasters' journey at different times. Some members have been involved for over 40 years, while others are new. The one thing we all share is that we all started where you are now. Nobody is "not good enough" to join.

### **Q: How Many Times Can I Visit As A Guest?**

A: Most clubs allow guests to visit a club three times before deciding to join. Plus you can visit other clubs as each has a different culture. You can find a full list of clubs in your area by visiting [www.toastmasters.org/find-a-club](http://www.toastmasters.org/find-a-club)

### **Q: Why Is There So Much Clapping And Hand Shaking?**

A: Applauding speakers is to acknowledge the person who has finished speaking or welcome the next speaker to the floor. Handshakes are a way to pass the stage to the next speaker so there is never an empty speaking area. Some cultures don't shake hands and that is perfectly okay.

### **Q: English Is My Second Language. Will Toastmasters Help?**

A: Many people who have English as a second language join Toastmasters. Not only do these members get to practice English and receive feedback, but they also learn more about the NZ culture and we learn more about theirs. Diversity is celebrated in Toastmasters.

### **Q: Will I Get Help If I Need It?**

A: Yes. All members may have a mentor, even experienced members. A mentor who can explain how to do a role, a project, help set goals of bounce ideas off.



# MEMBERSHIP APPLICATION & PAYMENT INFORMATION

## MEMBERSHIP APPLICATION

### Club Information

This section is completed by a club officer.

Club number	Club name	Club city
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### Applicant Information

This section is completed by the applicant.  Male  Female  Other

Last name/Surname	First name	Middle name
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The monthly *Toastmaster* magazine will be sent to the following address:

Organization/In care of

Address line 1 (limit 35 characters)

Address line 2 (limit 35 characters)

City	State or province
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Country	Postal code
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Home phone number	Mobile phone number	Email address
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### Membership Type

This section is completed by a club officer.

- New
- Dual
- Transfer (If applicant is transferring from another club, please fill in the three lines below.)
- Reinstated (break in membership)
- Renewing (no break in membership)

Previous club name

Previous club number

Member number

### Toastmasters International Dues and Fees

This section is completed by the applicant with the help of a club officer. Dues and fees are payable in advance and are not refundable or transferable from one member to another.

**1. New member fee (US\$20)** US\$ \_\_\_\_\_

Paid only by new members, this fee covers the cost of the first education path, online copy of The Navigator and processing

**3. Total payment to Toastmasters International** US\$ \_\_\_\_\_

Total of 1 and 2.

**2. Membership dues** US\$ \_\_\_\_\_

Paid twice a year by all members, membership dues are pro-rated from the member's start month:

- |                                   |    |                                    |                    |
|-----------------------------------|----|------------------------------------|--------------------|
| <input type="checkbox"/> October  | or | <input type="checkbox"/> April     | US\$45.00 \$ _____ |
| <input type="checkbox"/> November | or | <input type="checkbox"/> May       | 37.50 _____        |
| <input type="checkbox"/> December | or | <input type="checkbox"/> June      | 30.00 _____        |
| <input type="checkbox"/> January  | or | <input type="checkbox"/> July      | 22.50 _____        |
| <input type="checkbox"/> February | or | <input type="checkbox"/> August    | 15.00 _____        |
| <input type="checkbox"/> March    | or | <input type="checkbox"/> September | 7.50 _____         |

I want my membership to begin: \_\_\_\_\_  
Month/Year

### Club Dues and Fees Worksheet

Club dues must be paid directly to the club. World Headquarters cannot process credit card payments for club dues.

International Fees and Dues \$ \_\_\_\_\_

(from line 3 above)

Club new member fee \_\_\_\_\_

Club dues \_\_\_\_\_

Total payment to club \_\_\_\_\_

## Sponsor of New, Reinstated or Dual Member

This section is completed by a club officer.

Sponsor's last name/surname

Sponsor's first name

Sponsor's member number

Sponsor's club number

### Member's Agreement and Release

Consistent with my desire to take personal responsibility for my conduct, individually and as a member of a Toastmasters club, I agree to abide by the principles contained in A Toastmaster's Promise and the Toastmasters International Governing Documents and my club. I will refrain from any form of discrimination, harassment, bullying, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I agree to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, officers, employees, agents, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International. Should a dispute of some nature arise, I expressly agree to resolve all disputes, claims, and charges relating to Toastmasters, districts, clubs and Toastmasters members in accordance with Protocol 3.0: Ethics and Conduct.

By submitting this application, I expressly agree to the following:

- The collection, use and processing of the personal information I provide to Toastmasters in this membership application for the purposes of organization administration, payment of my dues, and inclusion of my contact information in a members' directory that will be distributed to members and employees of Toastmasters. In addition, the collection, use and processing of my personal information collected by Toastmasters International through Toastmasters' website and by electronic communications.
- That my information may be accessed and used by Toastmasters, its employees and agents, district officers and club officers.
- Maintain changes to my personal contact information to ensure it is accurate and current by updating my personal profile page located on the Toastmasters International website: [www.toastmasters.org/login](http://www.toastmasters.org/login). I understand that the majority of the data requested in this application is necessary for administrative and planning purposes.

Occasionally we would like to contact you with details of services, educational updates, and organizational updates. If you consent to us contacting you for this purpose, please check the box below corresponding to acceptable contact methods:      Mail       Email       Phone

If you would rather not receive non-essential communications from us, please check here

For our full privacy policy, you may visit [www.toastmasters.org/footer/privacy-policy](http://www.toastmasters.org/footer/privacy-policy).

#### A Toastmaster's Promise

As a member of Toastmasters International and my club, I promise

- ▶ To attend club meetings regularly
- ▶ To prepare all of my projects to the best of my ability, basing them on the Toastmasters education program
- ▶ To prepare for and fulfill meeting assignments
- ▶ To provide fellow members with helpful, constructive evaluations
- ▶ To help the club maintain the positive, friendly environment necessary for all members to learn and grow
- ▶ To serve my club as an officer when called upon to do so
- ▶ To treat my fellow club members and our guests with respect and courtesy
- ▶ To bring guests to club meetings so they can see the benefits Toastmasters membership offers
- ▶ To adhere to the guidelines and rules for all Toastmasters education and recognition programs
- ▶ To act within Toastmasters' core values of integrity, respect, service and excellence during the conduct of all Toastmasters activities

#### Verification of Applicant

By my signature below, I agree to the terms of A Toastmaster's Promise and the Member's Agreement and Release stated above, and certify that I am 18 years of age or older (in compliance with the Toastmasters Club Constitution for Clubs of Toastmasters International).

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Applicant's signature

Date

#### Verification of Club Officer

I confirm that a complete membership application, including the signatures of the new member and a club officer, is on file with the club and will be retained by the club.

By my signature below, I certify that this individual has joined the Toastmasters club identified. As a club, we will ensure that this member receives proper orientation and mentoring.

I acknowledge that my electronic signature on this document is legally equivalent to my handwritten signature.

Club officer's signature

Date

In order for this application to be valid, both signatures are required.



# NEW MEMBER

## PROFILE INFORMATION SHEET

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To ensure you learn what you need and want from Toastmasters, please complete the profile information request below and return to your club executive, together with your completed membership form.

### Biographical Data

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Hobbies and interests: \_\_\_\_\_

\_\_\_\_\_

Notable accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal and Career Goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you find out about Toastmasters? \_\_\_\_\_

\_\_\_\_\_

Why are you joining a Toastmasters club? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is it about our club that you like? \_\_\_\_\_

\_\_\_\_\_

A mentor is a more experienced member who takes a personal interest in helping another member. Mentors serve as role models, coaches and confidantes, offering knowledge, insight, perspective and wisdom to new members. A mentor can help you become more familiar with your Toastmasters club and the opportunities available to you in the Toastmasters education programme.

I would like to have a mentor

Do you have a preferred mentor in mind? Please list their name:

\_\_\_\_\_

## Where am I at as a Speaker?

1.	I feel confident and comfortable about giving a speech.	1	2	3	4	5
2.	I enjoy speaking before an audience.	1	2	3	4	5
3.	I easily find good speech topics.	1	2	3	4	5
4.	I am able to organise my speeches so they effectively convey my message.	1	2	3	4	5
5.	My speech openings capture the audience's interest and lead into my topic.	1	2	3	4	5
6.	My speech conclusions are strong and memorable.	1	2	3	4	5
7.	My speeches are free of verbal fillers such as "ah", "um" and "you know".	1	2	3	4	5
8.	I am careful to use words that precisely and vividly carry my message.	1	2	3	4	5
9.	I am able to think quickly and clearly in an impromptu speaking situation.	1	2	3	4	5
10.	I do not depend on notes when giving a speech.	1	2	3	4	5

Scale: 1 = disagree, 2 = somewhat disagree, 3 = neutral, 4 = somewhat agree, 5 = agree

How would you describe your current skill level as a speaker and/or leader?

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## Goals

What objectives do you hope to accomplish as a member of this club?

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Toastmasters helps its members gain the following skills. Check those that most apply to your needs at this time:

- |   |  |
|---|--|
| <input type="radio"/> Improved confidence                         | <input type="radio"/> Public speaking and presentation skills      |
| <input type="radio"/> Expressing ideas clearly                    | <input type="radio"/> Persuading others                            |
| <input type="radio"/> Thinking quickly and clearly under pressure | <input type="radio"/> Listening effectively and critically         |
| <input type="radio"/> Leading meetings                            | <input type="radio"/> Giving feedback tactfully and constructively |
| <input type="radio"/> Writing and delivering speeches             | <input type="radio"/> Interpersonal communication and networking   |
| <input type="radio"/> Speaking off the cuff                       | <input type="radio"/> Special occasion speeches                    |
| <input type="radio"/> English as a second language                | <input type="radio"/> Social interaction                           |

# SPEAKER EDUCATION

## Toastmasters Pathways Learning Experience



The Pathways Learning Experience is an online learning system that provides self-paced learning based around a set of Core Competencies.

- **Public Speaking** – Public speaking builds members’ skills in delivering both prepared and impromptu speeches. Through practice, peer evaluation and educational tools, members learn how to present their messages effectively, concisely and professionally.
- **Interpersonal Communication** – members communicate with others, verbally, non-verbally, in writing or via electronic methods. Members learn how to build relationships, resolve conflict and communicate well with others.
- **Strategic Leadership** – the ability to see the big picture and have the ideas and vision to do things better. The Toastmasters strategic leader has a vision that is both attainable and inspiring. They are able to bring about positive change by inspiring others to get involved.
- **Management** – the ability to see the details and deals mostly with managing creative projects, planning, organising, and facilitating specific tasks.
- **Confidence** – Through self-reflection and evaluation, members learn to acknowledge their flaws and embrace their capacity for self-improvement. By learning how to set goals and meet them, they gain confidence in their own knowledge, skills and abilities.

Within these core competencies the Pathways programme provides the opportunity and flexibility to develop over 300 different sub-competencies.

Pathways sets us on a journey of personal and professional development. It reflects a journey where there are many options, many ways to achieve your goals, while moving forward all the time at your own pace. The programme offers members:

- A learning experience tailored to personal and professional goals
- Communication and leadership skills with real-world application
- A wide range of educational interventional digital content to support the projects, such as videos, quizzes, assessments, tutorials, activities and documentation
- Materials may be printed directly from Base Camp, the learning management system
- Standardised evaluation criteria and high quality feedback
- A strong mentorship process to support both mentors and protégés

Pathways helps members meet their needs in an evolving global marketplace. The programme also allows for early and frequent achievement, which provides members a recognition of their accomplishments and motivation.

*“While most of us may have entered Toastmasters to learn to make speeches, that benefit is but the beginning of the good which may come to us and the good which we may do for mankind.”*

Ralph C. Smedley, Founder of Toastmasters International

## Learning Paths/Learning Levels

Pathways currently has 11 learning paths, each consisting of 5 learning levels. Each learning level consists of a set of projects: some required, others elective.

Level 1 Mastering Fundamentals	Level 2 Learning Your Style	Level 3 Increasing Knowledge *	Level 4 Building Skills	Level 5 Demonstrating Expertise
“Ice Breaker” + “Evaluation and Feedback” + “Researching and Presenting”	Two required projects + “Introduction to Toastmasters Mentoring”	One required project + a minimum of two elective projects	One required project + a minimum of one elective project	One required project + a minimum of one elective project + “Reflect on Your Path”

\* To complete level 3 you must also serve as a Toastmaster, Topicsmaster and Evaluator

Each of the 11 paths has a different focus:

- **Dynamic Leadership** helps build your skills as a strategic leader. This path focuses on understanding leadership and communication styles, the effect of conflict on a group and the skills needed to defuse and direct conflict. Projects emphasise development of strategies to facilitate change in an organisation/group, interpersonal communication and public speaking.
- **Effective Coaching** helps build your skills as a positive communicator and leader. The projects on this path focus on understanding and building consensus, contributing to the development of others by coaching and establishing strong public speaking skills. Each project emphasises the importance of effective interpersonal communication.
- **Engaging Humour** helps build your skills as a humorous and engaging public speaker with projects focusing on understanding your sense of humour and how that sense of humour translates to engaging audience members.
- **Innovative Planning** helps build your skills as a public speaker and leader. The projects on this path focus on developing a strong connection with audience members when you present, speech writing and speech delivery. The projects contribute to building an understanding of the steps to manage a project, as well as creating innovative solutions.
- **Leadership Development** helps build your skills as an effective communicator and leader. The projects on this path focus on learning how to manage time, as well as how to develop and implement a plan. Public speaking and leading a team are emphasised in all projects.
- **Motivational Strategies** helps build your skills as a powerful and effective communicator. The projects focus on learning strategies for building connections with the people around you, understanding motivation and successfully leading small groups to accomplish tasks.
- **Persuasive Influence** helps build your skills as an innovative communicator and leader. The projects focus on how to negotiate a positive outcome while building strong interpersonal communication and public speaking skills. Each project emphasises developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges.
- **Presentation Mastery** helps build your skills as an accomplished public speaker. Projects on this path focus on learning how an audience responds to you and improving your connection with audience members. The projects contribute to developing an understanding of effective public speaking technique, including speech writing and speech delivery.
- **Strategic Relationships** helps build your skills as a leader in communication. This path focuses on understanding diversity, building personal and/or professional connections with a variety of people, and developing a PR strategy. Communicating interpersonally and as a public speaker is emphasised.
- **Team Collaboration** helps build skills as a collaborative leader. This path focus on active listening, motivating others and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills.
- **Visionary Communication** helps build your skills as a strategic communicator and leader. This path focuses on developing your skills for sharing information with a group, planning communications and creating innovative solutions. Speech writing and speech delivery are emphasised in each project.



# EDUCATIONAL WORKSHOPS

## Short Educational Seminars

There are three series, each consisting of ten or eleven short 10 to 15 minute educational seminars, designed to be presented at club meetings and at Speechcraft courses. They provide more in-depth coverage of a number of aspects of public speaking covering:

### ➤ The Better Speaker Series

- Organising Your Speech
- Beginning Your Speech
- Concluding Your Speech
- Impromptu Speaking
- Using Body Language
- Know Your Audience
- Selecting Your Topics
- Creating an Introduction
- Preparation and Practice



### ➤ The Leadership Excellence Series

- The Visionary Leader
- Developing a Mission
- Values and Leadership
- Goal Setting and Planning
- Building a Team
- Resolving Conflict

- The Leader as a Coach
- Motivating People
- Service and Leadership
- Delegate to Empower
- Giving Effective Feedback

### ➤ The Successful Club Series

- Moments of Truth
- Evaluate to Motivate
- Creating the Best Club Climate
- Mentoring
- Going Beyond the Club
- How to be a Distinguished Club

- Finding New Members for Your Club
- Closing the Sale
- Meeting Roles and Responsibilities
- Keeping the Commitment
- Toastmasters Educational Programme

## Success Workshops

There are a number of workshop packages available under the success/communication and success/leadership series from Toastmasters. These include coordinator and participant manuals and course certificates. These workshops are longer facilitated modules of one or more sessions.

### ➤ Success/Communication Series

- The Art of Effective Evaluation
- Building Your Thinking Power Part I: Mental Flexibility
- Building Your Thinking Power Part II: The Power of Ideas
- From Speaker to Trainer
- How to Listen Effectively
- Speechcraft
- Youth Leadership

### ➤ Success/Leadership Series

- How to Conduct Productive Meetings
- Improving Your Management Skills
- Leadership Part I: Characteristics of Effective Leaders
- Leadership Part II: Developing Your Leadership Skills
- Leadership Part III: Working in the Team Environment
- Parliamentary Procedure in Action

*"I am proud to be part of an organisation that provides a safe, supportive, non-judgmental place to open up and share. It's a place where diversity is celebrated as we are shown the world through other people's eyes. Those without a voice are given one and through hearing other people's stories, we learn compassion, courage and understanding."*

Kendall Eade

# CONTESTS

## What Contests Can You Enter?

To add an extra challenge to your speaking progression, Toastmasters offers the opportunity to compete in a number of contests throughout the year. While highly recommended, participation in contests is voluntary.

The main contests, which go from club to District level (at least) are:

- **International Speech Contest** – Deliver a 5 to 7 minute speech on any topic of your choice
- **Evaluation Speech Contest** – Deliver a 2 to 3 minute presentation, providing a positive and helpful evaluation of a guest speaker.
- **Humorous Speech Contest** – Deliver a 5 to 7 minute entertaining speech
- **Table Topics Speech Contest** – Deliver a 1 to 2 minute impromptu speech on a single topic which is provided to all contestants without preparation time.

Entry to these contests is open to any financial member of a club in good standing, with a few exceptions relating to members who are nominated for elected positions in the higher echelons of Toastmasters or who are otherwise presenting at the District Conference at which the District Finals for these contests will be held.

Entrants in the International Speech contest must have earned a Certificate of Completion in Levels 1 and 2 of any path in the Toastmasters Pathways Learning Experience unless the member is from a club which has chartered less than one year prior to the club speech contest.

All speeches must be substantially original (ie, no more than 25% of the speech may be devoted to quoting, paraphrasing, or referencing another person's content and any such use should be cited).



In the Humorous Speech Contest the speech should be thematic in nature (opening, body, close) and not a monologue (ie, not a series of one-liners).

There are a variety of other club contests which may be something your club decides to hold, such as Tall Tales Contest, Oral Reading Contest, Debate Contest, and Poetry Contest. These do not progress past club level, unlike the four mentioned earlier.

## Contest Progression

So you've won your club contest in one of the big four mentioned above – what's next?

- First you compete with the representatives from other clubs in your Area contest.
- Winners of the Area contest compete with other Area winners in your Division contest.
- Winners of the Division contest compete with each other at the District finals.
- The District International Speech Contest will be videoed and the video of the District winner will be entered into the Regional Quarter-Finals of World Championship of Public Speaking. If they finish 1<sup>st</sup> or 2<sup>nd</sup> in the regional quarterfinal then the speaker may progress to the World Championship Semi-Finals at the Toastmasters International Convention in August of that year. The winners of the Semi-Finals will progress to the World Championship Final. The winner of the World Championship Contest is then given the permanent title of 'World Champion of Public Speaking' for that year and may not compete again. These finals are usually held in North America. The International Speech contest is the only contest to be held on an International level.

New Zealand is proud to have had two Toastmasters win the title of "World Champion of Public Speaking" (WCOPS): **David Nottage**, in 1996, and **Brett Rutledge**, in 1998.

**Kingi Biddle**, finished 2<sup>nd</sup> in 2013, after also making it onto the final stage in 2011, and **Anna Campbell**, finished 3<sup>rd</sup> in the WCOPS in 2006

# SPEAKING TIPS

## Take The Terror Out Of Talking

*"The human brain starts working the moment you are born and never stops until you stand up to speak in public."* – **George Jessel**



Glossophobia, the fear of public speaking, is one of the most common phobias – As many as 75% of people have glossophobia. Here are five tips to help you take the terror out of talking:

- **Visualisation** – The Power of Positive Thinking  
Most glossophobes visualise the negatives and dread the speaking event, thus implementing negative visualisation and developing anxiety. Train your brain to amplify the positives through the use of affirmative visualisation and excitement. Imagine a successful presentation – visualise it and look forward to it.
- **Build Your Confidence** – Prepare Well  
The best way to conquer stage fright is to know your subject. Take the time to prepare effectively and know your subject. Warm up your voice before a big presentation with some tongue twisters and pieces of prose. Employ isometric exercises to enhance breathing and increase flow of oxygen to the brain. Set your look of confidence in your stance
- **Stage Time, Stage Time, Stage Time** – Embrace the Fear  
Whenever you get an opportunity to speak in public grab it with both hands. The more you do it, the better you get. Remember that 99% of the time the audience wants you to succeed. A trick to reduce your fear of the audience is to imagine they owe you money.
- **Focus on “Ideas, Not Words”** – Reduce Reliance on Notes  
The audience will remember the ideas you convey, not the words you use. Ensure that you focus on ideas and reduce your notes of delivery by rote. This will enable you to engage the audience more with your voice and body language – key tools in public speaking. If you need notes then make them simple prompts to keep you on track.
- **Appreciate the Power of the Pause** – Inject space into your speech  
There are many benefits of getting comfortable with pause. Pausing allows you time to breathe, which in turn allows your body to get the energy it needs to deliver your best. It also gives the audience time to take your message on board, which has the added benefit of making you look more intelligent without saying anything different. Pauses can add emotional opportunities for suspense and humour. Train your brain in just 60 seconds a day – identify an object and talk about it using short sentences and purposeful pause each day. This will help reduce filler words – um, ah, and, so, y’know, etc

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## TESTIMONIALS

*"I joined because my mind was blacking out when trying to present workshops as a part of my new job. It was also the best thing I have ever done for myself, my confidence, my ability to speak. The fun and the friendships I have made have just been amazing."* - **Jen Murphy**

*"Life is unnecessarily difficult when we don't know how to communicate. Four years ago, I wasn't happy with the results that I was getting from my interactions with other people and decided to join Toastmasters to improve my social skills. Back then, I didn't know that this organisation would challenge and change so many aspects of my life. Not only has it made me a better communicator, Toastmasters has taught me valuable leadership skills and given me a life full of confidence."* - **Bradley Grootelaar**

*"I wanted to become more confident at public speaking and to be taken more seriously as someone living with disabilities."* - **Genevieve McLachlan**

*"My reason for joining Toastmasters was that I have had a lifelong, crippling fear of speaking in front of people and within group settings. I was told repeatedly growing up by both parents, I should be just 'seen and not heard'. This certainly didn't help. In later life, I made the decision to finish tertiary studies and make a career change. I didn't want to be held back and knew I couldn't progress unless I met this fear of speaking in public head-on. I did and I have not looked back. Toastmasters has helped change my life and I'm now doing presentations around the country to health professionals, doctors and nurses."* - **Tina Morrell**

# IS TOASTMASTERS FOR YOU?

Toastmasters is about Communication and Leadership.

It is the world's largest organisation dedicated to helping people achieve their potential by developing members' communication and leadership skills. In over 280 clubs in New Zealand our 6,000 plus members learn public speaking and other valuable interpersonal and leadership skills in a warm and supportive environment.

This booklet outlines what Toastmasters can do for you, whether you're a seasoned speaker or you're just wanting to gain confidence. We look forward to seeing you at a club meeting soon!



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Your Local Club...



WHERE LEADERS  
ARE MADE