



# Become the Speaker and Leader You Want to Be

## How Toastmasters Works

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice:

- ▶ **Conducting meetings.** Members learn how to plan and conduct meetings.
- ▶ **Giving impromptu speeches.** Members present one-to-two-minute impromptu speeches on assigned topics.
- ▶ **Presenting prepared speeches.** Members present speeches based on projects in the Toastmasters education program. Projects cover topics such as speaking, organization, vocal variety, language, gestures and persuasion.
- ▶ **Offering constructive evaluation.** Every member giving a prepared speech is assigned an evaluator who identifies speech strengths and offers suggestions for improvement.

## The Tools Toastmasters Use

Upon joining Toastmasters, each new member receives a variety of resources on how to become a better speaker and a more confident leader. Members also have access to other materials and educational resources. In addition, they receive the award-winning *Toastmaster*, a monthly magazine that offers the latest insights on speaking and leadership techniques.

## Toastmasters and Leadership

Leadership cannot be learned in a day. It takes practice. In Toastmasters, members learn leadership skills by organizing and conducting meetings, and by completing education projects. The projects address skills such as listening, planning, team-building and motivating others, and they give members the opportunity to practice such skills. Just as Toastmasters members learn to speak by speaking, they learn leadership by leading.

## Company Benefits

A company's success depends on communication. Employees face an endless exchange of ideas, messages and information as they deal with one another and with customers day after day. How well they connect and share their ideas with customers, clients and co-workers can determine whether a company grows into an industry leader or joins thousands of other businesses mired in mediocrity.

Toastmasters provides the tools that enable employees to become effective presenters and leaders – all at a very low cost averaging \$50 every six months. Toastmasters training helps employees:

- ▶ Give better sales presentations
- ▶ Hone their management skills
- ▶ Work better with fellow employees
- ▶ Effectively develop and present ideas
- ▶ Offer constructive criticism
- ▶ Accept feedback more objectively

### **Visit a Local Toastmasters Club**

Each group has a different personality – you may wish to visit more than one. Use the “Find a Club” tool on the Toastmasters website to find meetings near you. Call or email in advance (if possible) to confirm meeting time and location.

### **How to Join a Toastmasters Club**

- ▶ After you attend a meeting, you can apply for membership (minimum age 18). At the meeting ask for a membership application.

The club officer will send your application and fees to Toastmasters’ World Headquarters. Your New Member Kit should arrive in the mail in about 10 days.