

TOASTMASTER HANDBOOK

FOR NEW MEMBERS



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Acknowledgments

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Welcome to Toastmasters

Congratulations! You have just made one of the best, and most enduring, decisions of your life. Your commitment to becoming a better speaker and leader will serve you all of your life, in business, in serving your community, and in your personal relationships.

There is so much to learn about Toastmasters when you begin. Do not get overwhelmed! We all felt a little lost when we began. Contained in this booklet you will find helpful information on Toastmaster Etiquette, a brief synopsis of each Toastmaster's Role in a typical meeting, the specifics of fulfilling that role, and a guide to the Toastmasters Education program called Pathways. This booklet will help you get the most from your Toastmasters experience, please take the time to read through this booklet in the next few weeks. Then keep it handy as a reference when you are called upon to fulfill a role or have questions about using the Pathways program.

If you have a question, ASK. Toastmasters will be more rewarding if you keep in mind we are all learning, from the longest participating member to the newest, we are lifelong learners and we welcome you to this exciting new journey.

As a new member take a moment to visit
<https://www.toastmasters.org/membership/welcome-new-members>
for an inspirational message from our International President.

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Guide To Toastmaster Etiquette

Understanding Toastmaster Etiquette

Toastmaster Etiquette is a unique skill each member develops over the tenure of their membership in our organization. It is the attention to small details that sets a Toastmaster apart from the average speaker and helps define us as professional speakers. Good techniques in Toastmasters club etiquette will create confidence in the speaker and bring kudos from their audience. Teaching Toastmasters Etiquette at the club level sets members up for success as club ambassadors when they speak beyond the club at other Toastmasters events and when they speak outside of the world of Toastmasters. While each club will have its unique customs and courtesies, these basic rules of etiquette will apply and help members and visitors from other clubs be more comfortable.

History

Meeting etiquette was developed in the business and political environments and codified by Robert's Rules of Order in 1876. Since that time almost all meetings are conducted following these protocols. Robert's Rules of Order is based on parliamentary procedures and modeled after the U.S. House of Representatives procedures in use at the time. The first version of the document was roughly 700 pages long and designed for large groups. For smaller groups, such as a Toastmasters meeting, a more relaxed, simplified version is used.

Some of the main principles of Robert's Rules of Order are:

- Organizational Interests come before individual interests.
- All members are equal.
- A quorum of members must be present for official action.
- One thing at a time is discussed.
- Full debate must be allowed.
- Focus of the discussion is on the issue, not the person.
- The majority rules.

Our Foundation

Our Toastmasters Club, following the rules of etiquette observed in most Toastmasters Clubs, has developed this etiquette guide based upon a simplified version of Robert's Rules of Order. The content has been specifically adapted to the titles and functions of a Toastmasters meeting. The following rules of etiquette are intended to help provide a functional, flowing meeting, allowing the best use of every member's time and efforts.

Every meeting, from the "Call to Order" to the "Meeting Adjourned" is measured so there are no lapses in meeting guidance, or an empty lectern. The Toastmaster of the Day (TMOD) is responsible for following the guidelines outlined in this booklet, as is each participant.

The intention of this booklet is not to instill a ridged adherence to the guidelines contained herein, but rather to give clarity and guidance, and create a tool for instruction. New members often wonder why we applaud when we do, and why we use certain verbiage. This booklet will help answer these and many other questions.

Control of the Meeting

Each portion of the meeting is under the control of one of the key meeting officials: The Presiding Officer, Chairperson, Contest Chair, Toastmaster, Table Topics® Master, or General Evaluator.

Control of a meeting is passed from one official to another when the succeeding official arrives at the lectern. When in a virtual or hybrid meeting, the appropriate verbal relinquishing and acceptance of control will suffice. Thus, the Presiding Officer passes control to the Toastmaster of the Day who later passes control to the Table Topics® Master and then to the General Evaluator. When the key meeting official is finished with their portion of the meeting, control is returned to the proper official with proper verbal acknowledgment. Control passes from the current to the succeeding official, following the published agenda.

Whenever you take control of the meeting you should acknowledge the person who yielded control to you. This can be done by a simple “Thank You, Madam/Mister Toastmaster, General Evaluator, etc.” If you are the person yielding control you do not sit until you have been acknowledged

Introductions

If you are introducing a Speaker, whether as the Toastmaster of the Day, Evaluator, or Introducer, it is your responsibility to coordinate with the Speaker to develop a proper introduction. The introduction should establish credibility and set the Speaker up for success. Consider including interesting personal background points in your introductions.

You may follow this format

1. State their Toastmasters designation; you will need to clarify this information in advance. (There are many designations regarding completed Pathways, Legacy programs of Toastmasters International, and the Distinguished Toastmaster).
2. Announce any Toastmaster’s office presently held. These may be related to the club, area, district, regional or international offices.
3. Add any specific information regarding their life outside Toastmasters that is agreed upon with the Speaker.

4. Announce the title of their speech, and inform the Timekeeper of the length of the speech.

5. State: Please help me welcome (_____) to the lectern.

6. Begin the applause.

Take time with the speaker to personalize your introduction. Your role is to warm up the audience; therefore, be creative with your introduction to pique the audience's interest in the topic and the Speaker. A proper introduction prepares the audience for the speaker and sets up the next segment, Audience Etiquette.

Audience Etiquette

Always be respectful and pay attention to anyone at the lectern. Avoid conversations with other audience members during the meeting and do not make unnecessary noises or engage in other distracting activities. **Whenever anyone is called to come to the lectern, applaud that person from the moment they rise from their seat until they reach the lectern.** If you are the person in control, lead the applause. This helps create a welcoming environment for anyone stepping to the lectern. Pay attention to the Speaker to avoid distracting them. Encourage the Speaker if they are new to speaking or lack proficiency. Toastmasters exist for this very reason. We are here to inspire each other and grow together, developing our speaking skills. Respect the Speaker, even if you disagree with their point of view. Avoid interrupting the Speaker with asides and/or comments. If you must leave or enter the room, do so during a break in the speech or applause. **When the Speaker has finished, the applause should continue until the person leaving the lectern sits down, or returns control to the TMOD.**

Lectern Etiquette

It is important to note that the lectern is what the speaker stands behind; a podium, however, is what the speaker stands on. It is acceptable to move the lectern to the side for a speech. It is also acceptable to leave the lectern during a speech to gather audience involvement or move closer to the audience.

Never leave the lectern unattended!

There are accepted conventions of meeting protocol that are a part of a well-run meeting. While these conventions may seem overly formal to some people, their usage contributes greatly toward a professionally conducted meeting. If you are introducing the Speaker, after your introduction wait, until they arrive at the lectern. While the Speaker is approaching the lectern, applaud them all the way to the lectern. Always wait at the lectern until the next Speaker arrives.

It is poor etiquette to simply walk past the Speaker, shake hands over the lectern, or just nod to them. Shake their right hand as acknowledgment; you may wish to say a few cordial words of greeting before walking away. To begin the transition, step back, thereby avoiding a collision as you leave the area. When you relinquish control of the lectern, never cross the path of or walk behind the person to whom you are relinquishing control. The preferred etiquette suggests that you step back, away from the lectern, or pivot and move in the opposite direction of the person who now has control of the lectern. For this reason, seating arrangements are often made before the meeting. Speakers are either assigned designated seating or chairs are placed to the left and right of the lectern so that the Toastmaster is able to move and seat themselves in either direction. When possible, it is preferred that you walk around the perimeter of the audience or room to return to your seat rather than cross the path of or walk behind the person to whom you are relinquishing control. When in a virtual environment, ensure that appropriate verbal responses are made in a respectful tone that everyone is able to hear.

Speaker Etiquette

Here are some important points to keep in mind anytime you are speaking from the lectern:

- The Toastmaster of the Day is addressed as either Mister Toastmaster or Madam Toastmaster. A female TMOD is never referred to as "Madam Toastmistress."
- The General Evaluator is addressed as either Mister/Madam General Evaluator. The Table Topics® Master is either Mister/Madam Table Topics® Master.
- The preferred method for introducing fellow members is as follows: Toastmaster "(First name) (Last name)."

Notify the appropriate individual (i.e. Sergeant-at-Arms) in advance of any special arrangements (i.e. removal of lectern) to avoid unnecessary disruptions in your presentation or audience distractions. The speaker should not need to move the lectern.

It is important that you think ahead and be prepared when you are speaking, and situate yourself for easy access to the lectern/podium. Minimize transition time and move promptly to the lectern when you are introduced. Shake hands with TMOD or anyone from whom you take control of the lectern.

Proper etiquette requires that you wait until the Toastmaster, Table Topics® Master, or General Evaluator is seated before speaking, or has moved to the far right or left. If they follow proper etiquette procedures they will not be seated until addressed by the Speaker.

An example of this transition would follow this scenario:

The Toastmaster of the Day, Sue, introduces the prepared Speaker, John. Sue initiates the applause and waits at the lectern until John arrives, shakes John's right hand, and wishes him well. Sue walks to her seat or waits off to the side. She does not sit down until John acknowledges her by saying, "Thank you, Madam Toastmaster." Only then should she take her seat.

When you begin speaking, address the person who gave you control; for example:

Accepting the Toastmaster Role from the Presiding Officer

Thank you, Madam or Mister President, (or their specific office).

Accepting the Lectern for a Speech

Thank you (name of introducer), Madam/Mister Toastmaster, Fellow Toastmasters, Honored Guests (if any).

Accepting the Lectern for Table Topics

Thank You Madam/Mister Table Topics® Master; for that (or your) question.

Accepting the Lectern as the General Evaluator

Thank you, Madam/Mister Toastmaster.

Accepting the Lectern as an Evaluator

Thank you, Madam/Mister General Evaluator, Fellow Toastmasters, especially (name of the speaker you are evaluating).

Accepting the Lectern as the AH-Counter, Grammarian, or Timer

Thank you, Madam/Mister General Evaluator.

Things to remember when you are speaking

1. Do not apologize for nervousness or lack of preparation. It will only serve to draw unnecessary attention and negatively impact your speech/presentation.
2. Be certain to project your voice to those seated in the back of the room.
3. Avoid turning your back on the audience.
4. Refrain from leaning on the lectern.
5. Be flexible, well-prepared, and stay within time limits.
6. Pause for audience response.
7. Avoid off-color humor or topics.
8. Think of your message as a gift to the audience and avoid "thank you" as a conclusion to your speech.

At the end of a speech, it is appropriate to return the control to the Toastmaster, regardless of who introduced you. You may choose simply to look to the TMOD and acknowledge them with Madam/Mister Toastmaster.

In all other instances, when you are finished speaking always mention the person from whom you took control of the lectern. The appropriate conclusion to your presentation is "I return control." This is particularly important when participating in a meeting via Zoom or some other videotelephony software.

For Example:

1. I return control to you Madam/Mister Table Topics® Master.
2. I return control to you Madam/Mister General Evaluator.
3. I return control to you Madam/Mister President (or Officer).

Keep the rules of lectern etiquette in mind after your comments, and never say, "I will now turn over the lectern to..." Instead say: "I return control to..." Shake hands with the TMOD or anyone to whom you relinquish control of the lectern.

Hybrid Meetings

The pandemic of 2020 forced many Toastmasters Clubs to go to virtual meetings. As we experience a "new normal," hybrid meetings and total virtual meetings remain. Toastmaster Etiquette applies to virtual meetings and hybrid meetings with a few notable exceptions.

Below are some of the most important exceptions:

1. When the Speaker is virtual, the lectern needs to remain attended. If you are the Toastmaster and the speech is virtual, remain at the lectern. If you are the GE or TTM and the presenter is virtual, remain at the lectern.
2. When you are virtual, keep your microphone muted unless you are the speaker, and cancel the video feed if you must leave your computer.
3. Leaving your video feed black or the camera unattended when you are virtual is inappropriate. This is true whether the Speaker is at the lectern in a hybrid or virtual meeting.
4. Whether virtual or present in the room, remember, your audience, in full or in part, is behind the camera. To obtain good eye contact you must look into the camera, not at the screen.
5. When virtual and applauding, holding your hands up and using the ASL gesture for applause is appropriate.
6. Timers need to make certain the virtual participants can see the time indicator. If the timer is "in person," move to a camera in the room to display the indicator to the camera.

Accepting Awards

Be mentally and physically prepared to acknowledge an award. When accepting, be graceful and brief with your remarks. If requested to do so, pause for photos at the lectern or move from the stage area for the photo.

Club Business

If the meeting is a Business Meeting, or a portion of a meeting is a business meeting, the business portion of the meeting should follow Robert's Rules of Order.

Notes on Toastmaster Etiquette



Guide To Toastmaster Roles

Guide to Toastmaster Roles

On the next few pages, you will find a brief description of each role a Toastmaster may fulfill during a typical meeting. These are not all-inclusive and may change from time to time and from club to club. They are, however, representative of a typical club meeting. At the end of this section, you will find the current link to the Toastmasters International website and complete role descriptions in the document *A Toastmaster Wears Many Hats*. If something is unclear, ask any club officer for clarification.

Toastmaster

The main duties of the Toastmaster are to coordinate and conduct the entire meeting, introduce participants, and act as a genial host. The Toastmaster sets the tone for the meeting. This task is generally reserved for members who are quite familiar with the club and its procedures. Serving as a Toastmaster is an excellent way to practice planning, preparation, organization, time management, facilitation, motivation, and team-building skills as you strive to make the meeting one of the club's best. Remember that serving as the Toastmaster is one of the most valuable experiences in your club work. The assignment requires careful preparation to facilitate a well-run meeting.

As Toastmaster

Prior to the Meeting

- Review the published Agenda or communicate with the Vice President of Education for a list of members scheduled to speak or fulfill meeting roles. Prepare and communicate any special theme for the meeting.
- Communicate with the scheduled speakers in advance to remind them to provide an introduction and evaluation form for their speech.
- Based on your club policy, you may be responsible for introducing each speaker. Take time to confirm each speaker's speech title, project, time requested, and anything interesting to include in your introduction.
- Know who the General Evaluator is for the meeting. Encourage them to contact the other members of the evaluation
- team (Speech Evaluators, Table Topics® Master, Timer, AH-Counter, Grammarian, and Wordmaster) and review their responsibilities for the meeting.
- Prepare remarks to bridge the gaps between program sections.

Arrival at the Meeting

- Arrive early to complete any final details.
- Check with the speakers to address any last-minute changes.
- Confirm the agenda noting any last-minute program changes.
- If in person, sit near the front of the room and ask that speakers do the same for quick and easy access to the lectern.

During the Meeting

- Preside with sincerity, energy, enthusiasm, and decisiveness.
- Strive to keep the meeting on time. You may have to adjust the schedule during the meeting to accomplish this task.
- Lead the applause for each speaker during the meeting.
- As per the custom of your club, Introduce each speaker or their introducer. After your introduction, remain near the lectern. Once the speaker takes their place, return to your seat.
- Introduce the Table Topics® Master.
- Introduce the General Evaluator as you would any speaker. They are responsible for introducing other members of the evaluation team.
- Near the conclusion of the meeting, if your club presents awards, call for the votes.
- While votes are tallied, invite comments from your guests.
- Present awards.

Return the meeting to the Presiding Officer.

Check out: <https://www.toastmasters.org/magazine/articles/leading-a-club-meeting-for-the-first-time>

Table Topics® Master

Taking on this role improves organization skills, time management, and facilitation skills. The Table Topics® Master delivers the portion of the meeting, which helps train members to quickly organize and express their thoughts in an impromptu setting.

As Table Topics® Master

- Select topics in advance of the meeting that allow speakers to offer opinions.
- Give members who aren't assigned a speaking role the opportunity to speak during the meeting by assigning impromptu talks on non-specialized themes or topics.
- Don't ask two people the same thing unless you specify that it is to generate opposing viewpoints.
- In clubs presenting a Best Table Topics® speaker award, ask members to vote for the best Table Topics® speaker.
- State your question before you select your Table Topics® speaker

To get some excellent tips on making Table Topics® extraordinary visit the article located at: <https://www.toastmasters.org/magazine/magazine-issues/2020/oct/creative-tips-for-the-topicsmaster>

AH-Counter

The purpose of the AH-Counter is to note any overused words or filler sounds used as a crutch by anyone who speaks during the meeting. Words may be inappropriate interjections, such as and, well, but, so and you know. Sounds may be ah, um, or er. Taking on this role will help you improve your observational and listening skills.

As AH-Counter

- Obtain a copy of the AH-Counter's log from the Sergeant-At-Arms. If a log is not available, be prepared to take notes.
- When introduced during the club meeting, be prepared to explain the role of the AH-Counter.
- During the meeting use the AH-Counter's log to record overlong pauses, overused words, and filler sounds relied upon too often by all speakers. Examples include: and, but, so, you know, ah, um.
- During the evaluation portion of the meeting, report your observations when called upon.

For an excellent article on the subject visit:

<https://www.toastmasters.org/magazine/magazine-issues/2021/june/counting-on-the-ah-counter>

Grammarian

The Grammarian role is often coupled with the AH-Counter role. The responsibilities may also include the Word of the Day/Word of the Week (WOD/WOW). The WOD/WOW may be assigned to a Wordmaster. Taking on this role improves vocabulary, grammar, critical listening skills, and evaluation skills. The grammarian plays an important role in helping all club members improve their grammar and vocabulary.

As Grammarian

- Monitor language and grammar usage.
- Write down the language and grammar usage of all speakers, noting incomplete sentences, mispronunciations, grammatical mistakes, non-sequiturs, malapropisms, etc. *Example: The sentence "One in five children wear glasses" should be "One in five children wears glasses." When called to report near the end of the meeting, give your completed report.*
- Optional: Introduce a "Word of the Day/Week." See Wordmaster. The WOD/WOW helps meeting participants increase their vocabulary; display the word, part of speech, and a brief definition with a visual aid and prepare a sentence showcasing how the word should be used. Note who uses this word or any derivatives thereof correctly or incorrectly during the meeting.

You will find an informative article on the subject located at:

<https://www.toastmasters.org/magazine/magazine-issues/2020/oct/the-grammarians-gift>

Wordmaster/Lexicologist

As Wordmaster you will introduce a Word of the Day/Word of the Week (WOD/WOW). When introduced by the Toastmaster at the beginning of the meeting be prepared to have a new word for the meeting participants to incorporate into their conversation with the club. The word should help meeting participants increase their vocabulary. When possible display the word, part of speech, and a brief definition for the members to see. Using a visual aid and a prepared sentence showcasing how the word is used helps to make the word more memorable to the club.

As Wordmaster

- Have a log in hand to note who, and how often, members use the WOD/WOW or any derivatives thereof correctly or incorrectly during the meeting.
- Give a report of the usage when called upon by the General Evaluator.

Timer

One of the skills Toastmasters practice is expressing a thought within a specific time. Taking on this role helps improve your time management skills. The timer is responsible for monitoring the time for each meeting segment and each speaker.

As Timer

- Acquire the timing/signaling equipment (this may be a light array or colored cards) from the Sergeant-At-Arms and know how to operate the timing light.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- Observe and record on the log provided by the Sergeant-At-Arms the time for the Prepared Speeches, the Table Topics® speeches, and the Evaluations. **No other speaking is timed.**
- Be sure to provide timing for Zoom participants via a camera for both Virtual and Hybrid meetings.
- Explain the timing rules and demonstrate the signal device if called upon to do so.
- When called to report, announce the speakers' names and the time taken.
- After the meeting, return the timing/signaling equipment to the Sergeant-At-Arms.

The following are the times for each presentation

Table Topics®

Table Topics® speakers should limit their remarks to no more than 2 minutes.

- At 1 minute, provide a green signal.
- At 1 minute and 30 seconds, provide a yellow signal.
- At 2 minutes, provide a red signal.

Speeches

Those giving speeches should limit their remarks to their specific speech times.

- At 5 minutes, provide a green signal.
- At 6 minutes, provide a yellow signal.
- At 7 minutes, provide a red signal.

Speeches with other lengths will receive signals adjusted to their time frame. Some common other times are:

- Ice Breaker 4 – 6 minutes. Timing is 4 – 5 – 6 Minutes.
- Level 5 Pathways project speeches 18 – 22 Minutes. Timing is 18 – 20 – 22 Minutes.
- Other speeches follow the same pattern.

Evaluations

For Evaluators, individual evaluations should be between 2-3 minutes.

- At 2 minutes, provide a green signal.
- At 2 minutes and 30 seconds, provide a yellow signal.
- At 3 minutes, provide a red signal.

When participating via Zoom the Timer should use the virtual background feature in Zoom for signaling completed times. Login to the TI website to download the Toastmaster virtual backgrounds here:

<https://www.toastmasters.org/resources/timer-zoom-backgrounds>

A handy app is available for both Apple and Android phones. The App is named **Timer4TM**. Using this app is simple and provides Green, Yellow and Red signals suitable for use in Hybrid meetings.

Additional information on being a competent timer is found in the following article:

<https://www.toastmasters.org/magazine/magazine-issues/2021/feb/the-timers-toolkit>

General Evaluator

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team of Speech Evaluators, AH-Counter, Grammarian, Timer, and Wordmaster. Taking on this role improves critical thinking, organization, time management, motivational and team-building skills.

As General Evaluator

- Ensure other evaluators know their tasks and responsibilities.
- Explain the purpose and benefits of evaluations to the group.
- Identify and confirm meeting assignments with the Timer and Wordmaster.
- Confirm the club meeting participants, and confirm the agenda with the Toastmaster.
- During the meeting, take notes and report on all club proceedings to evaluate such things as timeliness, enthusiasm, preparation, organization, the performance of duties, etc.

Take time to read this article on the subject:

<https://www.toastmasters.org/magazine/magazine-issues/2020/july/the-general-evaluator>

Evaluator

Evaluation is the heart of the Toastmasters educational program. As an Evaluator, you observe an assigned speech of a fellow club member and offer an evaluation of their efforts. They do the same for you when you speak. Taking on this role improves active listening, critical thinking, and positive feedback skills. You will be able to fill this role as soon as you have completed the evaluation project in your first Pathway.

As Evaluator

- Ask those you've been assigned to evaluate what they will present and what they wish to achieve, including specific skills they may want to improve upon.
- Provide objective verbal and written evaluations for speakers.
- When giving any evaluation, offer praise as well as constructive criticism.

More information on the subject can be found in this article:

<https://www.toastmasters.org/magazine/magazine-issues/2019/apr/meaningful-evaluation>

Toastmaster Role Handbook

For a more detailed discussion of each role described in this booklet, access the full handbook entitled *A Toastmaster Wears Many Hats* at:

<https://toastmasterscdn.azureedge.net/medias/files/pathways/toastmaster-wears-many-hats/1167d-a-toastmaster-wears-many-hats.pdf>

Notes on Toastmaster Roles



Pathways
The Toastmasters Education Program

Pathways: The Toastmasters Education Program

Selecting your Path, and The Pathways Assessment

To gain the most value from the Toastmasters experience, members are strongly encouraged to participate in the Toastmasters Pathways educational program. Before you log in to Toastmasters.org for the first time, you should look at the brief Pathways descriptions included herein. When you log in to Toastmasters.org for the first time and access Pathways you will be encouraged to take a quick Assessment to help determine the three paths that best fit your answers. Once you have done the Assessment, either select a recommended Path, or the one that is of greatest interest to you from the course descriptions. The first Path is included in your New Member fees.

Pathways Course Descriptions

Dynamic Leadership helps you build your skills as a strategic leader. The projects on this path focus on understanding leadership and communication styles, the effect of conflict on a group, and the skills needed to defuse and direct conflict. These projects also emphasize the development of strategies to facilitate change in an organization or group, interpersonal communication, and public speaking. This path culminates in a project focused on applying your leadership skills

Effective Coaching helps you 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 emphasizes the importance of effective interpersonal communication. This path culminates in a "High-Performance Leadership" project of your design.

Engaging Humor is designed to help you build your skills as a humorous and engaging public speaker. The projects on this path focus on understanding your sense of humor and how that sense of humor translates to engaging audience members. The projects contribute to developing an understanding of how to effectively use humor in a speech, including challenging situations and impromptu speeches. This path culminates in an extended humorous speech that will allow you to apply what you learned.

Innovative Planning helps you build your skills as a public speaker and leader. The projects on this path focus on a.) developing a strong connection with audience members when you present, b.) speech writing, and c.) speech delivery. The projects contribute to building an understanding of the steps needed to manage a project, as well as creating innovative solutions. This path culminates in a "High-Performance leadership" project of your design.

Leadership Development helps you 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 emphasized in all projects. This path culminates in the planning and execution of an event that will allow you to apply everything you learned.

Motivational Strategies helps you 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. This path culminates in a comprehensive team building project that brings all of your skills together-including public speaking.

Persuasive Influence helps you build your skills as an innovative communicator and leader. The projects on this path focus on how to negotiate a positive outcome together with building strong interpersonal communication and public speaking skills. Each project emphasizes developing leadership skills to use in complex situations, as well as creating innovative solutions to challenges. This path culminates in a "High-Performance Leadership" project of your design.

Presentation Mastery helps you build your skills as an accomplished public speaker. The 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 techniques, including speech writing and speech delivery. This path culminates in an extended speech that will allow you to apply what you learned.

Strategic Relationships helps you build your skills as a leader in communication. The projects on this path focus on understanding diversity, building personal and/or professional connections with a variety of people, and developing a public relations strategy. Communicating well interpersonally and as a public speaker is emphasized in each project. The path culminates in a project to apply your skills as a leader in a volunteer organization.

Team Collaboration helps you build your skills as a collaborative leader. The projects on this path focus on active listening, motivating others, and collaborating with a team. Each project contributes to building interpersonal communication and public speaking skills. This path culminates in a project focused on applying your leadership skills.

Visionary Communication helps you build your skills as a strategic communicator and leader. The projects on this path focus on developing your skills for sharing information with a group, planning communications, and creating innovative solutions. Speech writing and speech delivery are emphasized in each project. This path culminates in the development and launch of a long-term personal or professional vision.

Notes on Pathways



The Toastmasters International Website

Using the Toastmasters International Website

Logging in for the First Time

- **Logging Into Toastmasters International:**

The very first time you log in go to www.toastmasters.org and select Login. For your first visit select “Forgot Your Password” and enter the email address you gave when you signed up for your Toastmasters Club. You will be sent a temporary password. Log in and create a new password and save the password in your profile.

- **From the Home Screen:**

When you arrive at the Home Screen across the top of the page you will see your Toastmaster Profile. It includes your start date, member id number, and a place for your picture if you so choose. Just below are three large Boxes, “**Go to Base Camp**,” “**Learning Hub**,” and “**Achievement Board**.” The “**Learning Hub**” should be your first stop as a new Toastmaster. Once the “**Hub**” opens the first box “**Choose Your Path**” will display. It is from here that you will select your first Pathway and future Pathways.

- **Select “Choose Path” to Choose a Pathway:**

Do not worry about the \$20 sign if it appears after “**Choose Your Path**,” your first path is included in your membership. Digital Pathways programs are in Base Camp and include valuable videos from world-class speakers. Printed materials may be ordered and will cost an additional \$25. Keep in mind that you can download the materials and print them yourself at no additional cost. However, you will miss the video portions by not using Base Camp. Please note that not all of the paths are available in print format.

Once you click on “**Digital Resources or Select Printed Materials**” you have the option of “view all path options” or “take an assessment.” If this is your first time selecting a Path, it is recommended you choose “**Take an Online Assessment**.” After you complete the assessment of approximately twenty questions, you will be provided with up to three recommended Pathways. You do not have to select one of the recommendations. You may select the Path you want.

You are ready to get started

Return to the Toastmasters home screen and select “**Go to Base Camp**.” Do this every time you **Log-In** to go directly to your Pathway. You will now be able to open your curriculum and launch your Level One Educational Program. You will return to this part of the website often as you move forward in your Toastmasters experience.

A Quick Guide to Using Pathways

Once you have selected your Pathway you are ready to begin working to complete your first Path. Following these simple instructions will get you off to a great start. The first couple of visits may seem a bit overwhelming, but you will soon become an expert at navigating your Pathways Base Camp.

Using “View the Navigator.”

Under the box “View the Navigator” you will find many resources outlining valuable information for your Toastmasters journey. Under this window, you will find an abundance of information regarding Toastmasters and Club meetings. You will want to spend some time over the next few weeks reviewing the information found here. Your Toastmasters journey will be enhanced if you will take time for this valuable information.

Getting Started

1. Log in to the Toastmasters International website (www.toastmasters.org/login).
2. Select “Go to Base Camp.”
3. You will find your previously chosen path in both Paths and Learning (Education Transcripts) and Paths and Learning further down the page, you may select the first one to see all your projects or select “Open Curriculum” of the path you want from the second window.

Navigating Each Level

1. Select **Launch** for the Project you wish to complete.
2. Take the **Assess Your Skills-Before** assessment as you begin the project. There are five questions to the assessment. Use the **Next** button to move to the next question. Use the > arrow to move between screens.
3. Read and listen to the learning provided.
4. Download or print the needed forms.
5. Print the Evaluation Resource for your evaluator, in case you are in a virtual-only, or Hybrid club, be sure to download the file so an online evaluator can have the file before your speech.
6. Download or print the Worksheet for your speech/project and prepare your speech.
7. Schedule your speech with the VPE.
8. Give the presentation at the scheduled meeting.
9. At the end of the meeting verify the VPE knows what project you have completed.
10. Save your evaluation in an electronic format such as a .pdf file.
11. Return to pathways, and launch the Project.
12. Take the **Assess Your Skills - After** assessment. Submitting this Assessment triggers your completion of the project. It is very important you do not skip this step.
13. Complete the project. You will see a congratulations screen.
14. Select the **Evaluate** button and Evaluate the project.

Starting the Next Level:

Launch the next project and follow the above steps.

Level Completion

After you have completed all projects for a given level.

1. Select **Level Completion**.
2. Close the Pop-up box and select **Mark Complete**.
3. A message is sent to the Base Camp Manager stating that you have completed the level in Pathways.
4. Send an email to the VPE (or the Base Camp Manager for your club) to let them know you have a level ready for approval. (The President and Secretary are also Base Camp Managers.)
5. The VPE will then submit your Level completion to the Toastmasters International Server.
6. You will receive an email from Toastmasters when your Base Camp Manager has approved your level.

The next time you log into Pathways your next level will be ready for you to proceed. While logged into Pathways you can print your Level Completion Certificate. You may want to bring your certificate to your next club meeting to be presented to you by the Club President. Every club keeps a record of its progress in the Distinguished Club Program. When you are recognized by your club for completing a level it helps the entire club celebrate a step in becoming a Distinguished Club for the year.

When you complete your Path, make sure you print the Certificate of Proficiency and bring it to your club for presentation. Toastmasters will send a formal Certificate of Proficiency to your President or VPE for Presentation at the Club Awards Meeting.

Record Your Meeting Roles

Every time you serve in a meeting role (Toastmaster, General Evaluator, AH-Counter, etc.) you can record your participation in your member profile on the Toastmasters International website. You will find a listing of seven (7) meeting roles. You need to enter the dates for which you performed each role. When done, be sure to click on the **Save** button. You can return to your account and enter these roles at any time. You need to have completed the seven roles before you complete your path.

Recording your Roles

1. Log in to the Toastmasters International website (<https://www.toastmasters.org/login>).
2. Select **“Go to Base Camp.”**
3. In the upper right corner select the Star Symbol.
4. Select **“My Account.”** Record the date next to your role.

Uploading Evaluations to Your E-portfolio

You can save your Evaluations in your Base Camp in electronic formats. Most Evaluations can be done by your evaluator electronically, however, you will need to scan written evaluations into a .pdf file for storage. Any files you store here are your personal files, your Base Camp Manager cannot access your personal E-portfolio. After you have given the presentation and have the evaluation form completed scan the document and follow the steps below to upload your evaluation.

Saving your evaluations

1. Name your file with a simple short name.
2. Instead of "Motivational Strategies Path - Level 1 Icebreaker Eval-Wanda Olsen 06-11-2018.pdf" use "MS LV 1 Icebreaker 06-11-2018.pdf."
3. Log in to the Toastmasters International website (<https://www.toastmasters.org/login>).
4. Select "Go to Base Camp."
5. Select "My Documents" on the lower right side of the screen.
6. Select the "Level Folder" for your speech.
7. To upload your Evaluation, select the "Add File" icon to the right.
8. Upload your Evaluation file to Pathways E-Portfolio.

Notes on Using The Website

Glossary

Acronyms used within this document and their definitions.

ASL—American Sign Language

DTM—Distinguished Toastmaster

GE—General Evaluator

PDD—Past District Director

SAA—Sergeant-At-Arms

TI—Toastmasters International

TMOD—Toastmaster of the Day

TTM—Table Topics® Master

VPE—Vice President for Education

VPM—Vice President for Membership

WOD—Word of the Day

WOW—Word of the Week

Notes



Toastmaster Handbook

WHO WE ARE

Toastmasters International is a nonprofit educational organization that teaches public speaking and leadership skills through a worldwide network of clubs. Headquartered in Englewood, Colorado, the organization's membership exceeds 300,000 in more than 15,800 clubs in 149 countries. Since 1924, Toastmasters International has helped people from diverse backgrounds become more confident speakers, communicators, and leaders.

Everything in Toastmasters revolves around the club. With a global network of clubs, you are sure to find one near you! Most clubs have around 20 members and meet once a week for an hour.

Join Us

Where We Meet:

When We Meet:

Club Website: