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**For the Mentor: Getting New Members Off to a Good Start**

1. **Arrange a meeting to introduce yourself and learn about your mentee**
* Arrange a meeting with your mentee to introduce yourself
* Assist the new member in completing the **New Member Profile** Sheet.
1. **Tell them about Toastmasters.**
* A club officer should conduct a two-way interview with each new member.
* Discuss the new member’s needs and expectations.
* Explain how Toastmasters works and what is expected from each member.
* Make things relevant. Mentees will resist ideas if it is presented only as good for the organization and not for them.
1. **Coach them to excellence.**
* Create a trusting relationship so mentee feels comfortable asking questions. This need to be a learning partnership – rather than expert to novice.
* Mentors should be an experienced, knowledgeable member who can provide guidance, support and assistance in setting and achieving the new member’s self-development goals.
* Encourage praise and positive critiques. Provide opportunities to practice and try new ideas.
1. **Introduce Them.**
* Make sure the Toastmaster of the day’s meeting is aware a new member is speaking.
1. **Get them speaking.**
* Work with the Vice President of Education to schedule the new member for meeting roles and their Ice Breaker speech as soon as possible.
* Have the VPE assign one of the club’s best evaluators to evaluate the new members’ Ice Breaker.
* Give the new member lots of support and positive reinforcement.

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**The Role of a Mentor**

Congratulations! As an experienced Toastmaster member, you have been selected to be a mentor for a new member of our club.

## What do mentors do?

According to the dictionary, a mentor is a wise, loyal advisor. As a mentor, you have the opportunity to share your wisdom, knowledge and experience with a new Toastmaster member who wants to learn, grow and achieve.

## Help new members achieve their goals

Most new members join Toastmasters to become better and more proficient at public speaking. Most are seeking career advancement or professional development, and view Toastmasters as on opportunity to meet these goals. It is vitally important that you assist new members in meeting their speaking-related needs.

## Mentors increase the odds of success

Many new members fail if given no guidance, other than that provided by speech evaluations. It can be difficult to succeed without support. They need reassurance that their goals and efforts are worthwhile. They need practical advice from someone who understands the Toastmaster program.