

SPEECHCRAFT COORDINATORS' and TRAINERS' WORKBOOK

(incorporating 4 weeks of coursework and 2 weeks inside a regular club meeting)

This workbook belongs to: _____



Speechcraft Chair - Pauline Gilchrist DTM

speechcraft@d90toastmasters.org.au

speechcraft@d70toastmastrs.org.au

Reviewed January 2017

SPEECHCRAFT

THE NUMBER **ONE** MEMBERSHIP-BUILDING TOOL!

What is Speechcraft?

The Speechcraft program allows experienced Toastmasters to present the fundamentals of public speaking to non-members in the atmosphere of a Toastmasters club meeting. It is a great way to promote membership in your community or corporate club because Speechcraft brings prospective new members to a meeting to see for themselves what Toastmasters is all about.

Speechcraft has several benefits. Participants come to know and enjoy the Toastmasters' fellowship while gaining confidence and training in their communication skills. Many Toastmasters members indicate they joined their club because they participated in a Speechcraft program. Clubs that conduct a Speechcraft program at least once each year have few membership problems.

Speechcraft also benefits the members of your club. The program gives club members new opportunities to exercise their communication and leadership abilities. It increases interest and attendance among all members. It sharpens their evaluation skills plus is a wonderful team building exercise for Corporate Clubs.

How the program works

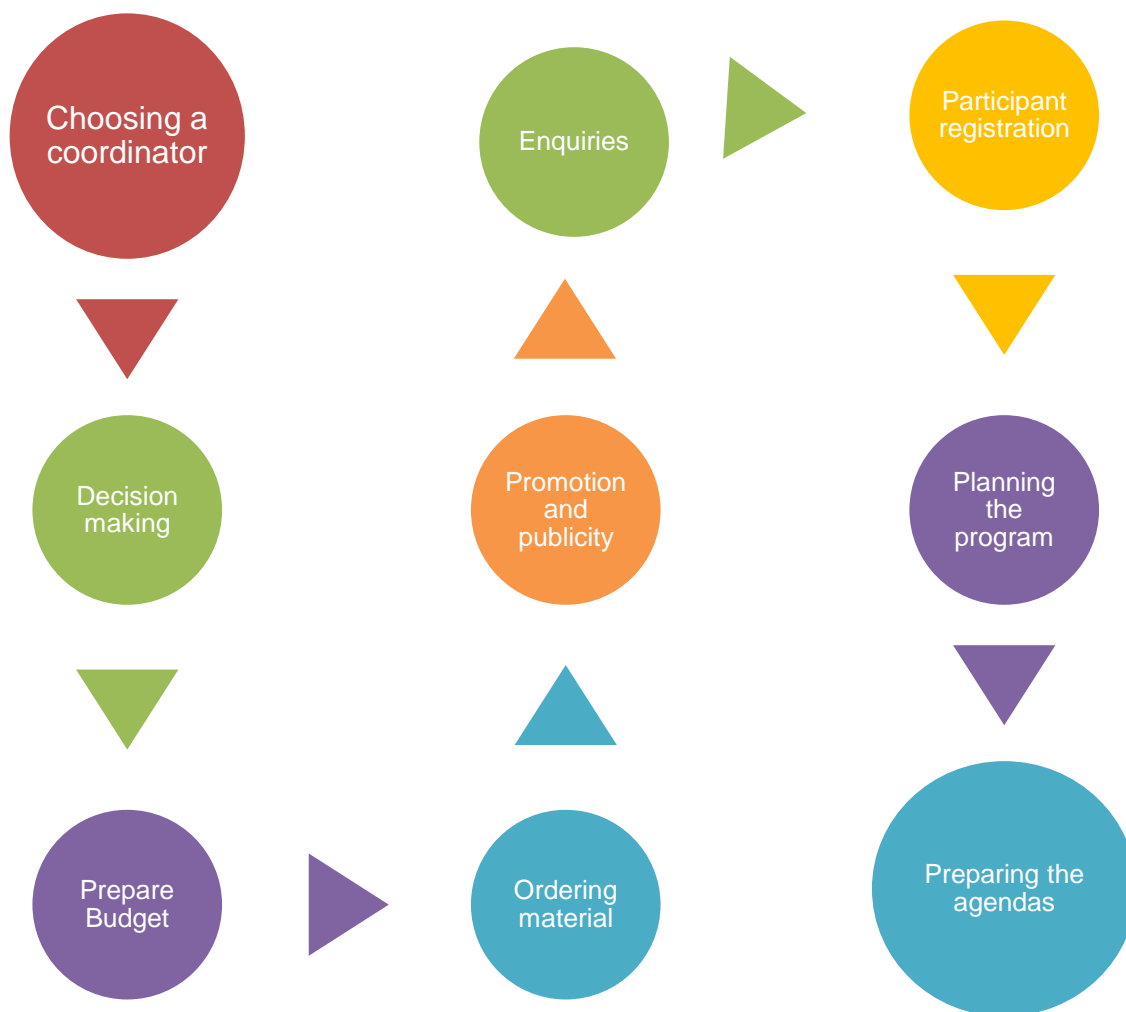
Speechcraft can be presented as an integral part of your club meeting or as a seminar-style program presented outside the club meeting, at a different location and time. It can be conducted in four, six or eight three-hour weekly sessions or two full days.

Presenting the program inside the club setting has advantages. It provides participants with a sample of the Toastmasters club experience, making it easier for participants to become members after completion of the program. The Speechcraft program need not disturb the usual club programming. Instead, a portion of each of the meetings is devoted to Speechcraft. It is suggested an extra 30 minutes be added to the club meeting. Trimming the business portion of the meeting can also yield extra time for Speechcraft.

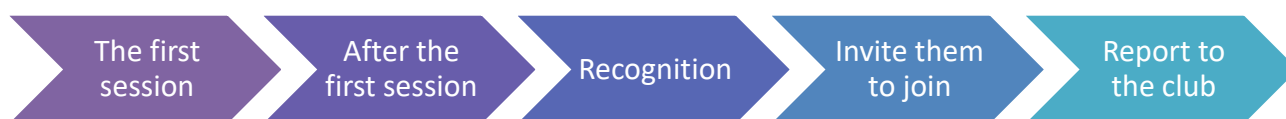
Conducting the program outside the club setting has advantages too. More participants can be accommodated because more time is available. You can conduct the program for a group, civic club or company at the group's location. A Speechcraft program outside the club often leads to the formation of a new Toastmasters club in that location.

Outline of this workshop

Planning and Preparation



Conducting the course and wrapping it up



Post Workshop Contact

Your Division or Area Director

Planning and Preparation

The Club Executive Committee decides to present the program, then discusses it with the members. The club decides whether the program will be conducted during regular Club meetings or outside the Club meeting.

Some clubs have a Speechcraft Officer (SO) appointed by the President. Once the decision has been made to hold a Speechcraft course, the President or SO appoints a Speechcraft Coordinator who is responsible for planning and managing the program.

Choosing a Speechcraft Coordinator (SC)

Ask for an Assistant Coordinator (AC).

The qualities of a SC include:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Important decisions must be made

Decisions which need to be agreed upon include:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

The Speechcraft Coordinator may:



1. have the course credited towards the Advanced Communicator Gold award (conduct a presentation from the Success/Leadership Series, Success/Communication Series or Youth Leadership) and
2. receive an evaluation in the Competent Leadership Manual project 8 (Chair A Club Membership Campaign) or project 10 (Chair A Club Membership Campaign).

An Assistant Coordinator may:

- be evaluated in the Competent Leadership Manual project 6 (Help Organize a Club Membership Campaign).

The Budget

A budget should to be prepared by the Speechcraft Coordinator and the Speechcraft Officer or Assistant Coordinator.

The first step is to establish how many people will be attending the course. The ideal number is usually 10 to 12 participants. The SC and SO should also decide the minimum number of participants for the course to proceed to cover costs. An adequate number of participants need to attend to create dynamic meetings. It is suggested that the minimum number of participants is 6, depending on costs.

Costs which need to be covered include: room hire, equipment, supper, promotion and publicity, course materials, coordinator's and participants' handbooks, certificates, folders, photocopying, incentive to join, graduation dinner. Depending upon your venue there could be other factors to include. The Coordinator must plan and be sure to include everything at this point.

Other costs that need to be covered include:

Ordering materials

Toastmasters Supplies Australia is your one-stop shop to order materials for your Speechcraft course, (Speechcraft Coordinators Guide, Speechcrafter's Handbook, Coordinator's Certificate and Participants' Certificates).

Speechcraft Starter Kit – Item #205 or order items separately (recommended)

Complete materials for starting and promoting a Speechcraft program for five people, requires at least:

- 1x Speechcraft Coordinator's Guide (Item #204)
- 5x Speechcraft Workbooks (Item #204H)
- 5x Participants' Certificates (Item #261)
- 1x Coordinator's Certificate (Item #260)
- 5x Speechcraft Support Manuals (Items #7006)
- 5x Speechcraft Assignment Guides (Item #7005)

To order and pay for supplies, there are two choices:

- Order online using a secure online supplies order form. You can pay by credit card or elect to pay separately by cheque or electronic funds transfer (EFT). In the case of cheque or EFT, orders will NOT be processed until funds are received. (http://www.toastmasters-supplies.org.au/supplies_cat.htm)
- Order by post/fax with cheque, credit card or EFT payment. Download and print Toastmasters Supplies Australia Order Form and send the completed form by post with a cheque or by post/fax with credit card or EFT. (<http://www.toastmasters-supplies.org.au/SuppliesOrderForm.pdf>)

Once you know your costs, you can determine how much you will charge the participants. Most clubs offer a reduced fee for financial club members. The program should pay for itself. A Speechcraft program can be used as a fund-raising activity for your club, provided the fees charged are reasonable. Excess funds must be placed in the club's bank account and can be used for education of the members and membership building.

Promotion

Attracting people to participate in your program requires a well-organized promotional program.

There are two questions to be asked before acting:

1. Who is my market?
2. How do I reach out to them?

Before you can decide how to get out to your market, you must define your market – e.g. is it community based or corporate? Who exactly could benefit from Speechcraft and what resources can you utilise to find attendees?

Once you have identified who your market is, you can then devise a plan to reach out to it. What sort of promotional strategy you will employ?

friends/colleagues/guestbook/new members: _____

business: _____

educational institution: _____

club/church group/ community organisation: _____

general public: _____

others: _____

When you have decided who to target, the method and style of promotion material becomes a lot clearer.

Where to advertise...

Speechcraft courses can be promoted on the district website. To have your Speechcraft course added to the list of future courses, go to the district website. Click on Speechcraft and look for the line: **“Clubs! To request a Speechcraft course to be added to the list of future courses please send full details [via this link](#) to the Speechcraft Liaison Officer”**.

It would also be useful to utilise social media, such as Facebook groups/pages, where the event can be set up and be broadcast to friends and groups.

Your flyer should be catchy but not too “busy”. The important information to have on the flyer is:

- What the course is and how people will benefit (What’s In It For Me?)
- Where the course is being held
- When the course is on; commencement date, time, length of course
- Format of the course
- Contact details

If in doubt, contact your District Public Relations Manager.

Enquiries

(usually the coordinator responds)

As people respond to the promotion and submit completed registration forms, prepare a list of names, phone numbers and email addresses.

Determine who is responsible for enquiries. This person must be:

_____	_____
_____	_____
_____	_____

Registration

Prepare a registration form for the prospective participants to complete (see templates section at the end of this document). Make sure you include the following details on the registration form:

_____	_____
_____	_____
_____	_____

Accepting payments

First determine how payments will be accepted. The preferred option is by bank transfer, followed by cash, cheque or money order.

Ask the Treasurer to check the bank account and to confirm when participants have paid:

1. Tally income
2. Make payments
3. Issue receipts/invoices

Planning the course

A Speechcraft program can be planned for 4, 6 or 8 three-hour weekly sessions or two full days, whatever is most convenient for the club and the participants.

For this workshop, we are focusing on the 4-week course running with your usual club meeting night PLUS 2 regular club meetings.

It is important to read the Speechcraft Coordinators manual.

Prepare a general outline for a course and post the details on the club website so that the prospective participants are aware of the overall program. Names of the presenters do not need to be detailed on the posting.

Following is an example of how a 4-week course could be planned. Educational presentations are given for the following week's speeches – **after** the participants have delivered their current week's speeches.

4 Week Course Plus 2 Sessions Inside the Club Outline (for 12 participants)

The Ice Breaker details are sent to participants before the course and their initial introductions will be 2-3-minute Ice Breaker speeches.

Week #1 Course Outline

- Welcome
- Introductions - Coordinator and Toastmasters
- Introductions (Ice-Breaker Speeches) - Speechcrafters
- Coordinator explains the course
- Coordinator explains the manuals and course materials
- **Educational presentation – Organise Your Speech/Structure (for week 2 speech)**
- **Educational presentation - Get to the Point (for week 2 speech)**
- Workshop to develop next speech with structure as demonstrated in the educational presentations

Break

- **Educational presentation – Evaluate the Speaker**
- Demonstration speech by a club member
- Evaluation of demonstration speech to demonstrate effective feedback
- **Educational presentation – Impromptu Speaking (Table Topics)**
- Table Topics – topic given to each participant
- Evaluations of Table Topic responses by course participants
- **Educational presentation - How to Use the Stage for Master of Ceremonies**
- Mentoring by an experienced Toastmasters
- Summary – questions
- Review next week's session
- **CLOSE**

Notes to remember when organising the agendas -

- The Ice Breaker speech details need to be sent to participants before the first session. The initial introductions are 2-3 -minute Ice Breaker speeches.
- With 12 participants, each week, 4 participants will have the opportunity to be the Master of Ceremonies (Speech Toastmaster) by grouping the speakers in groups of 3.
- Balance the agendas each week by giving all Speechcrafters a different evaluator.
- Be careful not to place the Master of Ceremonies as a speaker or evaluator in the segment he/she is introducing.
- Adjust your agenda accordingly for a lesser number of participants.
- Ask each attending member to observe a Speechcrafter at each meeting and give a 15-minute mentoring session (one-on-one) at the end of the meeting. Vary the mentors and Speechcrafters at each meeting.
- In sessions 2 and 3 (and session 4, if you choose to conduct an educational), the Speechcrafters can choose which project they would like to focus on for their speeches at the next meeting (based on the educational presentations, which may cover more than one project in Speechcraft Manual).
- Remember to bring the Membership Application Forms to the final session and encourage all Speechcrafters to continue to learn communication skills in the club environment.

Week #2 Course Outline

Speeches (3 – 5 mins)

Evaluations – 1 minute

Master of Ceremonies

Rhiannon
Capucine
Sandra

Christine

Sarah
Sivanitha
Vicki

Master of Ceremonies

Keshni
Monica
Christine

Sarah

Bernadette
Courtney
Capucine

Master of Ceremonies

Sivanitha
Vicki
Tess

Rhiannon

Christine
Sandra
Keshni

Master of Ceremonies

Courtney
Sarah
Bernadette

Sandra

Tess
Monica
Rhiannon

Break

- Educational presentation – **Your Body Speaks and Vocal Variety** – 15 minutes
- Table Topics – topic given to each participant
- Evaluations of Table Topic responses by course participants (evaluating each other)
- 15 minutes mentoring by an experienced Toastmasters
- Review the next week's meeting

Week #3 Course Outline

Speeches (3 – 5 mins)

Evaluations – 1 minute

Master of Ceremonies

Rhiannon
Capucine
Vicki

Monica

Sarah
Sivanitha
Sandra

Master of Ceremonies

Keshni
Monica
Christine

Tess

Bernadette
Courtney
Capucine

Master of Ceremonies

Sivanitha
Tess
Sandra

Capucine

Christine
Keshni
Vicki

Master of Ceremonies

Courtney
Sarah
Bernadette

Vicki

Tess
Monica
Rhiannon

Break

- Educational presentation – **How to Say It** – 10 minutes
- Table Topics – topic given to each participant
- Evaluations of Table Topic responses by course participants (evaluating each other)
- 15 minutes mentoring by an experienced Toastmaster
- Review the next week's meeting

Week #4 Course Outline

Speeches (3 – 5 mins)

Evaluations – 1 minute

Master of Ceremonies

Rhiannon
Christine
Vicki

Capucine

Sarah
Sivanitha
Sandra

Master of Ceremonies

Keshni
Monica
Capucine

Sivanitha

Bernadette
Courtney
Christine

Master of Ceremonies

Sivanitha
Tess
Sandra

Courtney

Capucine
Keshni
Vicki

Master of Ceremonies

Courtney
Sarah
Bernadette

Keshni

Tess
Monica
Rhiannon

Break

- Educational presentation– **(Coordinators choice of educational)** – 10 minutes
- Table Topics – topic given to each participant
- Evaluations of Table Topic responses by course participants (evaluating each other)
- 15 mins mentoring by an experienced Toastmaster
- Review the next week’s meeting

Week #5 (inside regular club meeting)

Speechcrafters attend the following two regular club meeting nights, to witness how a standard Toastmasters meeting is conducted.

Week #6 (inside regular club meeting)

At the second club meeting, Speechcrafters are presented with Certificates of Participation for completing the course. Family and friends can be invited and we can make it a party!! Remember to have the Membership Application Forms (Form 400) ready to sign up Speechcrafters plus friends and family members.

The week before

In the week before the course, you need to complete the following tasks:

Information for the Speechcraft Coordinator's folder

Course contacts

Course outline *

Meeting agendas *

Introduction to Speechcraft *

** You can photocopy these documents (found in the Speechcraft Coordinator's File) which can be downloaded from the Speechcraft Portal on the District 90 website.*

Contents of the Speechcraft support folder for participants

Support material for speeches:

The Ice Breaker

Structure – Get to the Point

Your Body Speaks – Vocal Variety

How to Say It – Using the Right Words

Helpful Information for Giving Speeches

The Fundamentals of Public Speaking

Selecting a Topic

Be in Earnest

Using Notes

10 Tips for Successful Presentations

The Essential Elements of a Good Speech

Organise Your Speech – Structure

Using Visual Aids Effectively

White boards and Flip Charts

Conducting the course

On the night

First impressions are lasting impressions. The Speechcraft Coordinator and Assistant Coordinator and other club members who are participating should strive to make a positive first impression whether the program is conducted during the Club meeting or at another time. On the night of the first session:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Make every session a showcase event.



After the first session

What are some things you need to do?

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

The final session

1. Be prepared with Certificates of Participation
2. Talk up Toastmasters - invite the Speechcrafters to join the club
3. Acknowledge the achievements of the Speechcrafters
4. Thank the presenters/Toastmaster helpers

When Speechcraft participants become Toastmaster members, they are given credit for three speeches in the basic Competent Communication manual. Be sure their record of projects in the Speechcraft Workbook reflects this.

Wrapping it up

1. The Speechcraft Coordinator and Club Treasurer complete an income and expenditure statement.
2. Prepare a report to present at the club as soon as possible after the completion of the course.
3. Send information of attendees and the number that joined the club to the District Speechcraft Officer.

Only one member can be credited for being a coordinator of a Speechcraft course.

Members who co-ordinate and conduct a program should record it on the Member Achievement Record form (<http://www.toastmasters.org/Resources/Member-Achievement-Record>). When applying for the Advanced Communicator Gold award, the member can use this recorded information to complete the application form (<https://www.toastmasters.org/Resources/Education-Program/Communication-Track/Advanced-Communication>). The signature of the Vice-President Education on the ACG Application verifies that the member did indeed coordinate and conduct the program.



CLUB NAME

Club no 1 Area 1 District 1

GPO Box 1 Sydney NSW 2000

www.club.org.au

10 September 2016

Name of Speechcrafter

Address

Dear (name)

Thank you for your enquiry about our Speechcraft Course. The next Speechcraft course will commence on (date). The course will be conducted every (name of day) evening for six consecutive weeks.

Our Speechcraft course is designed to teach public speaking skills to people from within the local community and members of the Toastmasters club. During the program, you will be invited to participate in Table Topics, which is an enjoyable way of learning Impromptu Speaking, present prepared speeches and serve as an evaluator for your fellow participants. You can practice introducing a speaker to an audience.

On the first night, you will receive the Speechcraft Workbook. The handbook is an educational manual from the Toastmasters, Success/Communication Series. You will be working from this manual, which contains six speaking projects. You will also be supplied with a Speechcraft Support Guide for Speeches plus other information to help you through the course. During each session, an experienced club member will deliver an educational presentation. Plus, you will be mentored one-on-one for 15 minutes at the end of each meeting.

The cost of the Speechcraft course is (\$000.00) per person.

On completion of the last meeting of the course, should you wish to join (club name), we will waive the joining fee of (\$??) which means you only pay the semi-annual dues. We highly recommend that you continue your journey of self-development through Toastmasters. As a club member, you will receive credit for three speaking projects in the Competent Communication Program which will accelerate your progress in achieving the Competent Communicator Award.

To enrol in this course, we would appreciate that you return the completed Speechcraft Registration Form along with your payment to club@email.com. Enrolment is only acknowledged if the registration form is accompanied with full payment.

Yours sincerely,

(your name)

(club name)

Speechcraft Coordinator

Mobile: Email:



Speechcraft Registration Form

PARTICIPANT:

Salutation: (please circle one) Mr/Mrs/Ms/Miss

Name: _____

Address: _____

Telephone: _____

Email Address: _____

PAYMENT

Please indicate payment method below with a tick.

Please make cheques payable to (club name).

We do not have credit card facilities, but we do accept payments via EFT. Our bank details are:

Bank Name:**Account name:****BSB:****Account number:****Reference:** Your namePayment via Internet: **If paying via EFT, please attach a copy of the receipt of the transfer with this registration form.**Cheque: **Amount: \$000.00****NB:** Payment must be received 5 days prior to the first night of course.**SIGNATURE** **DATE:**

Please return this registration form, along with your payment or receipt of transfer to:

(Club name)

club@gmail.com

GPO Box 1 Sydney NSW 2000



CLUB NAME

Club no 1 Area 1 District 1
GPO Box 1 Sydney NSW 2000

www.club.org.au

Receipt

To: (name of Speechcrafter)

Confirmation of receipt of funds for the services listed below.

QTY	DESCRIPTION	AMOUNT
1	Speechcraft Course – <date> to <date> for (name)	\$000.00
2	Speechcraft Course – <date> to <date> for (name)	\$000.00
3	Speechcraft Course – <date> to <date> for (name)	\$000.00
4	Speechcraft Course – <date> to <date> for (name)	\$000.00
Toasters International and (Club Name) are not-for-profit educational institutions. GST is not applicable		TOTAL \$000.00

Thank you for your payment.

CONTACT

If you have any questions concerning this invoice, please contact the Club Treasurer by email.
treasurer@email.org.



Speechcraft Course Feedback Form

-
- What major lesson will you take away from this course?

-
- What did you enjoy the most?

-
- Which assignment did you find the most challenging?

-
- What skills do you feel have improved?

-
- Do your peers see improvement in you? In which area?
-

Please rate the following with your personal appraisal:

	Excellent	Satisfactory	Poor
Venue:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Content:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course Coordinators:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value for money:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Points for improvement in future courses:



Ice Breaker – Introductions

For your first speech project, you will introduce yourself to your fellow club members and give them some information about your background, interests, and ambitions. Practice giving your speech to friends or family members, and strive to make eye contact with some of your audience. You may use notes during your speech if you wish. Read the entire project before preparing your talk.

Speech Objectives:

- To begin speaking before an audience
- To discover speaking skills you already have and skills that need some attention.
- To introduce yourself to your fellow club members

Time: 2-3 minutes

Name:

A favourite childhood memory:

.....

.....

.....

Tell us about your work:.....

.....

.....

.....

Someone or something that inspires you:

.....

.....

.....

Why did you join our Speechcraft course?

.....

.....

.....



Assignment Tracker

Plan your program for the entire course using an Assignment Tracker.

Participants	Chairman 1	Chairman 2	Grammarian	Master of Ceremonies 1	Master of Ceremonies 2	Master of Ceremonies 3	Master of Ceremonies 4	TT Master	TT Evaluator	Humour Spot Inspirational
Rhiannon						Week 2				
Capucine						Week 3				
Vicki	Week 4						Week 3			
Keshni		Week3					Week 4			
Monica				Week 3						
Christine				Week 2						
Sivantha					Week 4					
Tess		Week 4			Week 3					
Sandra	Week3						Week 2			
Courtney		Week 2				Week 4				
Sarah					Week 2					
Bernadette	Week2			Week 4						

At each session, all Speechcrafters deliver a speech, evaluate each other, have other meeting assignments and participate in Table Topics.

Agendas need to be prepared at least a week in advance to allow time for preparation of assignments. Bring two agendas to each meeting - the current one and the following week.



President

John Doe

VP Education

Matt Doe

VP Membership

Jane Doe

VP Public Relations

Mary Doe

Secretary

Harry Doe

Treasurer

Patrick Doe

Sergeant-At-Arms

Susan Doe

We meet every:
1st, 3rd and 5th
Thursday of the month
from 7.00pm to 9.45 pm

Location can be found
on our website
www.forestvilletm.org

**Toastmasters
International**
www.toastmasters.org

**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.**

Course Coordinator:

Susan Doe

susan@gmail.com

Assistant Coordinator:

John Doe

john@gmail.com

Club Name Speechcraft Course: Week One 4 th February 2016		
When	What	Who
	Meeting Facilitator (Chairman) Timer	Susan Doe TM Carl Davies TM
7.00	Assistant Coordinator: calls meeting to order, Introduces Course Coordinator	John Doe TM
	Welcome: introduce assistants, housekeeping, Introductions (Ice Breaker speeches) – 50 mins	Susan Doe TM
	Course Coordinator: Explanation of the course/manuals – 10 mins	Susan Doe TM
8.00	Educational presentation: Timer (with explanation) – 2 mins	Carl Davis TM
	Educational presentation: Selecting your Topic - 5 mins	Doris Day TM
	Educational presentation: Organise Your Speech and Get to The Point – 10 mins	John Lemon TM
	Speech Workshop to develop next week's speech – 10 mins	John Lemon TM
8.30	BREAK 15 mins	
8.45	Assistant Coordinator – calls meeting to order – hands back to Course Coordinator	John Doe TM
	Chairman:	Susan Doe TM
	Educational presentation: Evaluate the Speaker – 5 mins	Doris Day TM
	Demonstration speech by new Toastmaster – 3-5 mins	Ringo Starr TM
	Evaluation of speech (5 mins including questions)	Paul Starr TM
9.00	Educational presentation: Impromptu Speaking - 5 mins	Ed Lane TM
	Table Topics (1 min each response) – 15 mins	Ed Lane TM
	Evaluations - 10 mins	All
9.30	Educational presentation: How to Use the Stage for Master of Ceremonies – 5 min	Susan Doe
	Mentor session – 15 mins	All
9.50	Timer's Report – 2 min	Carl Davies TM
	Summary/question time/next week's agenda	Susan Doe TM
10.00	CLOSE approx.	



President

John Doe

VP Education

Matt Doe

VP Membership

Jane Doe

VP Public Relations

Mary Doe

Secretary

Harry Doe

Treasurer

Patrick Doe

Sergeant-At-Arms

Susan Doe

We meet every:
1st, 3rd and 5th
Thursday of the month
from 7.00pm to 9.45 pm

Location can be found
on our website
www.forestvilletm.org

**Toastmasters
International**
www.toastmasters.org

**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.**

Course Coordinator:

Susan Doe

susan@gmail.com

Assistant Coordinator:

John Doe

john@gmail.com

Club Name		
Speechcraft Course: Week Two		
11 th February 2016		
When	What	Who
	Meeting Facilitator (Chairman) Timer	Susan Doe TM Carl Davies TM
7.00	Assistant Coordinator: calls meeting to order	John Doe TM
	Opening Remarks: 5 mins	Susan Doe TM
	Chairman 1: welcome; introduce assistants, housekeeping – 3 mins	Bernadette
7.08	Speeches – 3-5 minutes	ORGANISE YOUR SPEECH or GET TO THE POINT
	All Evaluations – 1 min	
	Master of Ceremonies	Christine
	Rhiannon	Sarah
	Cupucine	Sivanitha
	Sandra	Vicki
	Master of Ceremonies	Sarah
	Keshni	Bernadette
	Monica	Courtney
	Christine	Capucine
	Master of Ceremonies	Rhiannon
	Sivanitha	Christine
	Vicki	Sandra
	Tess	Keshni
	Master of Ceremonies	Sandra
	Courtney	Tess
	Sarah	Monica
	Bernadette	Rhiannon
8.30	BREAK 15 mins	
8.45	Assistant Coordinator – calls meeting to order – hands back to Course Coordinator	John Doe TM
	Chairman 2:	Courtney
	Educational presentation: Your Body Speaks and Vocal Variety – 10 mins	Doris Day TM
	Discussion about educational - 5 mins	Doris Day TM
9.00	Table Topics (1 min each response) – 15 mins	Mary Doe TM
	Evaluations - 10 mins	All
9.25	General Evaluator's Report – 5 mins	Harry Doe TM
	Timer's Report - 2 mins	Carl Davies TM
9.32	Mentor session - 15 mins	All
9.47	Summary/question time/next week's agenda	Susan Doe TM
10.00	CLOSE approx.	



Club Name
Speechcraft Course: Week Three
 18th February 2016

President

John Doe

VP Education

Matt Doe

VP Membership

Jane Doe

VP Public Relations

Mary Doe

Secretary

Harry Doe

Treasurer

Patrick Doe

Sergeant-At-Arms

Susan Doe

We meet every:

1st, 3rd and 5th
 Thursday of the month
 from 7.00pm to 9.45 pm

Location can be found
 on our website
www.forestvilletm.org

**Toastmasters
 International**

www.toastmasters.org

**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.**

Course Coordinator:

Susan Doe

susan@gmail.com

Assistant Coordinator:

John Doe

john@gmail.com

When	What		Who
	Meeting Facilitator (Chairman) Timer		Susan Doe TM Carl Davies TM
7.00	Assistant Coordinator – calls meeting to order		John Doe TM
	Opening Remarks – 5 mins		Susan Doe TM
	Chairman 1: welcome; introduce assistants, housekeeping – 3 mins		Sandra
7.08	Speeches – 3-5 mins	All Evaluations – 1 min	YOUR BODY SPEAKS or VOCAL VARIETY
	Master of Ceremonies		Monica
	Rhiannon	Sarah	
	Cupucine	Sivanitha	
	Sandra	Vicki	
	Master of Ceremonies		Tess
	Keshni	Bernadette	
	Monica	Courtney	
	Christine	Capucine	
	Master of Ceremonies		Capucine
	Sivanitha	Christine	
	Vicki	Sandra	
	Tess	Keshni	
	Master of Ceremonies		Vicki
	Courtney	Tess	
	Sarah	Monica	
	Bernadette	Rhiannon	
8.30	BREAK approx. 15 mins		
8.45	Assistant Coordinator – calls meeting to order – hands back to Course Coordinator		John Doe TM
	Chairman 2:		Keshni
	Educational presentation: How to Say It – 10 mins		Doris Day TM
	Discussion about educational - 5 mins		Doris Day TM
9.00	Table Topics (1 min each response) – 15 mins		Mary Doe TM
	Evaluations - 10 mins		All
	General Evaluator's Report – 5 mins		Harry Doe TM
9.30	Timer's Report - 2 mins		Carl Davies TM
	Mentor session - 15 mins		All
9.47	Summary/question time/next week's agenda		Susan Doe TM
10.00	CLOSE approx.		



President

John Doe

VP Education

Matt Doe

VP Membership

Jane Doe

VP Public Relations

Mary Doe

Secretary

Harry Doe

Treasurer

Patrick Doe

Sergeant-At-Arms

Susan Doe

We meet every:
1st, 3rd and 5th
Thursday of the month
from 7.00pm to 9.45 pm

Location can be found
on our website
www.forestvilletm.org

**Toastmasters
International**
www.toastmasters.org

**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.**

Course Coordinator:

Susan Doe

susan@gmail.com

Assistant Coordinator:

John Doe

john@gmail.com

Club Name		
Speechcraft Course: Week Four		
25 th February 2016		
When	What	Who
	Meeting Facilitator (Chairman) Timer	Susan Doe TM Carl Davies TM
7.00	Assistant Coordinator – calls meeting to order	John Doe TM
	Opening Remarks – 5 mins	Susan Doe TM
	Chairman 1: welcome; introduce assistants, housekeeping – 3 mins	Vicki
7.08	Speeches – 3-5 mins	HOW TO SAY IT
	All Evaluations – 1 min	
	Master of Ceremonies	Bernadette
	Rhiannon	Sarah
	Cupucine	Sivanitha
	Sandra	Vicki
	Master of Ceremonies	Sivanitha
	Keshni	Bernadette
	Monica	Courtney
	Christine	Capucine
	Master of Ceremonies	Courtney
	Sivanitha	Christine
	Vicki	Sandra
	Tess	Keshni
	Master of Ceremonies	Keshni
	Courtney	Tess
	Sarah	Monica
	Bernadette	Rhiannon
8.30	BREAK 15 mins	
8.45	Assistant Coordinator – calls meeting to order – hands back to Course Coordinator	John Doe TM
	Chairman 2:	Tess
	Educational presentation: (Coordinator's choice of educational) – 10 mins	Doris Day TM
	Discussion about educational presentation - 5 mins	Doris Day TM
9.00	Table Topics (1 min each response) – 15 mins	Mary Doe TM
	Evaluations - 10 mins	All
	General Evaluator's Report – 5 mins	Harry Doe TM
9.30	Timer's Report - 2 mins	Carl Davies TM
	Mentor session - 15 mins	All
9.47	Summary/question time/ week 5 – regular club meeting	Susan Doe TM
10.00	CLOSE approx.	