

Cheat Sheet for New Toastmasters / Watermeisters

Welcome! Congratulations on your decision on self-improvement. You have come to a safe place to learn and grow your communication skills in prepared speeches, impromptu talks and leadership organization.

If you are here due to a fear of speaking in front of people, you are NOT alone! Many people are here for the very same reason.

Since this is a new group for you, a **mentor** might be valuable to you in your first few months of navigating the meetings/roles/two manuals and organizational processes.

New members will receive two manuals: Competent Communicator and Competent Leader. Here are some fast facts to know now for these two manuals:

Competent Communicator:

- The first speech is about you. It is 4 – 6 minutes (or 5 – 7 if you need the time).
- The speech can be anything about you.
- Theory: If you know your subject, it makes it easier to speak comfortably about the subject
 - Side note: For some of us, this is the worst subject to talk about. We would rather talk about trees, sky, politics, or toes than about ourselves. Breathe. Discuss with your mentor, they can talk you off the cliff J
- After your first speech, the next speeches are in an order the Toastmasters find most effective for novice speakers who do not have any group/public speaking experience and are not comfortable with public speaking.
- NOTE: These speeches do not need to be completed in order! If your life is rich with subjects to complete different speech projects in different order, go for it!

Competent Leader:

- Bring your manual to EVERY meeting!
- All roles, except Humor, Inspiration and Pledge are ALL OVER the CL manual for credit
- For all other roles that you fill, find the project that requires that role, read the project requirements, and share your manual with someone to evaluate your performance in that role

- **IMPORTANT:** The project list is located at the very end of the manual. Keep track of the tasks of each project you have completed, and the required project tasks are completed have an officer sign the book for that project. Keep the VP Education informed of your progress.
- In fact, the project list will help you manage your competent leadership progress and completion.