

GREAT MENTORING CHECKLIST



Have you had your first face to face meeting?

Have you calendarised your next few monthly meetings?

Have both of you checked in each time a new meeting role is assigned?

Are both of you focussed on getting the educational manuals signed off?

Are you both getting in touch proactively and responding to each other's emails?

As you progress, will you consider doing the more challenging meeting roles?

As a team, are you making sure you are in dialogue about how things are going?

Are you making sure meeting roles are accepted promptly?

As a team, have you talked about whether the mentee can mentor?

Have you talked about the wider Toastmasters program?

PUT YOUR PARTNER'S DETAILS HERE!

Mentee/mentor's name

Mentee/mentor's email address

Mentee/mentor's phone number

NEED HELP AND SUPPORT?

CONTACT THE MENTOR MANAGER

If you are not sure about anything, the club mentor manager is there to give you the support you need. Contact them directly or email us at:

membership.spaspeakers@gmail.com

SPA SPEAKERS

Helen Ley Care Centre
Bericote Road
Leamington Spa
CV32 6QP
www.spaspeakers.co.uk

Mentoring

A guide for Spa Speakers

HINTS AND TIPS FOR MENTORS AND MENTEES





CONGRATS!

You are about to engage in the most satisfying aspect of the Spa Speakers experience. As mentee, you will have in your mentor a friend and partner who will care deeply about your growth and help you become the best possible you! To assist the process, we've written this guide to help both of you get the most out of the mentoring partnership. Have fun!

MENTOR'S ROLE

- Be a friendly, supportive and available presence
- Show mentee "the ropes"
- Understand mentee's goals and challenges
- Support mentee through first 3 speeches
- Coach mentee each time they do a meeting role for the first time

STEP BY STEP GUIDE

1: MEET FACE TO FACE

MAKE A GREAT FIRST IMPRESSION

- Coffee shop time! Set up a face to face meeting, ideally before the first meeting role is assigned
- Discuss background, goals, challenges and current ability
- Sort out manuals, logins and badges as required
- Have the intention of building a warm, supportive friendship

2: MAKE IT REGULAR

MAKE SURE YOU STAY IN TOUCH

- Put your next few meetings on the calendar, ideally monthly and face-to-face
- Check in each time a meeting role is assigned for the first time
- Keep in mind: "how is the relationship going?"

3. COVER THE ESSENTIALS

GET ACQUAINTED WITH THE BASICS

- Clapping, handshakes, addresses
- Introduction to all the meeting roles
- Introduction to our culture of friendly, supportive, constructive feedback
- Reiterate bringing in educational manuals for sign-off regularly
- Focus on timely responses to meeting role assignments

4. EXPAND HORIZONS

BRING FULL PROGRAMME INTO VIEW

- Progress towards the more challenging roles (e.g. Toastmaster)
- Work towards supporting mentee become a mentor
- Encourage taking on a committee role
- Cover the area/district/division structure of Toastmasters
- Encourage contest participation
- Encourage achieving the advanced speaking and leadership awards
- Encourage attending other clubs and area events