

The Mentoring Checklist

| Item | Description of Material to be Discussed | Date Completed |
|------|---|----------------|
| 1 | Gilbert Toastmasters club history, dues, and meeting location | |
| 2 | Table Topics questions and response techniques | |
| 3 | Speaking and Competent Leadership manuals and their use | |
| 4 | Gilbert Toastmasters schedule & what to do when you can't make it | |
| 5 | The meeting agenda and information provided | |
| 6 | Gilberttm.com, aztoastmasters.com, toastmasters.org web sites | |
| 7 | Written evaluations (using forms provided) | |
| 8 | Voting for best speaker, table topics speaker, and evaluator | |
| 9 | Current officers and their roles | |
| 10 | The Jokemaster | |
| 11 | The Word of Wisdom | |
| 12 | The Icebreaker Speech | |
| 13 | The Ah Counter | |
| 14 | The Timer | |
| 15 | The Wordmaster | |
| 16 | The Grammarian | |
| 17 | Preparing and presenting evaluations (using a speakers manual) | |
| 18 | The Table Topics Master | |
| 19 | The General Evaluator | |
| 20 | The Toastmaster | |
| 21 | The Second Speech | |
| 22 | The Third Speech | |
| 23 | Speech Contests and functionaries | |
| 24 | Area, District, etc., Speech Contests | |
| 25 | Toastmasters Leadership Institute | |
| 26 | Area, District, etc., opportunities | |
| 27 | Outstanding Toastmaster of the Year Award | |
| 28 | Club Events (Christmas party and auction, etc.) | |
| 29 | Credit for speaking outside club meetings | |