



Become the Speaker and Leader You Want to Be

How Toastmasters Works

At Toastmasters, members learn by speaking to groups and working with others in a supportive environment. A typical Toastmasters club is made up of 20 to 30 people who meet once a week for approximately an hour. Each meeting gives everyone an opportunity to practice:

- **Conducting meetings.** Members learn how to plan and conduct meetings.
- **Giving impromptu speeches.** Members present one-to-two minute, impromptu speeches on assigned topics.
- **Presenting prepared speeches.** Members present speeches based on projects from manuals in Toastmasters' proven communication and/or leadership programs. Projects cover topics such as speaking, organization, vocal variety, language, gestures and persuasion.
- **Offering constructive evaluation.** Every prepared speaker is assigned an evaluator who identifies speech strengths and offers suggestions for improvement.

The Tools Toastmasters Use

Upon joining Toastmasters, each new member receives a variety of manuals and resources on how to become a better speaker and a more confident leader. Members also have access to other books and educational resources. In addition, they receive the award-winning *Toastmaster*, a monthly magazine that offers the latest insights on speaking and leadership techniques.

Toastmasters and Leadership

Leadership cannot be learned in a day. It takes practice. In Toastmasters, members learn leadership skills by organizing and conducting meetings and by completing projects in the leadership manuals. Projects address skills such as listening, planning, motivation and team building and give members the opportunity to practice them. Just as Toastmasters members learn to speak by speaking, they learn leadership by leading.

Company Benefits

A company's success depends on communication. Employees face an endless exchange of ideas, messages and information as they deal with one another and with customers day after day. How well they connect and share their ideas with customers, clients and co-workers can determine whether a company grows into an industry leader or joins thousands of other businesses mired in mediocrity. Toastmasters provide the tools that enable employees to become effective presenters and leaders – all at a very low cost averaging \$50 every six months. Toastmasters training helps employees:

- Give better sales presentations
- Hone their management skills
- Work better with fellow employees
- Effectively develop and present ideas
- Offer constructive criticism
- Accept feedback more objectively

Visit a local Toastmasters Club

Each group has a different personality – you may wish to visit more than one. Use the 'Find a Club' tool on the Toastmasters Web site to find meetings near you. Call or e-mail in advance (if possible) to confirm meeting time and location.

How to Join a Toastmasters Club

- After you attend a meeting, you can apply for membership (minimum age 18) At the meeting ask for a membership application. Membership is affordable, costing less than \$100 a year.

The club officer will send your application and fees to Toastmasters' World Headquarters. Your New Member Kit should arrive in the mail in about 10 days.