

Checklist for Mentor

Mentors are assigned to new members to help acquaint the new Toastmaster and to provide guidance for the new member regarding club roles and their first five speeches. Mentors should review their performance using this checklist and the time-frame on the left. This will let you know what you have accomplished with your mentee and what areas you may want to address in the future.

After . . .	Did You . . .	Definitely	Yes, But More Work Needed	No
1 st week	• Meet with mentee one-on-one to discuss his/her immediate concerns or fears?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Discuss first speech in detail? Provide any assistance desired, including a “practice run?”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Describe individual meeting roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Ensure availability to discuss any questions mentee may have?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 st month	• Draw up a list of agreed-upon learning goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Indicate the opportunities available for other speaking or leadership opportunities (Executive, debates), as well as other aspects of the Toastmasters program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd month	• Provide specific feedback regarding mentee’s speeches and meeting roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Work with the mentee as needed to make targeted improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd , 4 th , and 5 th months	• Review progress of mentee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Identify where growth has occurred and where to continue improvements in future speeches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing	• Ensure presence at meetings at which mentor presented speeches? If unavailable, ensure that another seasoned Toastmaster provides individual attention and advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Provide positive and motivational support at all times, sensitive to the mentee’s needs and personality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Listen carefully and patiently to all questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Mentee

Mentors are assigned to new members to help acquaint the new Toastmaster and to provide guidance for the new member regarding club roles and their first five speeches. Mentees should review their progress using this checklist and the time-frame on the left. This will let you know what you have accomplished with your mentor and what areas you may want to address in the future.

After . . .	Did You . . .	Definitely	Yes, But More Work Needed	No
1 st week	• Meet with mentor one-on-one to discuss your immediate concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Discuss your first speech in detail? If desired, do a “practice run” with the mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Raise any questions about individual meeting roles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Contact or phone mentor with any questions or requests for specific guidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 st month	• Draw up a list of learning goals with the mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Ask any questions you might have about the Toastmasters program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd month	• Receive specific feedback to each of your speeches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Work with the mentor as needed to make targeted improvements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd , 4 th , and 5 th months	• Review your progress with the mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Identify and discuss where your personal growth has occurred and where to continue improvements in the remaining five speeches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing	• Make mentor aware of meeting dates when you would be presenting a speech?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Present any and all questions or fears without reservation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Remain open to new ideas, and work honestly and patiently with the mentor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>