

Sears-Halifax Toastmasters Club

“Better listening, better thinking, better speaking”

Welcome

Welcome to you. Guests are an important part of Toastmasters as they contribute to providing an active audience during our sessions. It also allows for individuals to experience Toastmasters before becoming active as members.

Toastmasters International was founded in 1924 and there are currently over 10,000 clubs in more than 75 countries around the world, which serve over 200,000 members. You are visiting a vibrant, well-established international organization that has a proven track record.

Sears-Halifax Toastmasters Club

Sears-Halifax Toastmasters is Nova Scotia's oldest active club, having celebrated its 50th Anniversary in 2006. Our club is one of 14 clubs in the Halifax Metro area. We currently have a roster of 30 members of all ages and occupations. New members are always welcome.

Our **mission** is to provide a mutually supportive and positive learning environment in which each member has the opportunity to develop their communication and leadership skills, which in turn will foster self-confidence and personal growth.

Meeting Time and Place

We meet every Thursday evening at 6:15 PM at the Staff Training Room, 3rd Floor, Sears-Halifax Shopping Centre Store, 7001 Mumford Road, Halifax from September through to June.

Membership

Annual membership dues are \$90, which is split into two payments of \$45 every 6 months (i.e. October 1 and April 1). If a person joins a Toastmasters Club in the intervening months, the dues are prorated. New members are required to pay a one-time initiation fee of \$35 that is sent to Toastmasters International to cover the cost of manuals and educational material.

What happens at a Toastmasters meeting

Just after bringing the meeting to order our guests are welcomed. Members then introduce themselves and this is when you will hear all about the levels of Toastmaster designations. The members will briefly explain what these mean.

A typical meeting lasts two hours and is divided into four sections – table topics, a business session, prepared speeches, and evaluation.

In **Table Topics** members learn to develop their impromptu speaking skills. Each participant is asked to speak for 1 – 2 minutes on a topic for which they have no advance notice. This helps members to think and speak on their feet.

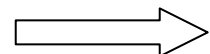
A ballot is provided for both members and guests to vote for the best speaker.

The **Business Session** enables us to deal with club business while at the same time teaching members how to run a meeting smoothly using proper parliamentary procedures. At the conclusion of the business session, we have a 10 minute break.

After the break, members of the club will present **Prepared Speeches**. These speeches are usually speech projects selected from a wide variety of Toastmaster speech manuals. Manual speech projects enable members to develop and improve their public speaking skills.

Each member who presents a prepared speech is assigned an evaluator. During the **Evaluation** portion of the meeting, the assigned evaluator provides the speaker with immediate positive feedback and, through constructive evaluation, helps the speaker to improve their skills for future speech projects. In addition, the General Evaluator who looks after the evaluation portion of the meeting provides an overall evaluation of the meeting.

At the conclusion of each meeting, awards are presented for the Best Table Topic, the Best Speaker, and the Best Evaluator.



What are the speech project manuals?

Each new Toastmaster receives a package of educational materials from Toastmasters International, which includes the **Competent Communicator Manual**. This manual contains the first 10 speech projects, which a Toastmaster will complete in developing their public speaking skills. The first speech project in this manual is called the “Ice Breaker”. The purpose of this project is for you to introduce yourself to the club and to talk about a subject that you know well – yourself. Each succeeding project reinforces what you have already learned and progressively builds additional speaking skills. The speed at which you complete speech projects is entirely your own decision. There is no set timetable and you work at your own pace.

Once a Toastmaster has completed the 10 speech projects in the **Competent Communicator Manual** they will be awarded a Competent Communicator (CC) designation.

In the **Advanced Communicator Program** there are 15 advanced speciality manuals to choose from including:

- The Entertaining Speaker
- Speaking to Inform
- Public Relations
- The Discussion Leader
- Specialty Speeches
- Speeches by Management
- The Professional Speaker
- Persuasive Speaking
- Technical Presentations
- Communicating on Television
- Storytelling
- Interpretative Reading
- Interpersonal Communications
- Special Occasion Speeches
- Humorously Speaking

You choose the advanced manuals you want to complete and the specialized skills you want to learn. Each advanced manual contains 5 speech projects. By completing the appropriate requirements, members can earn the Advanced Communicator designation at the Bronze, Silver, and Gold levels.

How do I develop my leadership skills as a Toastmaster?

The Competent Communicator Manual is the core of the **communication track** of the Toastmasters educational program. In addition, Toastmasters has a **leadership track** in which you develop and practice leadership skills. Once you have achieved your CC

designation, you can shift to the leadership track or work on both tracks simultaneously if you wish.

The leadership program provides study material and activities to complete. You will be involved in activities such as serving as an officer at various levels, developing skills in planning, training, motivating, and managing, and participating in the “High Performance Leadership” program which requires you to conduct a project of your own choice in which you serve as a leader. By completing the appropriate requirements, members can earn the Competent Leader (CL) and Advanced Leader (AL) designations.

What kind of support can I expect as a new Toastmaster?

Being a Toastmaster was a new experience for all members at some point. We have all been there. As our mission states, we strive to provide a mutually supportive and positive learning environment. All new members are assigned a mentor who is an experienced Toastmaster to assist them with their speech projects and to answer any questions they may have. In addition, all club members are available to help and provide support.

BETTER LISTENING,

BETTER THINKING,

BETTER SPEAKING



For more information on the club see our website at

<http://www.searshalifaxtm.ca/>

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