

# Welcome to Toastmasters!

*Your decision to join a Toastmasters club is a wise one. Through the Toastmasters program you can become the self-assured, successful person you want to be. You will be able to organize your thoughts and present them clearly and confidently, listen critically, and lead others.*

## How to Get Started

This kit contains many items, including five manuals and a list of books and other study aids you can order. Take a few minutes to look through the items, paying particular attention to the *Competent Communication* and *Competent Leadership* manuals. If you want to focus on improving your speaking skills, you'll want to work in the *Competent Communication* manual. If you prefer to develop your leadership skills first, you may work in the *Competent Leadership* manual. Or you may work in both manuals at the same time. The choice is yours.

Now you are ready to participate in your club. Begin by doing the following:

1. **Ask the vice president education for a mentor.** A mentor is an experienced member who will help you with your first few speaking and/or leadership projects and answer questions. Complete the enclosed "Mentor Request" form and give it to the vice president education.
2. **Ask the vice president education to schedule your first assignment.** In the *Competent Communication* manual, this would be Project 1. In the *Competent Leadership* manual, your assignment could be timer or Ah-Counter or other meeting role. The sooner you begin speaking and serving in meeting roles, the faster you will learn. Also ask the vice president education to orient you to the club.
3. **Read the introduction and the section "About Your Club" in the manual(s) you have chosen.** These explain the Toastmasters program, the meeting roles you will be asked to fill, and the club's leaders and their responsibilities.
4. **Study the *Effective Evaluation* booklet.** Every speech and leadership project you complete will be evaluated, so it is important you know how to evaluate. (You need not read the other two booklets included in this kit, *Your Speaking Voice* and *Gestures: Your Body Speaks*, just now, but keep them on hand. If you are working in the *Competent Communication* manual, you will want to read them after you have completed two or three projects. Both will help you develop key speaking skills.)
5. **Begin preparing for your first project!** Carefully read the project you'll be completing, including the evaluation guide, and work with your mentor to prepare.

## One More Thing

More than four million people will confirm that the Toastmasters program works. But it works only when you prepare carefully and participate as often as possible. If you apply yourself, you will be amazed at how quickly your communication and leadership skills improve.

Enjoy your club!

Sincerely,



Donna H. Groh  
Executive Director



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