

Mentor Form and Check List

Thank you for agreeing to mentor:

Name:

Email address:

Mobile:

As a mentor your role is to help and assist your mentee to get off to a good start with Toastmasters and help them through Level 1 of Pathways.

The following checklist has been developed to help you do this, have you:

GENERAL	Date Done
1. Ensured that your mentee has the <i>Southern River New Members (Pathways) Manual</i> ?	
2. Asked them if they have read it yet and if they have any questions?	
3. Asked them if they have signed up to Pathways yet?	
4. Assisted them with signing up to Pathways, if necessary?	
5. Reminded them to email the VP Education with details of their chosen path?	
6. Asked them if they have any questions about meeting roles and protocols?	
LEVEL 1 PATHWAYS – PROJECT 1 ICE BREAKER	
1. Asked them about how they're going with their Ice Breaker speech, and provided guidance where needed?	
2. Discussed or directed them to the section on Speech Basics in the New Member Manual?	
3. Reminded them to email the VP Education with dates that they would like to do this speech on?	
4. Reminded them to print out the Ice Breaker Evaluation form and take it with them when they're doing the speech?	
5. Followed up with them after their Ice Breaker speech to find out how they think they went and answer any questions?	
6. Asked them if they have uploaded the Evaluation as per the manual?	
LEVEL 1 PATHWAYS – PROJECT 2 EVALUATION AND FEEDBACK	
Speech 1	
1. Asked them how they're going with Level 1 Project 2 – First Speech, and provided guidance where needed?	
2. Reminded them to email the VP Education with dates that they would like to do this speech?	
3. Reminded them to print out the Evaluation form and take it with them when they're doing the speech?	
4. Followed up with them after this speech to find out how they think they went and answer any questions?	
5. Asked them if they have uploaded the Evaluation as per the manual?	

Speech 2	Date Done
6. Asked them how they're going with Level 1 Project 2 – Second Speech? Remind them that the purpose of this speech is to put into practice the feedback they received on the last speech. Ask them what they're specifically focussing on.	
7. Reminded them to email the VP Education with dates that they would like to do this speech?	
8. Reminded them to print out the Evaluation form and take it with them when they're doing the speech?	
9. Followed up with them after this speech to find out how they think they went and answer any questions?	
10. Asked them if they have uploaded the Evaluation as per the manual?	
Evaluation	
11. Reminded them to email the VP Education to ask when they can do an evaluation of another speaker?	
12. Reminded them to print out the Evaluation form and take it with them when they're doing the evaluation?	
13. Followed up with them after this evaluation to find out how they think they went and answer any questions?	
14. Asked them if they have uploaded the Evaluation as per the manual?	
LEVEL 1 PATHWAYS – PROJECT 3 RESEARCH YOUR TOPIC	
1. Asked them how they're going with Level 1 Project 3 – Speech?.	
2. Reminded them to email the VP Education with dates that they would like to do this speech?	
3. Reminded them to print out the Evaluation form and take it with them when they're doing the speech?	
4. Followed up with them after this speech to find out how they think they went and answer any questions?	
5. Asked them if they have uploaded the Evaluation as per the manual?	
6. Congratulated them on finishing Level 1 in Pathways?	
7. Reminded them to submit Level 1 for approval by the Base Camp Managers.	
THE FUTURE	
1. Now that you've helped your new member through the first Level of Pathways have you reminded them that you are still available to answer any questions that they may have about Toastmasters?	

Well done, you've helped a new member through the first Level of Pathways.

Thank you!