

# NEW MEMBER PROFILE SHEET



## Biographical Data

Name \_\_\_\_\_

Occupation and employer \_\_\_\_\_

Accomplishments and interests \_\_\_\_\_

Personal and career goals \_\_\_\_\_

Hobbies \_\_\_\_\_

Name of mentor \_\_\_\_\_

Best way to contact you \_\_\_\_\_

## Communication and Leadership Goals

What objectives do you hope to accomplish as a member of this club?

Does your job or profession require you to speak in front of an audience?

How would you describe your current skill level as a speaker and/or leader?

Do you have any specific concerns about leading a group or speaking in front of an audience?

What can the club do to help you accomplish your goals?

How did you find out about Toastmasters?

Why did you join a Toastmasters club?

## Communication and Leadership Skills

Toastmasters helps its members gain the following skills. Check those that most apply to your needs at this time:

Leading meetings

Persuading others

Expressing ideas clearly

Improving public speaking skills

Thinking quickly and clearly under pressure

Listening effectively and critically

Evaluating presentations tactfully and constructively

Writing and delivering speeches

Improving confidence

# TOASTMASTERS ORIENTATION INTERVIEW

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## Vice President Education

One of your key responsibilities is to orient new members. The attached New Member Profile Sheets are designed to help you do so.

## Steps to Orientation

- ▶ Meet with new members informally.
- ▶ Appoint a mentor for the new member and invite the mentor to the meeting.
- ▶ Establish rapport with the new member (perhaps by sharing how Toastmasters has helped you).
- ▶ Determine why the member joined and what he or she hopes to gain from membership.
- ▶ Detail the features of the Toastmasters' learning program that will help the new member achieve his or her goals.
- ▶ Explain what benefits the new member will gain and the value of these benefits (such as the benefit of practicing impromptu speaking and its value in helping with job interviews).
- ▶ Discuss the New Member Kit contents:
  - Identify each item.
  - Explain the item's purpose.
  - Use *Competent Communication* (Item 225) and *Competent Leadership* (Item 265) to explain the communication and leadership education tracks.
- ▶ Schedule the new member's Ice Breaker assignment as soon as possible. If the member has not received the New Member Kit, you can:
  - Lend them *Competent Communication* (Item 225).
  - Print the speech project from the Toastmasters website, [www.toastmasters.org/icebreaker](http://www.toastmasters.org/icebreaker).
- ▶ Explain club meeting roles, procedures and administrative policies, including dues and attendance.
- ▶ Explain how evaluations work and emphasize how they help self-improvement.
- ▶ Encourage new members to use all the tools available in the club to achieve their goals.

## New Member Orientation Kits for Clubs — A Valuable Tool

The New Member Orientation Kit for Clubs (Item 1162) has everything your club needs to orient and induct new members. You can purchase the kit online at [www.toastmasters.org/shop](http://www.toastmasters.org/shop).