



*Dear Jessica*

## **Introduction to Start-up Mentoring**

Welcome to your role as a mentor at Toastmasters of Paris. You are opening the door for a new member, guiding them through their initial steps in this exciting community. You qualify for this role because you've mastered the basics, successfully delivered multiple speeches, and effectively handled various non-speaking roles and you are actively engaged with the Pathways learning experience.

This guide aims to assist you in your new role as a Mentor.

## **Key Principles**

Lead with what you know. In the context of Pathways, this means leading while you learn, fostering a dynamic and positive mentor-mentee relationship.

## **Initial Meeting**

- **Personal Connection:** Schedule an in-person meeting outside of regular club activities to establish a strong foundation for your mentor-mentee relationship. Avoid using Teams or Zoom for your first interaction to strengthen the bond. Inform your mentee of your preferred form of contact.
- **Expectations and Communication:** Share contact details for ongoing communication, whether in-person or through digital platforms such as Whatsapp. Make it clear that you can assist with speech rehearsals and will be present to support their presentations.

## **Basic Information for Mentees**

- **Pathways Introduction:** Guide your mentee through their first interaction with the Pathways learning experience, ensuring they understand its value (see Quick Links, TMI at the end of this note).
- **Club Operations:** Explain the importance of regular attendance and punctuality, which are crucial for maintaining the schedule and respect within the club (see Quick Links, TMP at the end of this note).
- **Role Familiarity:** From the first meeting, help your mentee understand the various roles within the club, starting with simpler tasks and gradually increasing their responsibilities.

## **Engagement and Exploration**

- **Club Resources:** Encourage exploration of all club resources, such as the TMP website and online calendar, to become familiar with upcoming events and member responsibilities.
- **Club Venue Interaction:** Educate about the club venue protocols, including meal selections and payment processes, ensuring smooth interactions with venue staff.

## **Mentorship Dynamics**

- **Continuous Support:** Regularly attend club meetings with your mentee, offer feedback, and be ready to assist with any questions or concerns they might have.
- **Speech Preparation:** Guide your mentee through understanding and preparing for their speech projects, focusing on the objectives specified in the Pathways projects.

## **Club Culture and Participation**

- **Active Participation:** Encourage your mentee to take part in club contests and other activities, emphasising the importance of full participation in club functions.

## Feedback and Growth

- Constructive Feedback: Offer both praise and constructive feedback, focusing on specific details of their roles and speeches to foster improvement and confidence.

## Conclusion

Mentoring at Toastmasters of Paris is a rewarding experience that requires commitment, patience, and a proactive approach. By following these guidelines, you will help your mentee thrive and contribute to the club's legacy of excellence.

If you have any questions, please don't hesitate to contact me for advice. And if I am not sure, I will turn to our Toastmasters of Paris advanced club members to assist!

Welcome to being a Mentor!



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## Quick links:

Toastmasters of Paris website

[toastmastersofparis.org](http://toastmastersofparis.org)

Toastmasters International website

[toastmasters.org](http://toastmasters.org)

