

VP MENTORSHIP

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ Ensure **new members** select the right **Pathway**, find a **mentor** & **integrate** in the club.
- ▶ **Maintain & further develop** the club's **Mentorship Program**.

Main Responsibilities

- ▶ Pathways & Mentor selection:
 - **Schedule a session** with each new member and:
 - Introduce them to the **Pathways program**.
 - Go over the "**Set Some Goals**" questionnaire and **recommend**:
 - **1 or more paths** that align with their goals.
 - **possible mentors & how** the new member would like to pair up.
 - Show new members where they can find **more information** on Pathways.
- ▶ Mentorship program:
 - Mentor/mentee market:
 - **Keep track** of the **mentor/mentee market**, who's asking/offering & who isn't.
 - Regularly **check in** with mentor & mentee and gauge how the cooperation is going. Provide **guidance** when necessary. At the end of the Toastmasters year, **check in** with every pair if they want to continue into the next year or not.
 - Mentorship skills development:
 - **Organize training sessions** so mentors **develop the necessary skills & know-how** so they can guide mentees through the mentorship program.
 - Motivate mentors to attend the **Saturday Coaching Session & other workshops**.
 - Mentorship documents:
 - **Update the 'Set Some Goals' questionnaire & the 'Value of Mentorship' one-pager** at the end of each year, after **aligning any changes with the team**.

Strategies, Ideas, Examples

- ▶ Mentor training:
 - Upon taking office, organize an **annual training session for mentors & aspiring mentors** and train them in:
 - using various methods for giving feedback: message/structure/delivery (Saturday Coaching Session'), 'best of' from the Maven Manifesto.
 - how to help new members use EasySpeak & Basecamp.
 - setting SMART goals, chunk, ...
- ▶ Help with the organization of the club events such as workshops, the Saturday coaching session & other special events.