

During the Meeting

- ▶ Give your full attention to the speakers at the lectern. Avoid studying your speech notes while someone else is talking.
- ▶ When introduced, walk with confidence to the lectern.
- ▶ After you finish your speech, wait for the Toastmaster to return to the lectern before taking your seat.
- ▶ During your speech evaluation, listen for helpful advice that will assist you in delivering better speeches in the future.

After the Meeting

- ▶ When your evaluator returns your written evaluation to you, ask him or her any questions you have about your scores or any written comments.
- ▶ Take a moment to review any evaluations or comments you receive from other club members in the form of written notes.
- ▶ Request feedback from club members on Base Camp and read through any feedback that has been posted.
- ▶ If you have completed all the requirements for a level and you are ready to move on, send the level completion request to your vice president education.
- ▶ When you complete a project in the current program, ask the vice president education to initial the Project Completion Record in your manual.

Resources

- ▶ There are many resources available on Toastmasters Base Camp. If you are in the current education program, you can find information in *Competent Communication* (Item 225).

▶ WHEN YOU ARE AN EVALUATOR

Serving as an evaluator is an opportunity to practice leadership skills, including listening, critical thinking, providing feedback, and motivation. At first, it can be intimidating to provide feedback. Always remember that the most important benefit of Toastmasters for members is the honest, fair, and supportive evaluation of their presentations and leadership accomplishments.

Make use of the Pathways evaluations to help you clearly identify where speakers succeeded and where there is room for continued growth and improvement. For each presenter you evaluate, find a few things they did well and mention them in your evaluation. Your purpose is to help members be more self-confident and improve their speaking skills.

When you have the opportunity to provide feedback for a member fulfilling a leadership role, your goal is to help the member become more effective so they are better able to achieve their goals. Offering support for what they did well and fair, supportive feedback for places where their leadership skills can be enhanced and improved will move them toward that result.

The most effective evaluators make themselves aware of the member's skill level, habits, and mannerisms, as well as their progress to date whenever possible.

Prior to the Meeting

- ▶ Communicate with the member you will be evaluating for information about the project they are completing. Review the Pathways evaluation resource on Base Camp or provided to you by the member. If the member is completing a project in the current education program, review the project objectives from their manual.



- ▶ It may also be helpful to take a moment to revisit the content in the Pathways “Evaluation and Feedback” project to review strategies for providing feedback and completing an evaluation. You may also review *Effective Evaluation* (Item 202) if you are working in the current education program.

Upon Arrival at the Meeting

- ▶ When you enter the meeting room, greet the member you will be evaluating. If you have any questions about the project they are completing or need to review specific concerns the member wants you to address in your evaluation, be sure to clarify them as soon as possible. If time permits, review the Evaluation Criteria section of the evaluation resource with the member and clarify any questions that arise.
- ▶ If the member you are evaluating is working through a manual in the current education program, collect it before the start of the meeting.
- ▶ Meet briefly with the General Evaluator to confirm the evaluation section format.

During the Meeting

- ▶ Record your impressions on the first page of the Evaluation Form. As you record scores, refer to the Evaluation Criteria section to be sure you are accurately reflecting the member’s speech and delivery. Remember, a score of 3 on a competency means the member met that expectation.
- ▶ A score of 4 or 5 reflects achievement above and beyond meeting the competency. Only the very best public speakers will ever achieve a 5. The scale reflects an understanding that there is always room to grow and improve as a public speaker and a leader.
- ▶ Remember that the best evaluations encourage and motivate members to improve. In addition to mentioning areas to be strengthened, suggest specific solutions or actions to build any needed skills and behaviors.
- ▶ When giving a verbal evaluation, you may stand when you’re introduced, walk to the lectern, and provide your evaluation. Begin and end with a note of encouragement or praise. Though you may have written lengthy responses to sections of the evaluation, refrain from reading them. Your verbal evaluation time is limited; cover what is essential to encourage and support the member while giving honest feedback.
- ▶ Praise a successful speech or leadership assignment and give reasons to explain why it succeeded. Share specific ideas the member could apply in the future such as strengthening content or working with a mentor on speech delivery techniques. Be respectful and focus on skills and accomplishments rather than personal attributes.

After the Meeting

- ▶ When delivering the written evaluation to the member, give them a few words of encouragement and congratulations.

Resources

- ▶ Pathways learning experience project “Evaluation and Feedback”
- ▶ *Effective Evaluation* (Item 202) www.toastmasters.org/202
- ▶ *The Navigator* (Item 8722)

▶ WHEN YOU ARE THE TIMER

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

To fulfill the role of the timer, you must know each presenter’s speech length. In Pathways, speeches range in length from a short report of two to three minutes to a much longer speech of up to 20 minutes. It is the timer’s responsibility to confirm the length of the speeches being presented before the start of each meeting.

The Toastmaster of the meeting will call on you to explain the timing rules at the start of the meeting. Be clear and concise as you describe your duties and report times to the club. The timer’s role is fundamental to the success of every meeting.

Prior to the Meeting

- ▶ Confirm members who are scheduled to participate with the Toastmaster and the General Evaluator.
- ▶ Confirm the time allotted to each prepared speech with all speakers.
- ▶ Write your explanation of timing in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals are given.

Upon Arrival at the Meeting

- ▶ Collect timing equipment (stopwatch and signal device) from the sergeant at arms. Check that the timing equipment is working properly and that you are comfortable with its use.
- ▶ Choose a seat where the signal device can be seen easily by everyone.

