



# How to Learn

Learning is about **giving feedback** and taking time to **internalise** your experience from doing projects and attending meetings.

## Step 1: Log onto toastmasterclub.org

The first thing to do is to log onto the club booking system toastmasterclub.org. Doing this is important because it is where the agendas are and means you can select roles and request speeches.

The next thing to do is start to build a portfolio of roles to help build experience of speaking plus begin work on your first speech.

The roles emphasise a different skill in speaking, although it is important to remember the distinctions are process as it is all public speaking..

## Step 2: Read the Projects and Other Guidance

It is always surprising how often members do not actually read the educational material they are given.

The educational material you will receive and access online is your basic path for progress and it all starts with the Ice Breaker

There is a lot of guidance on evaluation. Evaluation is so critical to master and you will not be really progressing unless you are able to give good feedback to others. It is a learning experience for your own communication projects.

It is important to read the material not just for your own learning guidance but also to help your thinking about the objectives when doing an evaluation.

The materials help set your goals for better communication. Reading through the material will help you think about how to tackle projects to achieve mastery.



## Step 3: How to improve

Public speaking and leadership is all about stretching your comfort zones. By joining the club you have already started that process.

**The learning process is the bit in-between projects** where you reflect on what was truly learned. There are two elements of this; what went well and what can be improved. It has to be looked at from a sense of compassion and balance about you.

It is better to put some distance between projects and not do them as quickly as possible to get to the end. Taking time to learn lessons from each project is more valuable because experience flows from reflection upon actions. If worried about not practicing speaking, filling the gap with the roles allows you to keep that side going.

There are two ways to measure improvement:

### 1. Meeting the objectives

First be honest with yourself. Have you really met the objectives of the project? The objectives are clearly stated, although you can ask for advice on what to look for.

A key technique is to look at the objectives of your next project and see if you already achieved them in the last one.

If not, what would you change about that project to meet the objectives of the next one? And so on and so on all the way up to the last project.

This is a step by step approach that builds upon what you did and what you know.

### 2. How your technique is improving

The second way to assess your improvement with speaking is to think how your structure, delivery and content have improved

Improvement in leadership is how listening and thinking (structural and critical) abilities have improved.

Structure is the organisation you bring to your speeches, not just the prepared ones but also in the impromptu speeches and roles. It also covers effective use of transitions between points and conveying purpose in your speeches.

Delivery is the way you present your speeches. This includes use of notes; gestures; pitch, pace, pauses; props; posture; movements.



Content is not just the choice of topic (although that matters depending on the audience), but also use of metaphors; allusions; word picture; facts; stories; humour; asking questions.

The club videos are an invaluable resource to help you improve. They offer evidence that you are more confident than you often think and show you where you can improve.

Your speeches will be evaluated and the advice there will help you reflect on your experience. You do not have to agree with your evaluator but even the act of that will help you learn by encouraging you to reflect on what you did.

## **Pathways**

In Pathways improvement is measured by going through the different levels:

Level 1: Mastering Fundamentals

Level 2: Learning Your Style

Level 3: Increasing Knowledge

Level 4: Building Skills

Level 5: Demonstrating Expertise

Each level will teach something new. As with above, it is about building the experience learned in an earlier level into the next one

## **Competent Communicator**

The CC manual needs to be seen as a whole. It is not the case the objectives of earlier speech projects done can be ignored – they need to be built into every subsequent one.

Speeches 1, 2 and 3 are foundational. A speech without good foundation falls down no matter how advanced the speaker

Speeches 4, 5 and 6 are polishing speeches. The true purpose of these speeches is to help the speaker convey emotion and bring speeches to life

Speeches 7 and 8 are the informational ones where the speaker learns how to present information in a lively way

Speeches 9 and 10 are the synthesis of all previous speeches, to convey emotion and to learn how to persuade and motivate people. We are back to the personal and emotional with these two.



### Coming Full Circle

Project 10, has a personal (project 1), structured (project 2) point (project 3) that uses good language (project 4), body movement (project 5), dynamic vocals (project 6) to convey emotion to anchor logical and credible facts (project 7) and demonstrate (project 8) a position that persuades (project 9) and inspires people to action (project 10)

Having come full circle you ought to be able to be yourself in front of people.

