

The Mentoring Checklist

Item	Description of Material to be Discussed	Date Completed
1	Gilbert Toastmasters club history, dues, and meeting location	
2	Table Topics questions and response techniques	
3	Speaking and Competent Leadership manuals and their use	
4	Gilbert Toastmasters schedule & what to do when you can't make it	
5	The meeting agenda and information provided	
6	Gilberttm.com, aztoastmasters.com, toastmasters.org web sites	
7	Written evaluations (using forms provided)	
8	Voting for best speaker, table topics speaker, and evaluator	
9	Current officers and their roles	
10	The Jokemaster	
11	The Word of Wisdom	
12	The Icebreaker Speech	
13	The Ah Counter	
14	The Timer	
15	The Wordmaster	
16	The Grammarian	
17	Preparing and presenting evaluations (using a speakers manual)	
18	The Table Topics Master	
19	The General Evaluator	
20	The Toastmaster	
21	The Second Speech	
22	The Third Speech	
23	Speech Contests and functionaries	
24	Area, District, etc., Speech Contests	
25	Toastmasters Leadership Institute	
26	Area, District, etc., opportunities	
27	Outstanding Toastmaster of the Year Award	
28	Club Events (Christmas party and auction, etc.)	
29	Credit for speaking outside club meetings	