

Introduction to the Toastmasters International, Website, and Pathways

Overview:

This reviews the steps needed by the Vice President Education (VPE) to learn about new member and to orient the new Toastmaster member to the following:

- To learn the new member's goals
- To convey the tone of the club they are joining (dress code, meeting expectations, etc.)
- To provide a brief explanation of the club's website and how to sign up for roles
- To provide a brief intro to TI's website
- To guide them through to complete the Pathways Assessment Test
- To guide them through to enroll in Pathways

The VPE is the preferred officer to have this 45± minute meeting with the new member. It will vary by club, but the President, VPM, or an assigned mentor could also hold this meeting.

For the sake of simplicity, we are going to refer to the VPE during this training.

Welcome Member

It is recommended that the VPE set a meeting with each new member of their club within 3 weeks of their joining the club. It is important that this is set timely, so momentum is not lost. It is recommended that this meeting be done via zoom so screens can be shared and the TI Pathways Assessment Test can be taken in the comfort of one's home. However, an in-person meeting can be held depending on how the club is structured.

In this meeting, the VPE should be very welcoming and excited that the new member has joined. The key take-a-way from this portion of the meeting is to obtain the new members goals (in order to relate how the Pathways test results will help them choose a path to meet their goals) and to answer any questions the new member has.

There will be various ways to communicate this information. One way would be to share a personal story of what Toastmasters has done for you, i.e. how has Toastmasters made you a better communicator and leader. Communicate to the new member that what you put in is what you get out of Toastmasters. It is also beneficial to let the new member know that while TI does recommend you follow the Levels in order, it is okay for the member to give their Icebreaker and then give a Level 3 elective project if more conducive for work. In addition, share the length of some of the projects, e.g. Mentoring modules take a minimum of 6 months to complete.

Introducing the Home Toastmasters Website

Help the new member navigate your home club website. This will be specific to each club and whether they use FreeToastHost, or easySpeak, or some other web platform. In any case, at a minimum, show the member how to sign up for meeting roles. The VPE should give an explanation of the website, club expectations, and club goals, i.e. briefly explain where the member fits into a Level 1 goal and a membership goal.

<Start screen share for Home Website visual explanation>

The VPE should also share the TI Brand Promise and the Toastmaster's Promise. This ties to dress code and club/meeting expectations.

Show the new member where the Distinguished Club Program can be accessed via the Home website. Club goals and Club Success Plan can also be shared and discussed at length depending on the amount of time the VPE can spend with the new member.

Introducing the Toastmasters International Website

Once the new member is entered by the VPM or Treasurer into the TI website, they will receive an automated Welcome email from TI. The member should check their spam folder if they did not receive the Welcome email.

Have the member use the Welcome email to log onto the TI website. Confirm the member saves/remembers the email and password they used to log into the TI website. If they need to reset password, please help your new member navigate this process. If necessary, have them share their screen.

<Start screen share for TI website>

Once logged in, direct the new member to the top of the screen where it says "Welcome, *New Member Name*". Have them click their name and it will take them to the "Welcome to your personal Toastmasters page"

This is their landing page. Go into explanation of this page. The new member can find their member number, when they became a member, they can view their education awards, offices they have held, membership history, etc.

Once a Pathway is chosen, the new member can always go here to access their Pathway. However, there are a few other ways of getting to the same menu through the pull downs.

Once done, select "Choose A Path"

The next screen is a bit difficult to navigate. Have them share their screen and assist your new member through to take the assessment test.

The next page....

Taking the TI Assessment Test

CHOOSE A PATH: SELECT YOUR PREFERENCES

Select your path language – Have the member select the language they would like to continue with

How would you like to access your materials?

Obtain digital resources online via Base Camp – Have the member select the gray bar “Select Digital Resources”.

How would you like to select your learning path?

The member can choose “Presentation Mastery” for their Pathway without taking the online assessment. However, the best practice is for the new member to take the assessment, which suggests a learning path based on the member’s goals.

The middle box allows you to View all path options available to choose from.

Guide the new member to the right of the screen to take gray bar “Take Assessment”.

Once clicked, the gray bar will turn blue and the Continue button will appear.

Have the new member select the maroon “Continue” button

At this point, the new member can stop sharing their screen and take the assessment test. The VPE should wait (turn off mic and screen) for the 3 to 5 minutes that it will take the new member to complete the test.

Once finished, have the new member share their screen again as they will have received three (3) results from the assessment test.

The VPE should explain the results of the assessment test. All three Pathways will help the new member achieve their goals. However, the result on the left is the Pathway that the test is choosing for the new member. Explain the different projects in the 3 different Pathways. The VPE should do their best to relate the Pathway to the new member’s goals learned in the initial part of the meeting.

Again, there will be various ways to communicate this information. One way would be to share a personal experience with Pathways or specifically one of the projects within Pathways.

Give the new member the option to choose a Pathway now or wait until their follow up meeting in 4 to 6 weeks. Set up the follow-up meeting promptly in order not to lose momentum.

Conclusion

This was designed to give you some ideas on how to onboard a new member. Riding the wave of excitement after the new member has joined is critical to make sure they take that newfound excitement and apply it toward making progress on their individual goals.