

## Meto Division Training - 6th February 2010

### How to make your meetings so enticing that people want to join your club and keep coming back!

Learning Self Development	Confidence	Social/Fun
Clear knowledge of member - request updates regularly	Varied programmes - find segments to promote confidence - success stories	Combined meetings with other clubs
Know current reality of member - goals, stumbling blocks	Don't set someone up with too big a challenge when new - e.g. table topics	Special events - themes
Analyse stumbling blocks	Build relationships with many other members	Encourage members to visit other clubs
Provide exposure to educational sessions	Personalise relationships to allow members to take risks	Incorporate humour (speeches, jokes)
Communicate the possibilities and opportunities	Provide a safe environment - feedback	Incorporate games
Helping members to plan	Incidental feedback (when not evaluating) comments at/after meeting or email after	Back to front meetings
Provide mentor	Balance programme - new members earlier in the meeting	Encourage members to bring their good humour to meetings
Experienced members need mentors and goals too	provide meaningful evaluation (know how incisive the member needs to be evaluated)	Social activities outside of meetings
Provide a balanced programme	Provide information on available resources	"Pot luck" meetings
Provide awareness of total organisation	Everyone has a different view - provide wider exposure to feedback	Any role can provide humour opportunities
Encourage use of Toastmasters magazine - programme it for discussion or debate	Initial contact and future meetings should be warm, welcoming and consistently so.	Award for most humorous contribution
Buddy with another club	Encourage with small roles and escalate slowly (or at a pace at which the new member feels comfortable - remember, everyone has different needs).	Check out the book "Fish" for ideas
	Acknowledge achievements of newer members	Debates, formal, Houston, impromptu
	OK to say "no"	Greet everyone at the meeting
	Provide an opportunity to speak at every meeting	Instigate an award for a Visitor to present to the most welcoming member
	Buddy inexperienced members with experienced members when starting to give evaluations	
	Keep momentum going - programme soon and regularly - give choice	
	Ask what would give them confidence	
	Recognise achievements of all members (not just the new ones)	
	Be aware of the limits of each member's sensitivity.	