

BASF Toastmasters

Improve your public speaking skills –
as a BASF employee it's so easy now!

Welcome,
here is some basic information about us
and about Toastmasters International.

Visit our meeting
at 17:45 on 2nd & 4th Monday
each month!

www.basf-toastmasters.com

Version 2.01 (2016-05)



1. Where Leaders Are Made

Since 1924 Toastmasters International has been recognized as the leading organization dedicated to communication and leadership skill development. Through its worldwide network of clubs, each week Toastmasters helps more than quarter of a million men and women of all ethnic backgrounds, education levels and professions to build their competence in communication.

By regularly giving speeches, gaining feedback, leading teams and guiding others to achieve their goals in a supportive atmosphere, leaders emerge. They learn to tell their stories. They listen and answer. They plan and lead. They give and receive constructive feedback. They find their path to becoming great leaders.

2. Your benefits of membership

There are a lot of reasons why people profit from being a Toastmaster. Many people join Toastmasters to become a better speaker. Improving your communication skills will help you in your everyday life, e.g. when doing a presentation at work, chairing a conference or celebrating a family jubilee. You can improve your leadership qualities as well by giving feedback to your fellow Toastmasters or taking over an official

Make sure you have finished speaking before your audience has finished listening.

Dorothy Sarnoff

position in a Toastmasters club. For sure everyone will enjoy the positive and friendly atmosphere within the Toastmasters community.

Join **BASFToastmasters**. . . and you will benefit:

- Participate in a unique and proven program for developing communication and leadership skills.
- A positive and supportive atmosphere in a community of learners.
- The opportunity to find your voice while learning to tell your story with confidence.
- Regular and constructive feedback from other learners as you practice organizing your thoughts and presenting them clearly.

- Experience in leadership development through training and club involvement.
- Unlimited opportunities for personal and professional growth.
- Access to a wealth of educational materials and resources on public speaking, listening skills, meeting protocols, the use of technology in presentations and effective communication in conferences and meetings.
- A free subscription to the *Toastmaster*, a monthly magazine that provides insights on communication, leadership, club activities and other relevant topics.

3. Experience Toastmasters

Share the benefits of Toastmasters by . . .

- Assisting fellow members in developing their communication and leadership skills while you develop your own.
- Helping your group maintain the Toastmasters standard of excellence in all projects and programs.
- Providing leadership in your club, whether performing meeting roles, assisting on committees or serving as an officer.
- Telling other people about the value of Toastmasters and inviting guests to club meetings.
- Representing the Toastmasters brand in everyday business, social and community situations.
- Making the Toastmasters experience – for yourself as well as others – as enjoyable and worthwhile as possible!

4. That's how we do it

Usually a meeting at **BASF Toastmasters** follows a clear structure. It consists of specific roles and functions and is planned neatly in advance. Here is an example of an agenda with explanations to the roles and activities.

The Toastmaster of the evening is in charge organizing the meeting, introducing the speakers and ensuring smooth transitions between the different activities.

Starting times help to ensure an orderly meeting process. Each presentation has a certain time frame.

Speech is power: speech is to persuade, to convert, to compel. It is to bring another out of his bad sense into your good sense.
 Ralph Waldo Emerson

The 3rd part of the meeting is chaired by the General Evaluator.

Confirming your attendance makes it much easier to plan the meeting. Use easy-Speak or contact a club officer.

Toastmaster Meeting: **25th January 16**
 Meeting Number: **50**

Time	Role	Presenter	Event
17:45	Meet and Greet		Welcome
18:00	Presiding Officer	Subhamoy Bhattacharya	Introduction
	Toastmaster	Martin Ernst	Warm up
	Toastmaster	Martin Ernst	Description
	Timer		Introduction
	Ah Counter		Introduction
	Grammarian	Harald Bühner	Word of the evening example
	Joke of the Evening		Joke of the evening
18:28	Table Topic Master	Nok-Young Choi	Table Topic
	Toastmaster	Martin Ernst	
18:44	Break		Break
18:54	Toastmaster	Martin Ernst	
	Educational Session	Marty Pullens	Establishing
			<i>High Performance Leadership</i> Describe vision; describe with enthusiasm in the audience
19:05	1st Speaker	Gatot Joyowardoyo	God is
			<i>Competent Communication</i> Strong opening and conclusion; supporting material; Appropriate
	2nd Speaker	Sophia Schoene	Connect everyone
			<i>Competent Communication</i> Persuade listeners to adopt interests; Use logic and emotion
	Toastmaster	Martin Ernst	End of
19:21	General Evaluator	Subhamoy Bhattacharya	Introduction
	1st Evaluator	Karl-Heinz Hellmann	Evaluation
	2nd Evaluator	Gabriela Fonseca	Evaluation
19:28	General Evaluator	Subhamoy Bhattacharya	General Grammar
19:35	Presiding Officer	Subhamoy Bhattacharya	Club business
19:40	End of Meeting		

- Member:**
 Gabriela Fonseca, Gatot Joyowardoyo, Harald Bühner, Nok-Young Choi, Subhamoy Bhattacharya, Wolfgang
- Guest Speaker:**
 Sophia Schoene,
- Special Guest:**
 Diana Franco, Marty Pullens, Tom Guending,
- Guest that visited the club:**
 Yuma Ono,

Starting at: **17:45**

	Duration		
	<i>Green Amber Red</i>		
... & get together			
...tion, general information, safety advice			
...p session: Round table / question of the day			
...tion of agenda, introduction of roles			
...ction / description of the role.			
...ction / description of the role.			
...f the Day (to increase vocabulary): Display it & provide ...es.			
...the Evening			
...opics	1:00	1:30	2:00
...hing the BASF club for BASF colleagues.	5:00	6:00	7:00 + 3:00
...ip - 1 - <i>Sharing Your Vision</i> ...hat is to be accomplished with the project; generate interest and			
...not Great	5:00	6:00	7:00
...Manual - 2 - <i>Organise Your Speech</i> ...on; Outline that can be followed and understood; Clear message with ...ropriate transitions.			
...t effortlessly: Why Small Talk is so important and how ...body can become great at it	5:00	6:00	7:00
...Manual - 9 - <i>Persuade With Power</i> ...viewpoint or ideas, or to take some action; Appeal to the audience's ...otion to support the position; Avoid using notes.			
...prepared speeches, handover to General Evaluator			
...ction			
...e speech 1	2:00	2:30	3:00
...e speech 2	2:00	2:30	3:00
...l evaluation & feedback (Timer, Ah-counter, ...arian)			
...siness, awards			

Warming up: A round robin, smaller roles and a table topic session give many people the opportunity to speak.

Prepared speeches: Working on the “communication track” Toastmasters do presentations focusing on specific skills or a special occasion.

Evaluations and feedback help all participants to improve personally.

Our meetings are organized through a web-based tool (www.tmclub.eu). Everyone can register and enroll. Furthermore each member can apply to present a speech and record his / her development.

Attendance
Jührer, Joachim Feinauer, Karl-Heinz Hellmann, Martin Ernst, Nok-Henrich,

5. Communication and Leadership

The Toastmasters concept consists of the Communication track and the Leadership track. You can work on both tracks at the same time and at your own pace.

Members who wish to focus on communication skills begin with the Competent Communication manual that's included in the New Member Kit. The 10 speech projects in this manual will help you develop your speaking skills one step at a time. When you finish all of the projects, you are eligible for Competent Communicator (CC) recognition.

Most speakers have four speeches: what they have prepared, what they actually say, what they wish they had said, and what they are quoted as saying.

Unknown

Continuing the Communication track you can work on the Advanced Communication Series. There are 15 manuals, each containing five

speech projects. Many of the manuals are career-oriented. You choose the manuals you want to complete and the skills you want to learn. Working in the advanced manuals, you'll refine and enhance your speaking skills and become eligible for several awards

The Competent Leadership manual is the core of the leadership track. It features 10 projects, which you complete while serving in various club meeting roles. An evaluator will give you feedback on each project, helping you to improve. When you complete the manual, you are eligible for Competent Leader (CL) recognition. After earning the CL award you can further refine and develop your leadership skills by working in the advanced leader program.

6. Everyone's in charge

A Toastmasters meeting is a learning-by-doing workshop in which participants hone their speaking and leadership skills in a no-pressure atmosphere. There is no instructor; instead, members evaluate one another's presentations.

This feedback process is a key part of the program's success. Meeting participants also give impromptu talks on assigned topics and learn how to conduct meetings.

The organization on club, area and division level of Toastmasters is based on voluntary work. Every Toastmaster can be

The art of communication is the language of leadership.

James Humes

elected into the different roles and position. With this system membership fees are kept low and everyone has the chance to improve leadership skills.

7. Want to do more with Toastmasters?

As a Toastmaster you are part of an international community. If you like you can do much more than attending the meetings of **BASFToastmasters** and working on your communication and leadership projects. There are many activities you can join.

Visit other clubs in the Rhein-Neckar region or all around the world, attend speech contests on Area or Division level or go to a District Conference where Toastmasters from all over Europe meet twice a year – a special event full of fun and learning!

8. Join us and be part of it

We always welcome guests and are happy to tell everyone more about Toastmasters. By visiting us you can get to know our club personally and you can participate actively in our meeting. As a BASF employee you can become a member of **BASFToastmasters!**

To join you'll need to pay a one-off admission fee and a monthly membership due of 6 EUR. Once you are a member you can immediately begin with your first speech project – the Ice Breaker. In addition you are able to work on the leadership track.

9. FAQ

Do I have to attend every meeting?

Participation in our meetings is voluntary. But of course you will improve your skills faster by joining regularly. And the more people attend the meetings the more successful each member and the club will be.

How long does my membership last?

You always register until September as a member of Toastmasters. If you do not renew your membership for the following year, the membership ends automatically.

What happens if I can't attend BASF Toastmasters any longer?

You can transfer your membership to any Toastmasters club at any time. There are more than 15,400 clubs in 135 countries worldwide and more than 90 clubs in Germany.

TOASTMASTERS
INTERNATIONAL
www.toastmasters.org

